

# ROGATE PARISH COUNCIL

## FINANCE COMMITTEE MEETING

Please direct any emails to -  
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*DRAFT minutes subject to approval*

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### MINUTES OF THE MEETING OF ROGATE PARISH COUNCIL FINANCE COMMITTEE HELD ON Wednesday 18<sup>th</sup> December 2013 at 7.30pm In ROGATE VILLAGE HALL PAVILION

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**Councillors Present:** Cllr Steve Williamson (SW) (Chairman); Cllr Elizabeth Brown (EB);  
Cllr F Dix (FD) and Cllr Murray Spalding (MS)

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**1. REPRESENTATIONS BY THE PUBLIC**

26/13 None.

**2. APOLOGIES FOR ABSENCE**

27/13 Apologies were approved for Cllrs Sprackling, Harwood, O'Brien-Twohig and Berrisford-Hill. Clerk was absent due to illness with MS taking the minutes of the meeting.

**3. DECLARATIONS OF INTEREST**

28/13 None.

**4. MINUTES OF LAST MEETING**

29/13 The committee agreed and signed the minutes of the meeting held on 25<sup>th</sup> November 2013..

**5. MATTERS ARISING FROM PREVIOUS MINUTES**

30/13 The committee raising the following items from matters which arose from the last finance meeting dated 25 November 2013, as follows:-

5.1 Article written and sent to R&T news by SW for January issue

5.2 Youth Worker's contract received by SW for review and SW to report to the next meeting

**6. REVIEW OF INCOME AND EXPENDITURE 2013/14**

31/13 Expenditure is now reviewed at each full council meeting.

6.1 Still expect an overspend of approximately £2700 against the budget which will result in approximately £5000 withdrawn from reserves.

6.2 No additional changes expected.

**7. PRECEPT 2014/2015**

32/13 Some of the points discussed regarding the proposed precept for 2014/2015 were as follows:-

7.1 Confirmation received from CDC that the 2014/15 Tax base will be 762.5. This is the number of Band D equivalent dwellings within the Parish.

7.2 Government released its Local Government financial Settlement today. Whereas it was expected to include decisions regarding any capping of parish precepts, the Minister said that an announcement on this would be made in the New Year - no details were available on when exactly that would be.

**RESOLVED: SW will advise Full Council on 13 January 2014 should a government announcement on the parish precept be made in time.**

SW

7.3 The Committee discussed the draft 2014/15 budget agreed a final proposal (attached) that totalled £22994.

**RESOLVED:** **Unanimously** to recommend acceptance by Full Council the proposed 2014/15 budget totalling £22994

SW

**ACTION:** **To include on Agenda for full Council**

CAW

7.4 The resultant impact on the Council's reserves was discussed and it was agreed that it was not viable to be continually eroding Council reserves.

**RESOLVED:** **Unanimously - not to deplete further the Council's reserves at this time**

7.5 The resultant parish precept, taking account of the £424 grant available from CDC and the tax base of 762.5 was calculated to be £29.60 per equivalent Band D dwelling.

**RESOLVED:** **Unanimously- to recommend acceptance by full Council the parish precept of £29.60 and communication of it to CDC.**

SW

## 8. TERMS OF REFERENCE

33/13 The draft Terms of Reference were discussed and the following changes agreed:

- Point 2 - Change committee size to a minimum of 4 and a maximum of 6 councillors
- Point 9 - annual budget to be presented by mid-January
- Point 11 - changed to read ...council will oversee the submission of any applications for funding...
- Point 13- changed to read ...all external correspondence shall be conducted by the Clerk of the Parish Council and copied by email to the Chair of the finance committee.
- Point 15- change the minimum number of meeting per year to four

**RESOLVED** **Unanimously** - SW to make the changes and submit to the full council meeting for approval.

SW

## 9. DATE OF NEXT MEETING

34/13 The proposed date of the next Finance Committee meeting will be **Monday 24<sup>th</sup> February 2014** at **Rogate Village Hall Pavilion at 7.30pm.**

The following forthcoming dates were agreed as follows:-

**Monday 28<sup>th</sup> April 2014;**  
**Monday 23<sup>rd</sup> June 2014;**  
**Monday 1<sup>st</sup> September 2014;**  
**Monday 27<sup>th</sup> October 2014;**  
**Monday 18<sup>th</sup> December 2014**

CATHRYN WOOLLEY CILEX  
CLERK

Meeting Closed – \*\*\*pm

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CHAIRMAN

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DATED