



Councillors in attendance: Chairman: Paddy Walker (PW), Fiona Dix (FD), Max Harwood (MH), Sue May (SM) and Steve Williamson (SW).

Clerk: Debbie Harknett.

There were no members of the public in attendance.

Meeting started at 7.30pm.

Chairman: Paddy Walker paddy@jleon.co.uk	CONTACT	Clerk: Debbie Harknett clerk@rogateparishcouncil.gov.uk
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- 1) **Recording of the meeting** – it was noted that the meeting would not be recorded.
- 2) **Representations from the public** - None.
- 3) **Apologies for absence** -Elizabeth Brown (EB).
- 4) **Declarations of interest** - SW expressed an interest in Rake Village Hall and MH in Rogate School as he is a Governor.
- 5) **Minutes of last meeting** - The minutes of the last meeting held on 23rd October 2017 were approved and signed as a true record.
- 6) **Chairman's report** -
PW reported we are now 10/12 of way through the year with an anticipated surplus at year-end of about 40% of the precept though anticipated project spend will reduce this.
- 7) **Review of expenditure against budget 2017/18**
 - a) PW went through expenditure to date and expected costs provided by the Clerk
 - b) SW anticipated RATA costs this year would be about £4,700 - £3,000 for trees, £800 for the hedge and £900 for signs. The balance of RATA funds would be carried forward possibly for traffic signs and more landscaping work next year.
 - c) It was agreed the 'Silent Soldier' purchase cost of £250 could be included this financial year. PW informed the meeting he had been offered an anonymous 'match bid' – if we buy one an anonymous person will buy a second. This was welcomed by the Committee with the thought it would be nice to have one in Rake as well as Rogate.
 - d) SW felt the Clerk's salary was lower than expected; he will look at with PW.
 - e) There was some discussion about the provision of dog waste bins with SW informing the meeting the cost of emptying two at Chapel Common is £785pa. It was agreed to consider for School Lane, by the Phone box or perhaps at the stile into the field from Parsonage Estate. Clerk to establish purchase and emptying costs and Open Spaces Committee to consider locations and gauge public feeling through notices and the R&T News.
 - f) In response to PW's question SW informed the meeting the balance of Operation Watershed money is held for the road to Terwick Church, the specification of which is currently between WSCC and the Operation Watershed team.
 - g) MH explained there may be some cost for Chestnut Coppicing because the area has not been managed for years and the wood is not as straight as would be liked and access could be difficult.
 - h) MH is due to meet with Bob Epsom from South Downs about work and possible grants – SW confirmed the land is registered with the land registry and Rural Payments Agency.
 - i) On behalf of Rogate School MH explained they would like to advance their 'Forest School' use and purchase a trap cam and other equipment for Garbitts Wood. After discussion, SM proposed **resolution 'to give £268.04 outstanding Garbitts Wood money to the school for purchase of trap cam and other equipment for the wood'** was seconded by SW and unanimously approved with two abstentions – MH and FD as School Governors.
 - j) PW informed the meeting he has been in contact with Darren Rolfe, Senior Community Solutions Officer for WSCC and he passed around a photo showing a shelter Darren has built with volunteers. The PC would be required to meet the cost of all materials and ideally involve local participation/support for the project and Darren and his team would repair/replace the shelters. After discussion, it was agreed PW to arrange for Darren to look

at the shelters and provide an estimate for the shelters opposite the shop and at the bottom of Fyning Lane.

- k) PW had also contacted Paddy Cox whose Artisans of Woodland build shelters. They asked questions about it being a community project. When he has costs from Darren Rolfe he will contact Paddy Cox again.

8) Rake village hall grant request

- a) SW explained Rake hall has experienced problems with the parquet flooring. They had hoped the £3,000 repairs they carried out (sanding and refurbishment) would have solved the problem but the floor is lifting again. The estimate cost to replace is £20,000 which will include work to the concrete and damp course underneath the floor.
- b) PW proposed **resolution 'to grant £2,000 to Rake Village Hall towards the replacement of their floor (not maintenance or refurbishment)'** was seconded by MH and unanimously agreed with SW abstaining.

9) Review of financial regulations 10) Review of Register of Assets

11) Review of banking procedures 12) Review of internal controls and risk assessment review

- a) No material changes had been made since the previous year and while it was felt they still met requirements the Clerk felt they could need some additional work. Clerk to look at and report back to next finance meeting.
- b) There was some discussion about obtaining three quotes and it was agreed this is not always possible as it costs contractors to quote and, sometimes, it is important to use local people or those that have worked on something previously. It was decided to document whenever it is agreed to not obtain three quotes and the reason why.
- c) It was agreed to actively assess the potential risks of any work undertaken on behalf of the Council.
- d) Following discussion SW proposed **resolution 'to accept the current financial regulations, banking procedures, internal controls and risk assessment'** was seconded by PW and unanimously approved.

13) Clerk SLCC Membership and CiLCA training

The Clerk would like to become a member of Society of Local Council Clerks at a cost of £128 for the current year plus £10 joining fee. She is also considering undertaking the CiLCA (Certificate in Local Council Administration) training. PW proposed **resolution 'to fund the cost of SLCC Members and CiLCA training for the Clerk'** was seconded by FD and unanimously approved.

14) RATA – tree purchase, hedge cutting and other financial matters

- a) SW reported we had two quotes for the hedge cutting at the cemetery – one for £970 and one for £600. He has spoken to the Lewis Landscaping (who provided the lower quote) and is happy with their proposed method of working. The Clerk had been unable to obtain a third quote as the person approached felt it was too much of a health & safety issue. FD proposal **resolution 'to appoint Lewis Landscaping to carry out the hedge cutting'** on the proviso it is cut before 1st March (start of bird nesting season) was seconded by PW and unanimously approved.
- b) SM noted the big Horse Chestnut tree behind the Old Pavilion has recently blown down. After discussion, it was agreed the Clerk to ask the Village Hall Committee if they have any plans for a replacement and note the PC would be willing to help with the cost.

15) Date of next meeting – The next Finance Committee Meeting was scheduled to be held at 7.30pm on Wednesday 9 May 2018 in Rogate Village Hall.

There being no further business the meeting closed at 8.40pm.

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Chairman

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Date