

WADHURST PARISH COUNCIL

THE MINUTES OF A MEETING OF THE FINANCE & RESOURCES COMMITTEE OF WADHURST PARISH COUNCIL HELD AT THE PAVILLION, HIGH STREET, WADHURST ON THURSDAY 4th JULY 2019 AT 7.30PM

Present: Cllr Moore (Chair), Cllr Gadd, Cllr Crawford, Cllr Moore, Cllr Murphy, Cllr Tincombe and Cllr Smith

No Member of the public present

Minutes

Meeting started at 7.30pm

1. To receive apologies and reasons for absence.

Apologies received from Cllr Morris

Cllr Murphy entered at 19.33pm

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

Cllr Tincombe entered at 19.35pm

Cllr Gadd declared an interest in agenda item 7.3

Cllr Tincombe declared an interest in agenda item 7.3

Cllr Crawford declared an interest in agenda item 7.3 and 12

Cllr Moore declared an interest in agenda item 12

3. Public Forum – time limit 15 minutes

No members of the public present

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.

Members agreed agenda item 11 should be discussed confidentially.

5. To approve the minutes of the meeting of the Finance and resources Committee on the 14th February 2019 as a true record.

The minutes were agreed and signed a true record

6. To determine matters arising from previous minutes for updating and noting.

Financial regulations are on the agenda under item 8

Members noted communications now have a separate committee

7. Items for decision and allocation of resources if necessary

7.1 – To discuss income and expenditure against the budget for 2019-2020

Members discussed the current budget and recommended no changes to be made at present and to revisit again at the next financial meeting. Members noted the National

insurance and Tax contributions are high compared to the salary. This will be discussed further in agenda item 11.

Cllr Moore reported the Street furniture and repairs budget is £0 and the dog bins allocation on the budget maybe to low due to a possibility of increased dog bins. Members agreed to re look at these areas at the next financial meeting.

Cllr Moore recommended the income budget relates to each committee to allow committees to manage income as well as expenditure. All members agreed recommendation should be taken to full council for agreement.

Members noted Earmark reserves are included on the budget

7.2- To discuss Earmark Reserves

Members reviewed the earmark reserves and no amendments are required at this time. Cllr Moore recommended the recreation committee obtain a costing for resurfacing the tennis courts to allow adequate reserves to be allocated. The RFO will email the Clerk to include this item on the next recreation committee agenda. All agreed this action.

7.3 – To discuss budget and policy of Grants

Cllr Gadd recommend grants should not have separate codes unless they are mandatory. All grants should have to be applied for each year including annual grants as the requested amounts can change. All members agreed for the layout of the budget to be changed and placed on the agenda for Full council for agreement.

Furthermore, the grant policy and applications need to be adhered to. Members recommend the policy states participants who receive the grant should report back within a year of receiving the grant or within a month of expenditure.

Cllr Gadd recommended if a profit is made from a participant due to funds received from the Parish Council these funds are used for participants next year's event.

The RFO will amend the policy and application form and circulate for agreement before approval at full council.

All reports to be taken to full council when received, all agreed this action.

Cllr Gadd and Cllr Tincombe left the meeting 20.04pm

7.4 – To discuss changing the gas and electricity supplier for the pavilion

Members discussed the supplier has not been changed or reviewed. Members recommended the RFO obtain quotes from various suppliers. The RFO will circulate any supplier if a cheaper supplier can be found. Cllr Murphy recommend the big Wealden switch the RFO will investigate.

7. To Review and adopt the financial regulations

Members reviewed the financial regulations and suggested amendments. The RFO will amend the Financial regulations and circulate for agreement. The amended regulations will be taken to full council for adopting.

8. To Review and adopt the Risk Management policy

Members discussed the policy and recommend alterations such as the allotments, GDPR and employees' illness. All members agreed the risk management policy should be taken to full council for each committee to review their specific areas. RFO to email clerk to include item on the full council Meeting.

10. To update and review CiL Payments and agree next actions to take.

Members discussed the papers previously circulated. Members agreed to recommend for the planning committee to record any future CiL payments on planning applications in order to reference if or when required.

11. To review Clerk, RFO and Caretaker salary

The RFO left the room and this matter was discussed confidentially

12. To review the tennis club lease and rent agreement

Cllr Moore reported the tennis club should be providing their annual figures within 60 days of the end of the financial year. The income the Parish Council receives changes depending on how many members the club have. Cllr Crawford will speak to the tennis club and report these figures to the RFO. He will also discuss providing the Parish council with an estimate cost of resurfacing the tennis courts.

13. To Review Regular payments -Direct debits and Standing orders

Members reviewed and agreed the Direct debits and Standing orders.

13. Items for noting

Members noted the grass cutting will be being reviewed and this may have an impact on the budget.

14. Urgent issues at the discretion of the chair for noting or inclusion on future agenda

None

The Meeting Closed at 21.00pm