

FRAMFIELD PARISH COUNCIL

Also acting as Trustees to the

FRAMFIELD MEMORIAL HALL AND, RECREATION GROUND TRUST.

CHARITY REGISTRATION NO: 305228

and BLACKBOYS VILLAGE HALL, RECREATION GROUND AND ALLOTMENTS TRUST
INCORPORATING PALEHOUSE COMMON RECREATION GROUND

CHARITY REGISTRATION NO: 305225

and FRAMFIELD ALLOTMENT GARDENS

CHARITY REGISTRATION NO. 296468

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the FGP Committee Meeting held on Wednesday, 11 October 2017, at 7 pm at the Village Hall, Blackboys.

Present: Councillors Keith Brandon (Chairman), Peter Friend and Rob Newton.

In attendance: Ann Newton (Parish Clerk). Jan Riddle (RFO).

Public: None.

Prior to the commencement of the meeting members of the public, if present, are invited to address the Parish Council at the Chairman's discretion for five minutes.

1. Election of a Chairman and Vice-Chairman

Rob Newton proposed that Keith Brandon be elected as Chairman to the Committee. This was seconded by Peter Friend and agreed by those present. There were no other nominations. Rob subsequently proposed that Selina Allen be elected as Vice-Chairman. This was again seconded by Peter Friend and agreed by those present. There were no other nominations and the Committee understood that Selina was happy with the proposal.

2. Apologies

Councillor Maria Naylor.

3. Declarations of Interest, personal, prejudicial or pecuniary.

Rob Newton declared a prejudicial, pecuniary interest in any items concerning the Clerk's salary etc; the Clerk being his wife.

4. To accept the Minutes of the last meeting (27 October 2016)

It was resolved to accept the minutes of the meeting held on 27 October 2016, having been circulated, as a true and accurate record of the meeting. The minutes were signed by the Chairman as proposed by Peter Friend and seconded by Rob Newton.

5. Matters arising

Matters arising from the last minutes which are not detailed elsewhere on the agenda. The Clerk ran through the items, all of which were completed and/or detailed on the agenda/minutes.

6. Matters for Discussion.

General Administration

- Review of the change in meeting schedule and agendas. The Committee agreed that they would recommend to full Council to continue as trialled at the meeting in September.
- Review of the subscriptions/donations policy. A list of subscriptions/donations paid to date had been circulated. The meeting agreed that the Council should continue to subscribe to all of the organisations detailed (SSALC, WDALC, SLCC, AIRS, CPRE and the Information Commissioner) but would review the membership of SSALC next year. They agreed to recommend to full Council that the budget for subscriptions

should be increased to £1,000 next year – the deficit being funded by general reserves this year.

- Resolve to re-join ACRES. Keith Brandon proposed that the Council re-joins ACRES who have an excellent online information service for charities/village halls. The cost is approximately £150.00 per year and is recommended to full Council.
- Review of the Asset Register. The Clerk expressed her concern at how to update the asset register with new items and at what value since the changes in the method for putting together an asset Register. The meeting was still keen to formulate a complete register of the Trust/Council assets for internal use – something which Maria Naylor had offered to put together. The suggestion was made that the Clerk ask Maria to assist with the updating of the current Register for approval at the next meeting.
- Review of the current Standing Orders, Financial Regulations and Risk Assessment. As these had all been approved in May 2017, the meeting agreed that no changes needed to be made.
- Review of Policies if required. The meeting agreed that nothing was required imminently of the policies already held.
- General Data Protection Regulation and Data Protection Bill – implications. The Clerk stated that the Regulation will come into force on 25 May 2018. The Council will have to appoint a Data Protection Officer (currently termed the Data Controller) who must oversee the requirements of the Act. The office computer has already been updated in line with the legislation and the Clerk is to attend a course in early February. A revised Data Protection Policy will then be drawn up and put in place.

