

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 25th November 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) and Cllr F Dix (FD)

In attendance: Cathryn Woolley (CAW) (Clerk)

1. **REPRESENTATIONS BY THE PUBLIC**

13/13 None.

2. **APOLOGIES FOR ABSENCE**

14/13 Apologies were approved for Cllr Berrisford-Hill, Cllr Sprackling and Cllr Spalding.

3. **DECLARATIONS OF INTEREST**

15/13 None.

4. **ELECTION OF VICE-CHAIR**

16/13 MH was appointed as Vice-Chair of the Finance Committee.

5. **MINUTES OF LAST MEETING**

17/13 The committee agreed and signed the minutes of the meeting held on **22 October 2013**.

6. **MATTERS ARISING FROM PREVIOUS MINUTES**

18/13 The committee raising the following items from matters which arose from the last finance meeting dated 22 October 2013, as follows:-

- **ACTION:** To review Council's insurance policy premium pre-June 2014.
- CAW confirmed that Jubilee funds of £806 have been earmarked to repair RPC noticeboards;
- **ACTION:** Alpha accounts support package to be reviewed in July 2014.
- **ACTION:** CAW to confirm to RPC address where Good Councillor guides could be collected from to save £14 postage;
- Cllrs discussed the fact the RPC employs the Youth Worker and that **ACTION:** To review Youth Worker's Contract and to contact Pam Valler via email.
- **RESOLVED:** – EB to meet with Chris Bleasdale re: Village Hall
- Include 2 x grit bins @ £180/bin in budget. Noting, to review with WSCC next summer – July 2014 to see if any free bins could be offered before purchase of said bins.
- Include £500 towards costs of Neighbourhood Plan;
- Include £500 for tree surveys to be undertaken;
- Include £300 for RATA consultation;
- Cllrs noting that Fyning Borden Wood Association have agreed to fund the costs of refurbishing the noticeboard on Fyning Lane and earmarked funds of £806 will be used to to undertake repairs to the other parish noticeboards (**** and ***). **ACTION:** Quotes to be provided to CAW;
- Include a figure for election expenses (£3,000) (May 2015);
- Include planning application expenses for this financial year and next financial year (£1,000), which will include the purchase of a projector, which is needed April 2014.

CAW

CAW

CAW/
SW

EB
SOBT

EB

7. **TIMETABLING FOR SETTING BUDGET 2014/15**

19/13 **RESOLVED:** The committee unanimously approved SW's proposed timetable for setting the budget and precept, noting that the budget and precept cannot be agreed to until the full Council meeting on 13th January 2014.

20/13 The committee considering budget items that they would like to possibly include in next year's budget, which may benefit the Parish, such as:

- Increase to the Youth Worker's Salary
- Pay grants to CAB, Little Angels and others;

21/13 **ACTION:** Each Cllr to look at neighbouring parishes social engagement ideas and email their findings to SW.

- SOBT: Fernhurst/Milland;
- EB: Petersfield/Liss;
- FD: Stedham/lping;
- MH: South Harting/Lynchmere

SOBT

EB

FD

MH

22/13 The committee noting that the precept will need to be increased and the public will need to be consulted accordingly.

ACTION: An article to be placed in R&T news, which needs to be published by 10 Dec 2013.

SW

8. **REPORTING TO FINANCE COMMITTEE**

23/13 8.1 SW reported back following his meeting with ex-Cllr Peter Moss;
8.2 CAW reported back following quarterly audit. SW asked for the reports generated following the quarterly audit and to return these to CAW at the full Council meeting.

SW

9. **DATE OF NEXT MEETING**

2413 The proposed date of the next Finance Committee meeting will be **Wednesday 18th December 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