

ROGATE PARISH COUNCIL

FINANCE COMMITTEE MEETING

Please direct any emails to -
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DRAFT minutes subject to approval

MINUTES OF THE MEETING OF ROGATE PARISH COUNCIL FINANCE COMMITTEE HELD ON 22nd OCTOBER 2013 at 7pm In ROGATE VILLAGE HALL PAVILION

Councillors Present: Cllr Steve Williamson (SW) (Chairman); Cllr Elizabeth Brown (EB); Cllr S O'Brien-Twohig (SOBT); Cllr Pauline Berrisford-Hill (PBH) Cllr M Spalding (MS) and Cllr F Dix (FD)

In attendance: Cathryn Woolley (CAW) (Clerk)

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1. **REPRESENTATIONS BY THE PUBLIC**
1/13 None
 2. **APOLOGIES FOR ABSENCE**
2/13 Apologies were received from Cllr Sprackling (SS) and Cllr Harwood (MH).
 3. **DECLARATIONS OF INTEREST**
3/13 There were no declarations of interest.
 4. **ELECTION OF CHAIR AND VICE-CHAIR**
4/13 EB proposed, SOBT seconded, unanimously agreed that SW to be elected as Chairman of the Finance Committee. Committee members warmly proposed that MH be elected as Vice-Chairman, but, MH would first need to be consulted before this appointment is made.
 5. **MINUTES OF LAST MEETING**
5/13 The committee agreed and signed the minutes of the meeting held on 22 April 2013.
 6. **MATTERS ARISING FROM PREVIOUS MINUTES**
6/13 None

NB: Cllr Dix arrived at this point in the meeting.

7. **ANNUAL ACCOUNTS**
7/13 The committee discussed the accounts and noted that the figures were accurate and that they were in line with the budget although there had been some unforeseen expenditures.
8. **AUDITED ANNUAL RETURN**
8/13 The committee noted that the Annual Return was approved by the full Council at an earlier meeting. Copies of the audited Annual Return are available to the public, upon request.
9. **BUDGET 2013/2014**
9/13 The committee reviewed the expenditure to date (7 October 2013) totalling £12103 and estimated the expenditure to the end of the year which amounted to £20917. The income for the year is £15915. It was noted therefore that the expected shortfall of £5002 would need to come from reserves which currently amount to £25463, thus reducing these reserves to £20461 by the end of March 2014. It was also noted that it was not sustainable to continue to have a shortfall that was financed out of reserves.
- 10/13 Some of the points discussed included the following:-
 - The Committee **unanimously** agreed for CAW to receive 1 hour online training from Alpha re: accounting software;
 - CAW would need to complete a minimum of 18 hours for RPC to become a Quality Council and also noting that CiLCA counts towards CAW's CPD;
 - CAW may be entitled to a 50% reduction bursary, in respect of future training costs;

10. BUDGET PROPOSALS 2014/2015

11/13 The committee outlined initial thoughts on next year's budget and concluded that further work would be necessary.

11. DATE OF NEXT MEETING

13/13 The proposed date of the next Finance Committee meeting will be **Monday 25th November 2013** at **Rogate Village Hall Pavilion** at **7.30pm**.

CATHRYN WOOLLEY CILEX
CLERK

Meeting Closed – 9.30pm

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CHAIRMAN

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DATED