

FRAMFIELD PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE **Minutes of the FGP Committee Meeting held on Monday,** **11 November, at 6 pm at the Memorial Hall, Framfield.**

Present: Councillors Keith Brandon (Chairman), Bob Bather, Peter Friend, Tony Hall, Maria Naylor, and Sam Sharples (Vice Chairman).
In attendance: Ann Newton (Parish Clerk). Marie Owen (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.

All recommendations detailed in the minutes are for ratification at the next full Council meeting on 26 November 2019.

1. Apologies

Councillor Danny Gallagher.

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

Councillors to give notice of declarations of personal, prejudicial and pecuniary interests in respect of items on the agenda. There were none.

3. To accept the Minutes of the last meeting (3 June 2019)

It was resolved to accept the minutes of the meeting held on 3 June 2019, having been circulated, as a true and accurate record of the meeting. The minutes were signed by the Chairman as proposed by Keith Brandon and seconded by Maria Naylor.

4. Matters arising

Matters arising from the last minutes which are not detailed elsewhere on the agenda. The Clerk ran through the items, which had not been formally listed on the agenda.

- Emergency Plan – ongoing.
- Donations/Grant Policy – ongoing.

5. Items for Discussion.

General Administration

- Revised Asset Register – Councillors agreed the revised Register to include the addition of one guidepost and a replacement bench. The Clerk stated that both items had been included on the Council's insurance policy.
- Review of the Financial Regulations – all Councillors were in receipt of the revised regulations in line with the NALC regulations. They were duly adopted.
- Review of the Standing Orders – this would be done now that the financial regulations have been finalised.

Finance

- Review of the School hire fee. Maria Naylor offered to look at the agreement and report back to the RFO/Clerk.
- Budgeting for a new bus shelter – the meeting agreed that the Clerk should obtain prices to replace the bus shelter in The Street, Framfield. The design should be traditional. Funds could either come from CIL receipts or enquire the views of the family who made a donation.
- CIL receipts – all Councillors were in receipt of up to date budget papers where the CIL receipts were detailed. The RFO agreed to include in the list the received dates because the Council only has five years to spend the funds. The Clerk to investigate the possibilities/costings of village gateways.
- Draft Budget for discussion/update on bank balances and PC budget versus spend – all Councillors were in receipt of a full report including budget notes/recommendations for 2020/21, cashflow forecast and spend to date. The recommendation was to set the budget and precept for 2020/21 at £62,320. This is an increase of £650.00 from

this year (1.4%) equating to 93p per year for a Band D Council Tax payer. This figure might in fact decrease when any new build houses are occupied. This was proposed for agreement and recommendation to Full Council by the Chairman, seconded by Maria Naylor and agreed by all present.

- Review/confirmation of reserves. All Councillors were in receipt of the list and agreed them as written.
- Cross-checking of payments – the meeting carried out five cross checks of payments and found them all to be verified.

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

There was none other than detailed in the minutes.

7. Next Committee Meeting

To be arranged.

The meeting was closed at 6.40 pm.

Chairman..... Date