



Councillors in attendance: Vice-Chairman: Steve Williamson (SW), Elizabeth Brown (EB), Max Harwood (MH) and Sue May (SM).
There were no members of the public in attendance.

Clerk: Debbie Harknett.

Meeting started at 7.30pm.

Chairman: Paddy Walker
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- 1) **Recording of the meeting** – it was noted that the meeting would not be recorded.
- 2) **Apologies for absence** - Fiona Dix and Paddy Walker.
- 3) **Declarations of interest** - MH expressed an interest in Rogate School and SW in Rake Hall/playground project.
- 4) **Minutes of last meeting** - The minutes of the last meeting held on Monday 19th November 2018 were approved and signed as a true record.
- 5) **Representations from the public** - None.
- 6) **Chairman's report** -
 - a) SW reported Rake Village Hall Playground Project have received an offer for funding from Biffa subject to being able to meet certain criteria. Biffa have grants available for sites within a certain radius of the Bordon landfill site.
 - b) When the grant application was made donations and estimates were unclear and they said Rogate PC would give a donation of 10% of the estimated cost of £77,535.40.
 - c) The council later approved funding of a piece of equipment to the value of £5,000+vat to include the £712 CDC New homes bonus and to be spread over two years.
 - d) A requirement of Biffa is that we pay £7,753.54 to them before they release funds to the project. Initially this was required by 18 March but they have agreed to an extension of a few weeks until after our April meeting. The Clerk explained that it will be easier to leave until the next financial year when we would have all our offered funds available.
 - e) The project is able to transfer the deficit ahead of us making the payment. After discussion, EB's proposal of **resolution 'After receipt of £2,753.54 from Rake Village Hall playground project RPC will make the payment of £7,753.54 to Biffa at the April RPC meeting'** was seconded by MH and approved with SW abstaining.
 - f) Under RATA spending, EB noted where the cemetery hedge has been cut back there is now a gap between two hedges and she has obtained a price for additional plants. Rotherhill Nursery can supply 1 metre high bare root beech hedge for £5 per plant. After discussion, SW's proposal of **resolution 'RATA to fund the cost of 20 plants to a maximum cost of £100'** was seconded by SM and unanimously approved. EB and SW to look at the planting and ask the neighbour if they could water in extreme dry weather.
- 7) **Website hosting**

The Clerk noted that Paddy Walker is currently discussing this with Farrow Creative. She has obtained a quote but has queries about the email cost as its unclear.
- 8) **Review of expenditure against budget for 2018/19**

Explaining we are a month away from year-end SW went through the current budget spend:

 - a) The Clerk noted CDC have paid the New Homes Bonus twice and this will be repaid at the next council meeting and although it appears funds are left in grants budget this is the currently unspent Rake playground donation.
 - b) Staff salary and expenses are likely to be slightly over by year-end but there are underspends on staff & councillor training, hall hire, website and audit fees. The larger overspends are on play area maintenance, property maintenance, equipment purchased and youth club. There

have been a lot of playground repairs, removal of the old swing frame and the derelict bus shelter at Rake. We have purchased a new swing and three finger posts have been restored. It has previously been agreed the youth club funding would come from reserves.

- c) We will have some legal expenses before year end for the Hugo Platt lease preparation but about half of the £1,000 budget should be unspent.
- d) We are expecting bus shelter costs of approximately £6,000 but the start date has not yet been confirmed due to Darren undergoing an operation.
- e) The Clerk noted we have received confirmation of £2,750 grant from SDNP towards the village centre 'Ben Law' bus shelter but this won't be replaced until the next financial year and it has already been agreed remaining costs will come from our RATA fund.
- f) SW reminded the meeting of RATA spend, Operation Watershed plans and current woodland management spend.
- g) SW's proposal of **resolution 'to move £300 from hall hire to S137 grants to cover the food bank donation'** was seconded by SM and unanimously approved.

9) Review of financial regulations

SW reminded the meeting that under regulation 10.3 we are required to make 'reasonable and practical' attempts to obtain three quotes. He explained that sometimes we worry when we have been unable to achieve this (due to contractors not responding or not having alternatives etc). As long as we have made 'reasonable and practical' attempts the requirements are met. After discussion, SW's proposal of **resolution 'to accept the unchanged financial regulations as previously circulated'** was seconded by EB and unanimously approved.

10) Review of register of assets

SW noted the additions of the new swing, finger posts (at renovation cost) and the removal of the old bus shelter and swing frame. After discussion, SW's proposal of **resolution 'to accept the revised register of assets as previously circulated'** was seconded by SM and unanimously approved.

11) Review of banking procedures

The Clerk noted the closure of the RAP playground account and the addition of the Community Land Trust account. SW proposed **resolution 'to accept review of banking procedures as previously circulated'** was seconded by EB and unanimously approved.

12) Review of internal controls and risk assessment review

There was some consideration in regards to obtaining a debit card but the Clerk felt it was unnecessary and complicated at the current time. After discussion, SW's proposal of **resolution 'to accept the review of internal controls and the risk assessment'** was seconded by SM and unanimously approved. It was further agreed to look at the format for these in more detail before the next annual review.

13) Date of next meeting – The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 29th April 2019 in Rogate Village Hall Pavilion.

There being no further business the meeting closed at 8.34pm.

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Chairman

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Date