Finance

- Review of the Internal and External Auditor's reports. The Clerk and RFO ran through the comments contained in the Internal Auditor's report. The meeting confirmed that all items had now been complied with; the RFO confirmed that she was now including income and all expenditure on the monthly financial spreadsheets. The National Savings account details would also be added to the spreadsheet and enquires made of the bank as to the reason why the deposit account details are not included on the monthly 'at a glance' statement. The Charity dividend statement would also be added to the Blackboys Trust schedules and updated when available. Discussion centred round the position of the Parish Magazine account within the Council and agreed that an annual account should be circulated to Councillors. The Clerk reminded Councillors to initial all the cheque stubs when signing cheques. The Clerk advised the meeting that the External Auditor had approved the Annual Return with no comments.
- Review of Reserves – updated 2016/17. Discussion arose around the need to add the underspend/surplus (£7,239.00) from 2016/17 to general reserves; deduct what has already been spent out of general and earmarked reserves and what is due to be spent. This would be denoted accordingly on the next Council finance schedule and updated figures given for earmarking at the next FGP meeting.
- Review of the budget 2017-18. All Councillors were in receipt of the finance sheets for the end of year (31 March 2017) and 30 September 2017. The meeting noted that a couple of items had overspent (extra insurance for the Pavilion and adaptations to the office computer) – these could be covered by general reserves.
- Propose a budget for 2018/19. The meeting agreed that as detailed above they would recommend an increase in the budget for subscriptions and donations. Clear figures for the grounds maintenance contract were also required before a budget could be agreed. The RFO and Clerk was asked to bring the figures to the next meeting.
- Propose a precept for 2018/19. The general consensus of the meeting was to potentially not recommend an increase in precept. Although a final proposal would be made once the above figures are known.
- VAT – PC versus the Trusts. Keith Brandon stated he had now carried out further work and confirmed that the Parish Council can purchase goods and services and donate them to the trusts as long as there is no reimbursement. The donation is a non-business activity and is therefore eligible for a refund of VAT. ACRES and NALC had been invaluable in their help on this matter. He recommended this to full Council.
- Payroll. The meeting agreed that whereas now there is a single payroll for all staff paid by the Council and Trusts, two further payrolls would be set up, one for each trust primarily due to National Insurance contributions should any member of staff be employed across the PC and Trusts. The current situation caused financial detriment

to the staff and Trusts so the Committee agreed to ask the RFO to set this up as a matter of urgency. The Clerk would write to all the staff to explain the reason why they will receive a P45 but that the Council/Trusts will make sure there is no loss of continuous service.

- Parish Magazine account – this was discussed earlier but the Clerk confirmed that she had achieved enough advertisements to cover this year's costs and that they had a healthy bank balance which would help out with next year's costs should the need arise.
- Discussion on the spreading out of Council/Trust funds across different banks. The meeting agreed to investigate this further when the exact figures of reserves was known. The Clerk commented that she had heard about UNITY, CCLA and a fixed term deposit account with Nat West as possibilities.
- National Savings Account – adding funds. This would be looked at in line with the above bullet point.
- Cross-checking of payments. The meeting carried out six separate cross-checks and found them all to be verified.

7. Trusts

General Matters arising

- Review of the rents for both the Village Hall, Blackboys, and Memorial Hall, Framfield with implementation in January 2018. The meeting agreed that as the rents had been reviewed this year, they would not recommend a further increase at this time. The exception to this was a review of the Blackboys Pre-school fee which would be negotiated in due course. In addition the only preferential rates would apply to the Pre-school and New Life Church taking into account that the hire agreement of the Memorial Hall by Framfield School is due for renewal by ESCC in April next year. The hourly rate has been deleted from the Memorial Hall tariffs and the meeting agreed that hirers, if their booking straddles over two sessions, they must pay the cost of those sessions if it means that no one else could use the venue. The meeting also agreed sessional times would be 0800-1300, 1300-1800 and 1800 to close.
- Review of the rents of both allotments. The meeting agreed to recommend to full Council an increase of both rents to £25.00 from £20.00 per plot. The rents had not been increased for five years.
- Completion of Risk/Fire Assessments for both Halls. This was ongoing.
- Amalgamation of the individual trust spreadsheet. The meeting agreed that some changes should be made including some historical items removed but other than detailed elsewhere in the minutes, the sheets should remain the same.

8. Items for referral by Councillors to the next appropriate Committee or Full Council agenda.

There were none.

9. Next Committee Meeting

The date of the next meeting was agreed as 6 December 2017 [Post meeting note: due to the unavailability of the halls, the date has been changed to Monday, 11 December 2017].

The meeting was closed at 9.25 pm.

Chairman.....

Date