



Councillors in attendance

Draft minutes, subject to approval

Chair Steve Williamson (SW), Elizabeth Brown (EB), Fiona Dix (FD), Max Harwood (MH), Sue May (SM) and Sarah O'Brien Twohig (SOBT). Responsible Financial Officer: Debbie Harknett (DH)

- 1) **Representations from the public** – None
- 2) **Apologies for absence** - Ann Arnold
- 3) **Declarations of interest** – Interests in Rake village hall were declared by Steve Williamson as Chairman of their committee and Elizabeth Brown who is married to their Treasurer.
- 4) **Minutes of last meeting** - The Committee approved the minutes of the meeting held on 28th September 2015 before the Chairman signed them.
- 5) **Chairman's report** (SW)
The Chairman had nothing to report that was not going to be covered under other items.
- 6) **Review of expenditure against budget 15/16 – (SW)**
 - The staff salary is less than expected because the Clerk has not worked the hours expected.
 - Miscellaneous expenses included an amount for a new laptop but this hasn't been purchased yet.
 - Grit bins – the RFO passed the costs to SOBT for help with selection of two bins.
 - It was unanimously agreed to move any underspend not allocated in this year to reserves.
- 7) **RPC Grants/Funding 15/16 and 16/17)**
 - Lunch club – after discussion it was unanimously agreed to donate £100 towards their Christmas meal. There are still funds available for the elderly but there has been no other request.
 - Little Angels – FD confirmed they did not require any grant this year.
 - Rake Village hall applied for a discretionary funding of £500 towards the cost of installing disabled toilets and associated works (completing the necessary form and providing information on costs and other funding). SW and EB withdrew from the discussion. It was unanimously agreed to give a grant of £500.
 - Rogate Village hall had emailed to say they felt the grant application shouldn't apply to halls as they should be supported with annual running costs. With the lack of an application for a specific item and knowledge that the PC supports the hall through hiring there was some discussion. It was unanimously agreed to support the ongoing upkeep and maintenance of the defibrillator that is kept in the hall. Estimate for this year £400 with annual cost of approximately £150 to be included in the budget. SW is to discuss this with the hall before payment is arranged.
- 8) **Draft Budget 2016/17 - (SW)**
 - SW had produced a draft budget which was discussed and amended.
 - FD reported that the costs of Garbett's steps is likely to be about £3,000 higher than expected as a civil engineer is needed to produce drawings and there will be other associated work. She will find out about additional funding that may be available.
 - Woodland management will require ongoing funding.
 - SOBT reported the sky centre is on hold until it is known what is happening about a new pavilion. SW noted we have to report on the new homes initiative funding put aside for this by the end of February.
 - The draft budget (which kept to a below inflation rise of 1%) was unanimously agreed.
- 9) **Date of next meeting** – Tuesday 8th December 2015 at 7.15pm.

There being no further business the meeting closed at 9.15pm

To contact:

Chairman, Steve Williamson
steve@thestepsrake.co.uk
01730 890225

Clerk, Kevin Jones
clerk@rogateparishcouncil.gov.uk
01730 813989

Signed.....
Chairman of the Finance Committee

Date.....