

Minutes of a meeting of the **Finance Committee** held on Tuesday 7th January 2010 at 9.30am in The Dunn Village Hall, Rushlake Green

PRESENT: Councillors Steve Williamson (Chairman), Karen Cook, Andy Long, Mike Smythe, Pauline Velten and Bryan Whitton

1 member of the public

Locum Clerk – Linda Butcher

00001 APOLOGIES FOR ABSENCE – None

00002 DECLARATIONS OF INTEREST

Cllr Whitton declared a Prejudicial Interest in the Luncheon Club grant application and a Personal Interest in the Warbleton Bonfire Society grant application.

Cllr Mrs Velten declared a Prejudicial Interest in Bodle Street Green Village Hall grant application.

Cllr Long declared a Prejudicial Interest in Warbleton Bonfire Society grant application and Warbleton and District Horticultural and Poultry Society grant application. In view of his Personal Interest in most of the other applications he confirmed he would again not participate in the debate or in any recommendations for grants.

Cllr Smythe declared a Personal Interest in The Village Leaf grant application.

Cllr Mrs Cook declared a Personal Interest in The Village Leaf grant application.

MINUTES

Finance Committee meeting – 10th December 2019

00003 RESOLVED to adopt the minutes of the Finance Committee meeting held on 10th December 2019.

There were no matters arising from these minutes.

GRANTS and DONATIONS

Members checked through the details listed on the attached form and then discussed the outstanding items.

It was **AGREED** a revised grant application form with terms would be reviewed at a future meeting of the Finance Committee.

There was a discussion about the late arrival of the grant application from Bodle Street Green Village Hall and also the previous consideration of a grant to the Kent, Sussex and Surrey Air Ambulance. The application from Bodle Street Green V.H. was received on 4th December instead of the closing date of 30th November and it was noted that this application is in two parts, firstly marking of the disabled space in the car park and secondly new fencing.

It was reported that the Air Ambulance has a healthy balance but also that several local people had benefited from this service.

- 00004 RESOLVED** to award £450 towards the remarking of the disabled car park space at the Bodle Street Green Village Hall.
- 00005 RESOLVED** to make no award to the Kent, Sussex and Surrey Air Ambulance but to consider this again next year.
- 00006 RECOMMEND** all grants listed on the attached sheet to Council for ratification at the meeting on 16th January 2020.

BUDGET

Review of income/expenditure for 2019/20 Budget projected to end of March 2020 (for noting)

The Chairman advised that as he had not received the necessary papers prior to the meeting the Finance statement showing the full-year effect would be presented to Council the following week. It was noted that details of outstanding payments had also not been received [see note at end of minutes].

Review of proposed budget for financial year 2020/2021

The Committee looked through each of the items and the Chairman explained the variances and some gaps in paperwork that it was felt should be on file. As examples there is no contract or agreement (or even an invoice) for the use of the Village Halls where the Council holds its meetings; there is no agreement for the contribution towards the maintenance of the two churchyards. In the case of the Village Halls £1800 is budgeted, made up of £900 per Hall and £925 for churchyard maintenance [s 137 expenditure]

The importance of locating the Asset Register needs to be addressed.

- 00007 RECOMMEND** to Council the Revenue Budget as presented.

To consider how the Council wishes to fund the proposed budget and to consider recommendation of Precept level for 2020/21

The Committee discussed the income figures shown and it was accepted that the VAT cannot be counted as income, however there is a wish to provide a balanced budget this year. The Chairman estimated that to have a balanced budget would need an increase in the region of 3.5% in the precept but he would confirm this as soon as possible.

- 00008 RECOMMEND** to Council an increase in the precept in order to give a balanced budget. The actual percentage rise needed would be provided by the Chairman prior to the Council meeting on 16th January 2020.

FINANCE STATEMENT FROM APRIL 2021

00009 RESOLVED to endorse the revised format set out by the Chairman and to show Earmarked Reserves.

SUMMARY OF ACTIONS/RECOMMENDATIONS

Grants to be included on the Council agenda for 16th January 2020
Revised Grants form and conditions to be considered at a future meeting.
Up-to-date Finance Statement including full-year effect to be available for the next Council meeting.
Budget and Precept recommendations to be submitted to Council on 16th January 2020
Changes to Finance Statement agreed.

DATE OF NEXT MEETING

It was **AGREED** to hold another Finance Meeting as soon as possible after the year-end.

STAFFING MATTERS

EXCLUSION OF PUBLIC AND PRESS

00010 RESOLVED Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Committee believe that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential staffing nature of the business to be transacted.

To review the resignation of the longstanding Parish Clerk

The Committee referred to the Council's decision to appointment Linda Butcher to assist the Clerk with reviewing the procedures carried out by the Council but in the meantime the Parish Clerk had tendered her resignation to the Chairman of the Council. Linda Butcher was then asked if she would consider assisting the Council in the short-term until a new Clerk could be appointed. This was **AGREED**.

00011 RESOLVED to authorise the Locum Clerk to reply to the Clerk's letter of resignation and to collect outstanding paperwork from the former Clerk's home. It was **AGREED** she would also speak to Marion Smith and Simon Goacher about any outstanding holiday and final salary.

To enable Cllr Long to leave the meeting early it was agreed to change the order of the agenda to deal with item 3. Model Advertisement, Job Description etc.

To look at the model Advertisement, Job Description and Person Specification and to add or remove from these lists. To consider the hours required and the salary to be paid.

Cllr Long asked about item 5 of the Job Description and the make-up of Working Parties and whether or not the Clerk should be present. After clarification it was noted that the Clerk can or need not attend Working Parties, it is the choice of the Council/Working Party.

Cllr Long then left the meeting.

To consider the recruitment package proposed by the Sussex and Surrey Associations of Local Councils.

00012 RESOLVED to accept the proposal and Cllr Whitton signed a copy for the Locum Clerk to forward to SSALC.

To agree a timetable to allow sufficient time for the advertisement to be placed, and completed applications to be received

The Locum Clerk was asked to clarify the appropriate salary scale with SSALC and to then submit the advertisement for inclusion on the SSALC website, Village Leaf website, Friday-Ad website and Warbleton Parish Council's website.

To agree which Councillors will sit on an interview panel and to seek Council's authority to make a recommendation of appointment for ratification by Council.

In answer to a question the Locum Clerk advised that a Panel of three Councillors would be appropriate and they would need to be the best people for the role.

00013 RESOLVED that the Locum Clerk would send a memo to all Parish Councillors inviting them to submit their interest together with details of any relevant experience/qualifications and this would then be considered at the Council meeting on 16th January 2020.

The meeting closed at 11.45pm

N.B. After the meeting Cllr Whitton handed to the Locum Clerk a folder that had been provided that morning from the Parish Clerk. This folder contained the Council's cheque book and six vouchers for payment. As this information had not been available prior to the agenda being prepared the Committee were unable to discuss this item during the meeting. It was subsequently **AGREED** that the payment of the Clerk's December salary (cheque No. 101352) and the Post Office for Wealden District Council (cheque No. 101353) had previously been authorised so these cheques would be released and the other four documents and cheques would be included on the Council agenda on 16th January 2020.