



**Working for the Community in Rotherfield, Mark Cross,
Eridge Green, Boarshead and surrounding areas**

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON TUESDAY 4TH DECEMBER 2018
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL.**

COUNCILLORS PRESENT

Cllr. L. Henrick (Chair)
Cllr. R. Harris (Vice Chair)

Cllr. T. Gilbert
Cllr. D. Hiles

Cllr. A. Martin
Cllr. G. Watson – Smith
Cllr. N. Wickenden

COUNCILLORS ABSENT

None.

ALSO PRESENT

Clerk to the Council, Trevor Thorpe.

1. TO RECEIVE THE FOLLOWING: -

a) Apologies for absence (LGA 1972 s85).

Cllr Hardy had submitted an apology for absence and it was **RESOLVED** that this be accepted.

b) Declaration of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.

None.

Section 10 (2) c (vi) of the Parish Council's Code of Conduct provides dispensation regarding Councillors setting council tax or a precept under the Local Government Finance Act 1992.

c) To resolve that the Minutes of the meeting of this Committee held on 17th April 2018 be taken as read, confirmed as a correct record and signed by the Chair.

Copies had been made available to Councillors prior to the meeting. It was **RESOLVED** that these minutes be adopted as a true record and the Committee Chair signed them.

d) Update regarding matters arising and action items from previous meetings.

None.

2. TO CONSIDER THE FOLLOWING AGENDA ITEMS: -

i. 2019/20 Budget and Precept.

a) Review budgets presented by Committees.

Committee budgets were made available to the Councillors prior to the meeting.

BUDGET HEADING	AGREED 2019/20 TOTAL BUDGET £	<i>Less</i> ESTIMATED UNDERSPEND 2018/19 £	ADJUSTED TOTAL FOR FUNDING £
Council Administration (a)	43600	1100	42500
Communications and Social Media (a)	3000	0	3000

Clerk: Trevor Thorpe, 82 Fernor Way, Crowborough, East Sussex TN6 3BJ

Tel: 01892 664245. Email: clerk@rotherfieldparishcouncil.co.uk

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Capital Projects – Highways (c)	17000	10000	7000
Lighting (b)	17000	5000	12000
Highways(b)	15850	4350	11500
Capital Projects - Recreation and Burial (c)	5000	1000	4000
Recreation Ground and other open spaces (b)	15880	0	15880
Burial Grounds(b)	10750	0	10750
TOTALS	128080	21450	106630

Funding required from Precept and reserves for 2019/20 – Summary

(a)	Expenditure - Council administration	45500
(b)	Expenditure - Parish overheads	50130
(c)	Capital Projects - Improvements for the community.	11000
Total funding figure for consideration at the January Council Meeting		106630

b) Review combined Parish Council total budget.

It was considered that this should be deferred until further progress is made with the Surgery project and the income/expenditure situation for this is clarified. **CLERK** to add items to January 2019 Council meeting agenda to consider/agree budget requirements for 2019/20 and the Precept required to support this in conjunction with funds held in reserves .

c) Agree Precept for 2019/20 to be considered for final agreement by the Full Council.

Clerk reported that, due to the date of this meeting being brought forward, the “Tax Base” figures had yet to be received from Wealden to enable the Precept for 2019/20 to expressed on a “£s per “Band D” property” basis and allow comparison to the 2018/19 figures. Information is anticipated by end of week.

ii. Review Committee’s Terms of Reference and the Council’s Financial Regulations.

a) RESOLVED that **CLERK** to amend and update these following recommendations in the recent Internal Audit Report and add an item to the agenda of the January Council Meeting to consider approval. **CLERK** to also review progress with the review of the Council’s Policies and other governance documents for inclusion on the same agenda.

b) Recent Audit Report identified the following:-

- The Council’s income is reaching the stage at which the DCLG’s Local Government Transparency Code 2015 will apply – “Parish Council’s with gross annual income or expenditure exceeding £200000 must disclose additional information”.
CLERK to investigate/report/action what is required to meet the Code’s requirements.
- This Report also identified that the requirements of the “Governance and Accountability for Smaller Authorities in England 2017 Edition” require that authorities where the gross income or expenditure for the year (whichever is the higher) has exceeded the threshold of £200,000 for a period of three continuous years, to report their financial details on an income and expenditure basis, from the third year onwards”. This may also become a consideration within the next few years.
- A Risk Management Policy is required to comply with the Financial Regulations. **CLERK** to investigate and compile a policy for adoption at the January 2019 Council meeting.

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3. Urgent issues for noting or inclusion on future agenda.

- Cllrs. Martin and Henrick have today met with the Inspector of Sussex Police's Wealden Prevention Team and a report from this will be delivered at the 20th December Council meeting.
- Light on exterior rear wall of the Village Hall is not working, **CLERK** to contact installer to visit and repair.

4. Date of next meeting

This will be held immediately following the Planning and Building Committee meeting to be held in the Rotherfield Scout and Community Youth Hall on Tuesday April 9th , 2019, at 1930.

Chair declared the formal business of the meeting closed at 21:40.

5. Public forum.

None

Adopted and signed as a true record at the 9th April 2019 meeting of this Committee

..... Chair..... Date

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