

# ROTHERFIELD PARISH COUNCIL

Working for the Community

in Rotherfield, Town Row, Mark Cross, Eridge Green, Boarshead and surrounding areas

## MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 22<sup>ND</sup> APRIL 2014 IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL

### COUNCILLORS PRESENT

Cllr. L. Pike (Chair)

Cllr. C. Clibbens

Cllr. Mrs P. Halse Adamson

Cllr. D. Thomas

Cllr. R. Harris

Cllr. N. Wickenden

### ABSENT

None

**ALSO PRESENT.** The Parish Clerk, Trevor Thorpe.

**1. TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 s 85).**

An apology was tendered and accepted on behalf of Cllr. Miss N. Bolton.

**2. TO RECEIVED DECLARATIONS OF INTEREST.**

None.

**3. TO RECEIVE MINUTES OF FINANCE COMMITTEE MEETING 10<sup>TH</sup> DECEMBER 2013 & MATTERS ARISING.**

It was RESOLVED to approve the minutes as a true record and the Chairman signed them.

**4. TO CONSIDER THE FOLLOWING AGENDA ITEMS:-**

**a) Approval of draft accounts for Financial Year 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.**

Draft accounts were circulated to the Committee prior to the meeting. RESOLVED to approve the accounts, CLERK to expand sections relating to sundry Highways and Recreation & Burial works to provide more detailed information for Annual Parish Meeting.

**b) Any adjustments required to the 2014/15 Budget.**

The documents relating to this were circulated to the Councillors prior to the meeting. RESOLVED to increase the budget figure for lighting repairs from £1000 to £1500 to be funded from reserves. CLERK to action.

**c) Review of Council cash balances and allocation of reserves.**

The documents relating to this were circulated to the Councillors prior to the meeting. RESOLVED to leave unallocated the £9801 in general reserves.

**d) Review of Asset Register and any changes required to insurance policy cover.**

Current register were circulated to the Committee prior to the meeting. The recently installed item of play equipment has been added and insurers advised. RESOLVED CLERK to add the following items to the register and arrange insurance if not already covered by current policy.

- i. New section titled "Land Held Under Licence" to include the Millennium Green car park at Mark Cross, parking area opposite Mark Cross Church and the parking area adjacent to Parish Cemetery. CLERK to clarify with Internal Auditors what value is attributable to these areas.
- ii. Christmas lights, fixtures and fitting purchased by the Council.

**e) Review of Financial Regulations.**

Current regulations were circulated to the Committee prior to the meeting. A new "Model" version has just been issued by the SLCC and this will be considered prior to the May Annual Council Meeting so that an updated version of the Regulations may be

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produced. CLERK to action, also to issue draft updated Standing Orders based on latest SLCC/NALC model.

**f) Review of banking arrangements and information regarding interest rates available.**

Currently earning 1% gross in the Santander instant access account, Clerk has been unable to locate an account offering the same combination of accessibility and rate. RESOLVED to leave banking arrangements unchanged.

**g) Agreement of annual grant payment to Rotherfield St Martin.**

£1500 paid for the past two financial years. RESOLVED to pay grant of £1200 for this year and advise that Council may not be able to continue grants in future years. CLERK to arrange for issue of cheque at April Council meeting.

**h) Smith & Fermor charity annual accounts and report.**

Report for year ended 31/12/2013 was circulated prior to the meeting.

**5. DATE OF NEXT MEETING.**

2<sup>nd</sup> December 2014 – 19:30 in the Parish Council Room. This meeting will agree budgets and precept requirements for 2015/16 for consideration and final approval by the Full Council.

**6. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

- Approach from Mark Cross Inn re: signage for their impending Beer Festival. CLERK to respond to them within terms of the Council's approach to roadside advertising as agreed at the 20<sup>th</sup> November 2012 Highway's Committee meeting.
- Chairman has identified assistance for providing tea and coffee at the forthcoming Annual Parish Meeting. CLERK to liaise with him regarding purchase of supplies.
- CLERK to compile report regarding pay scale and hours for consideration by Committee Chairs prior to May Council meeting.
- CLERK to investigate debris behind Bowls Club and request that it be removed.
- CLERK to report Dewlands Manor light 91 flashing.
- CLERK to add agenda item for next Planning and Building Committee meeting regarding planting of screening for Padfield Close development.

The Chairman declared the formal business of the meeting closed at 21:10.

**7. PUBLIC FORUM.**

None.

**Confirmed as a true record at the 2<sup>nd</sup> December 2014 meeting of the Committee**

.....Chairman's Signature.....Date