



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

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON TUESDAY 6<sup>TH</sup> DECEMBER 2016 AT 19:30  
IN THE PARISH COUNCIL ROOM, ROTHERFIELD VILLAGE HALL**

**COUNCILLORS PRESENT**

Cllr. D. Thomas (Chair)  
Cllr. L. Henrick (Vice Chair)

Cllr. R. Harris.  
Cllr. A. Martin

Cllr. N. Wickenden

**ALSO PRESENT**

Clerk to the Parish Council, Trevor Thorpe

**ABSENT**

None

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

An apology has been submitted by Cllr. Watts.

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

None. The Chair reminded Councillors that they should declare an interest if at any point in the meeting they became aware of one in connection with an agenda item.

Clerk has reviewed the issue raised regarding all Councillors having an interest in the matter as Council Tax Payers. It has been determined that section 10 (2) (c) vi of the Council's code of Conduct, as adopted at the 30th August 2012 Parish Council Meeting, covers the matter. It is therefore not necessary to pass a separate dispensation for Councillors to deal with Budget and Precept matters.

**3. TO RECEIVE MINUTES OF FINANCE COMMITTEE MEETING 19<sup>TH</sup> APRIL 2016 & MATTERS ARISING.**

Draft minutes had been circulated prior to the meeting. It was **RESOLVED** that they were a true record and the Chair signed them.

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

**a) Review of expenditure against budget headings and agreement of any reallocations of budget required.**

- Details of income and expenditure to date were circulated prior to the meeting, together with the nominal ledger report showing individual items of expenditure.
- It was agreed that Cllrs. Henrick and Harris should record details of budget amendments to assist the Clerk.
- The detailed draft budget figures for 2017-18, including agreed amendments to the heading of some cost centres and addition of new centres, form a separate supplement to these minutes. A summary of the total for each Committee heading, together with the adjustment for anticipated underspend from this financial year, is as follows:-

<b>BUDGET HEADING</b>	<b>AGREED 2017/18 TOTAL BUDGET £</b>	<b>Less ESTIMATED UNDERSPEND 2017/18</b>	<b>ADJUSTED TOTAL FOR PRECEPT £</b>
<b>Council Administration (a)</b>	40800.00	4750.00	36050.00
<b>Communications and Social Media (a)</b>	3150.00	2350.00	800.00

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BUDGET HEADING	AGREED 2017/18 TOTAL BUDGET £	Less Estimated Underspend In 2017/18	ADJUSTED TOTAL FOR PRECEPT £
Capital Projects – Highways <sup>(c)</sup>	20200.00	3500.00	16700.00
Lighting <sup>(b)</sup>	15450.00	2700.00	12750.00
Highways <sup>(b)</sup>	11500.00	0.00	11500.00
Capital Projects - Recreation and Burial <sup>(c)</sup>	6000.00	0.00	6000.00
Recreation Ground and other open spaces <sup>(b)</sup>	16800.00	3000.00	13800.00
Burial Grounds <sup>(b)</sup>	9800.00	0.00	9800.00
<b>TOTALS</b>	<b>123700.00</b>	<b>16300.00</b>	<b>107400.00</b>

Total Precept figure for consideration by the Full Council at its 26<sup>th</sup> January 2017 meeting

<b>107400.00</b>
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#### NOTES

(a) Expenditure - Council administration	36850.00
(b) Expenditure - Parish overheads	47850.00
(c) Capital Projects - Improvements for The community.	22700.00
<b>TOTAL</b>	<b>107400.00</b>

- It was **RESOLVED** that the Budget be approved and that an item be added to the agenda of the January 2017 for final consideration by the Full Council.
- During discussion of this agenda item a recently received request for grant support from the Parish Council was considered. This had been submitted by the Mark Cross Community Centre and is for assistance toward the cost of Christmas Lights for village Christmas Celebrations as the Centre's funds are fully committed toward essential repairs. It was agreed to grant £200 toward the lights under Financial Regulation 4.1. The cheque was issued and signed at this meeting and the Council Chairman will personally deliver it to the applicant.
- The Council Chairman also hoped that the Council would be in a position to work with the Community Centre organisation to support their aim to renovate the Church so that it can be used by the village for Community purposes as a replacement for the Village Hall. He also hoped that it would be possible to provide further Christmas Illuminations in Mark Cross in future years.

#### b) Approval of the 2017/18 Budget for Grants and Subscriptions

Details were circulated prior to the meeting. Dealt with under section a) of this agenda.

#### c) Review of Council's reserves and allocation thereof.

Details were circulated prior to the meeting. Current policy is to maintain a figure equivalent to 50% of annual precept as contingency reserve.

ACTION for CLERK to investigate treatment of burial fee income as it was considered that it had been agreed that a separate cost centre was to be formed to separately identify this

#### d) Approval of the Council and its Committees total expenditure and income budget for 2017/18.

Dealt with under section a) of this agenda.

**e) Approval of the Committee's Precept figure recommendation for 2017/18, to be considered for final approval by the Full Council at its January 2017 Meeting.**

Based on the budgeted expenditure figures for 2017/18, and after taking into account adjustments as detailed in item 4a) above for anticipated unspent funds from the 2016/17 budget, the Precept figure required from Wealden District Council is £107400. A comparison with previous years forms a separate supplement to these minutes. It was considered that there was nothing within the proposed budget which could not be justified and it was unanimously **RESOLVED** that the precept figure of £107400 be recommended for approval by the Full Council at its meeting on January 26th.

**f) Formation of Sub Committee to revisit the scope, activities and responsibilities of the Clerk as agreed at the October 2016 Council Meeting.**

It was **RESOLVED** that the Council Chair, Vice Chair and Cllr. Henrick form a Sub Committee to consider this. **ACTION** for **CLERK** that agenda item is added to the agenda of the January Council meeting for the Sub Committee to present their recommendations for consideration.

**5. ITEMS FOR CONSIDERATION ON BEHALF OF OTHER COMMITTEES**

**a) Quote for replacement of bus shelter opposite the Mark Cross Inn.**

Quote of £4480.50 plus VAT received from Newton and Frost for a replacement shelter of similar design and size to the one currently in place, this to include a bench and installation. Funds are held in the Highways budget to cover this. **RESOLVED** that quotation be accepted as this contractor has built two previous shelters for the Council to a good standard and the specification reflects the need for a greater degree of weather protection due to the location. **ACTION** for Cllr. Martin to advise contractor of acceptance and investigate if a reduction in the cost may be negotiated.

**6. DATE OF NEXT MEETING**

- 18th April 2017 at 19:30 in the Parish Council Room, Rotherfield Village Hall

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

- **ACTION** for **CLERK** to clarify position regarding accounting treatment of the £6K paid by Rotherfield Trust to match the Council's same contribution in respect of the Lower Pitch drainage.
- **ACTION** for **CLERK** to locate the Parish Panel minutes for Cllr. Wickenden.

The Chair declared the formal business of the meeting closed at 22:35.

**8. PUBLIC FORUM.**

None.

**Resolved that these minutes be adopted as a true record at the 18<sup>th</sup> April 2017 Meeting of this Committee.**

.....Chairman ..... Date