

# FRAMFIELD PARISH COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE Minutes of the FGP Committee Meeting held on Wednesday, 9 May 2012, at 7.30 pm at the Memorial Hall, Framfield.

**Present:** Councillors Maria Naylor (Chairman), Peter Friend, and Rob Newton (Vice Chairman).  
**Also Present:** Councillor Jeff Goggin.  
**In attendance:** Ann Newton (Parish Clerk).  
Jan Riddle (RFO).  
**Public:** None.

*The RFO had furnished all members with the finance schedules as at the end of March 2012 for the Parish Council, Blackboys Trust and Hall and Framfield Trust and Hall.*

### 1. Apologies

There were none.

### 2. Declarations of Interest

Rob Newton declared a prejudicial interest in any items relating to his wife, the Clerk. Jeff Goggin declared a prejudicial interest in any times relating to Gill Goggin, his wife, who takes the bookings and clean the Village Hall in Blackboys.

### 3. Minutes of the Last meeting.

The minutes of the meeting held on 23 November 2011 were approved as read.

### 4. Matters Arising.

FGP 016	Parish Magazine accounts. RFO requested to set up formal accounts. These have been set up. The Clerk stated that once again approximately £1,500 profit has been achieved.
FGP 017	RFO asked to set up a monthly limit of £2,000 on the BACS facility. The RFO stated that she is not able to set this up as she is not a signatory on the account. The meeting suggested that this was something that could be discussed at the meeting with Barclays as detailed below. <b>ACTION: FGP 029 – RFO/MN.</b>
FGP 018	Meeting at Barclays Bank to ‘rationalise’ the bank accounts – Maria Naylor, Clerk and RFO. This meeting is still to be convened. The Clerk/RFO to draw up a list of accounts and the RFO and Chairman to decide which bank they would approach to assist in rationalising the system and setting up a universal online banking facility for all accounts and making sure all correspondence is sent to the RFO at her new address. <b>ACTION: FGP 030 – CLERK/RFO/MN.</b>
FGP 019	H&S Policy – Clerk asked to draw this up. This is still to be done. <b>ACTION: FGP 031 – CLERK.</b>
FGP 020	Gratuity – figures to be rewritten. This has been done and an up to date amount transferred to the gratuity account.
FGP 021	Pension arrangements – Clerk. Issue to be investigated. This is still under investigation but the Clerk thought that the arrangements would not become mandatory for several years as the PC is at the bottom end of the scale for implementation due to the low number of employees. <b>ACTION: FGP 032 – CLERK.</b>
FGP 022	Item for discussion at the Annual Parish Assembly. The meeting agreed that finance should be discussed at the Annual Assembly flagging up that there will be a need to increase the Precept in subsequent years. The reserves are at approximately 50% of the total

	precept figure – a relatively low amount. The meeting asked that the RFO update the figure for the charity investments. <b><u>ACTION: FGP 033 – RFO.</u></b>
FGP 026	Village signs – quotes to be acquired for their repair. This is still awaited. <b><u>ACTION: FGP 034 – CLERK.</u></b>
FGP 027	Guidepost repairs – agreed that little funds were available. Suggestion for discussion at Annual Parish Assembly. The issue was discussed as one of the items which either should be kept on board or not but as a replacement post was in excess of £500.00 would play a large role in the precept.
FGP 028	RFO – to ascertain if the workload was being managed. The RFO felt that she was coping with the workload.

## 5. Year-end Accounts – PC - 2011/2012

The meeting went through the finance sheets and asked the RFO to make alterations where advised and then resend the revised sheets to the Chairman for agreement and signing off of the accounts at the next PC meeting in May. **ACTION: FGP 035 – RFO.**

## 6. Cross-checking of the record books.

Sample records were checked and found to be accurate.

## 7. Trusts – General

- **Matters arising.**

FGP 023	Gift Aid RFO to apply for both Trusts. The RFO replied that both had been applied for and Blackboys granted. She was still waiting for confirmation from HMRC on the Framfield Trust. <b><u>ACTION: FGP 036 – RFO.</u></b>
FGP 024	Net amount from earmarked £1,000 to be transferred across to each refurbishment account. This had been done.
FGP 025	Framfield Allotments – RFO to calculate what had to be passed over to new account. This had been done.

- **Year End Accounts – Blackboys Trust, Framfield Trust, Framfield Allotments.**

The meeting went through the finance sheets and the Clerk asked the RFO to send through a sheet for each trust detailing the income and expenditure for the last financial year for sign-off at each relevant AGM in June/July. **ACTION: FGP 036 – RFO.**

## 8. Any other business at the discretion of the Chairman

- Donations – the meeting agreed to make a donation of £100.00 to the Framfield & Blackboys Monday Club in line with the donation that was made last year. **ACTION: FGP 037 – CLERK.**
- Payslips – the meeting agreed that the RFO should provide payslips by way of a spreadsheet which the Chairman would pass across. **ACTION: FGP 038 – MN/RFO.**
- Streetlights – the Clerk stated that the cost of installing a rear shield to column 1 Cleve Close is £144.86. Jeff Goggin offered to contact the resident and if happy to go-ahead as long as they are willing to settle the net cost the PC will pay the entire invoice claiming back the VAT. **ACTION: FGP 039 – JG/CLERK.** The Clerk reported that the cost to raise the existing bracket and install a new lantern on the Lewes road junction in Blackboys is £531.71 plus VAT. ESCC have also stated that there is no requirement to illuminate any road only to maintain the lights that are in place (this does not stop them from being removed however). ESCC would install lighting at locations where speed humps are located or where the road is narrowed with a build-out or has a pedestrian crossing point. If a resident just wants the convenience of a light, this is not a reason to install one. The meeting agreed that at

this point in time they would not be replacing the light and the Clerk should inform the resident of this if he gets in touch. **ACTION: FGP 040 – CLERK.**

- Footpath. The Clerk reported on an email she had received from Sue Diplock on the suggestion that the footpath that links Sandy Lane via Hempstead Lane to Uckfield be upgraded to enable particularly school children a safer and less expensive way of getting to school. Sue is liaising with ESCC over the matter who have suggested that if the PC could forward any funding it would go higher up their list of priorities. The meeting discussed the suggestion which had been mooted some time before and decided that they did not feel just upgrading the footpath for pedestrian use was satisfactory as they did not believe it was a safe prospect for children to walk the route. A cycle route would be preferential which would then need considerably more funds to finance it which unfortunately the Council did not have. Clerk to convey this to Sue and Chris Dowling. **ACTION: FGP 041 CLERK.**
- Clerk - home working allowance. The Clerk stated that obviously there had been no rise in salary for local authority workers for some years, but also she had never had a raise in the home-working allowance in thirteen years.
- The meeting agreed that at the AGM Jeff Goggin could take the position of Vice-Chair of the Environment Committee if no one else was keen to enable him to sit on the FGP Committee. **ACTION: FGP 042 – CLERK.**

## **9. Next Committee Meeting**

To be advised.

*The meeting was closed at 9 pm.*

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