

# WADHURST PARISH COUNCIL

## THE MINUTES OF WADHURST PARISH COUNCIL FINANCE AND RESOURCES COMMITTEE MEETING HELD AT THE PAVILION, SPARROWS GREEN, WADHURST AT 6.45 P.M. ON THURSDAY 13<sup>th</sup> OCTOBER 2022.

Present: Cllr C Moore (Chair), Cllr P Moore and Cllr Crawford.

Also, in attendance: Claudine Feltham (RFO/Clerk). There were no members of public present.

### MINUTES

1. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllr Griffin, Cllr Murphy & Cllr Smith.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*No declarations of interest made.*
3. Public Forum – time limit 15 minutes.  
*No members of 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.  
*None.*
5. To approve the minutes of the meeting of the Finance and resources Committee held 18<sup>th</sup> November 2021 as a true record.  
**Resolved:** *the minutes were approved as a true record as proposed by Cllr C Moore, seconded by Cllr Crawford and reached unanimous approval.*
6. To determine matters arising from previous minutes for updating and noting.  
*None.*
7. Items for decision and allocation of resources if necessary
  - 7.1 For each of the Committee Chairs to advise on their budget requirements for 2022-2023 (this will then go to full council on 3<sup>rd</sup> November 2022).  
  
*Members considered the current financial climate and increase in costs across the board. The budget for fuel should be doubled, and an increase of 10% be considered across the remaining budget codes. Resolved: as proposed by Cllr C Moore, seconded by Cllr P Moore and reached unanimous approval, the Clerk shall update the budget spreadsheet and initially liaise with Cllr C Moore, then to circulate the updated budget spreadsheet to Committee Chairs by email for comment, and for the final version to be presented to full council. Action: Clerk as above.*
  - 7.2 To consider if a review of the grants awarded since April 2020 is required or if a review of the policy grants policy is required.  
**Deferred:** *The grants policy considerations were raised by Cllr Murphy previously, as she was apologies for this meeting, item to be deferred.*
  - 7.3 Review of the Fixed Asset Register document.  
*Members reviewed the updated Fixed Asset Register document that had been circulate prior to the meeting. Resolved: the updated document (dated 13.10.22) was approved as proposed by Cllr C Moore, seconded by Cllr P Moore and reached unanimous approval.*
  - 7.4 Arrange for Clerk/RFO to carry out physical check of assets with a Cllr.  
**Resolved:** *Cllr C Moore, Cllr P Moore and the Clerk will carry out a review as soon as time permits.*
8. Items for noting
  - 8.1 To note the conclusion of the end of year audit without any advisories (for year ending 31.3.2022)  
*Noted. Cllr C Moore thanked Clerk for her work on the audit.*

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8.2 To note that the Notice of the Conclusion of Audit was placed on the parish council website before the deadline of 30<sup>th</sup> September 2022.

*Noted.*

8.3 To note that the Clerk/RFO will need to start preparing for the next internal audit taking place in November or December 2022.

*Noted.*

8.4 To note that Cllr C Moore has checked and signed the monthly bank reconciliations up to date.

*Deferred. **Action:** Clerk to bring the recent reconciliations to the next council meeting for Cllr C Moore to sign.*

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

*Cllr C Moore suggested that in the current climate it would be worth checking that the parish council bank funds are adequately covered. **Action:** Clerk to check with HSBC and Zurich Insurance.*

*Meeting closed at 1909 hours.*