



Councillors in attendance: Chairman: Steve Williamson (SW), Elizabeth Brown (EB), Adrian Collins (AC), Max Harwood (MH) and Gerard McCloskey (GM).
Clerk: Debbie Harknett.
There were no members of the public in attendance. Meeting started at 7.30pm.

Chairman: Steve Williamson
steve@thestepsrake.co.uk

www.rogateparishcouncil.gov.uk

Clerk: Debbie Harknett
clerk@rogateparishcouncil.gov.uk

- 1) **Recording of the meeting** - it was noted that the meeting would not be recorded.
- 2) **Apologies for absence** - none.
- 3) **Declarations of interest** – none.
- 4) **Minutes of last meeting** – The minutes of the meeting held on Monday 4th November 2019 were approved and signed as a true record.
- 5) **Representations from the public** - none.
- 6) **Chairman's report** – none
- 7) **Review of budget/expenditure 2019/20**
The Chairman went through expenditure year-to-date, what was expected to year end and the over-spends were discussed.
 - a) In response to AC's question concerning expenditure for the proposed outdoor gym or Rake highways scheme SW explained it isn't shown because it is not within the current financial year and while they are not specific items on the forthcoming budget there were amounts for RATA, parking and it had been agreed to reduce reserves if appropriate. It was agreed it would be useful to have a longer-term vision of what we want to do in the coming years. GM added it was hoped the outdoor gym would be purchased with grant funds.
 - b) The Clerk noted the legal fees for registering Rake and Fyning Recreation grounds would not now be incurred until the next financial year.
 - c) SW thought there were some historical Operation Watershed funds transferred to general reserves that should cover the £2,352 shortfall in this years' expenditure. Clerk to check.
 - *Post meeting note there was £6,767.75 unspent funds transferred to general reserves in April 2016 which more than covers the shortfall of £2,352.00*
 - d) Clerk noted funds transferred to reserves was not in relation to a specific item but to reduce the balance in the current account and possibly obtain a small amount of interest.
 - e) In response to GM's question the Clerk felt the only surprise to planned expenditure was the unexpected cost and work required for the change in website provider.
 - f) After consideration that both items were for the youth of the village, it was agreed to move £1,000 from the youth club budget to the S137 payment made to Rogate School.
 - g) While grants appear to be overspent by £2,650 this includes £3,022 promised to Rake Village Hall playground equipment last year but not paid until this year.
 - h) Equipment purchase overspend of £3,201 is reduced to £401 after consideration of the £2,750 SDNP bus shelter grant received in the last financial year.
 - i) Sundry receipt of £2,000 was the repayment of an unused grant we gave Rake Village Hall towards a replacement hall floor which they haven't had to do.
 - j) New homes bonus grant received of £875 will be spent on the new Hugo playground fence next year.
 - k) Therefore, after due consideration, it was agreed the finance committee accepted the overspends without concern.
- 8) **Review of finance committee terms of reference**
These were approved at the November meeting.

9) Review of financial regulations

- a) AC expressed concern over the lack of a risk management policy (as per point 16) though we do now have a health and safety policy. After discussion, it was unanimously agreed to create a policy; AC to draft.
- b) After discussion, SW's proposal of **resolution 'to adopt the financial regulations for 2020 with the requirement to get a risk management policy in place'** was seconded by EB and unanimously approved.

10) Review of register of assets

- a) The Clerk noted we have a new 15-year lease for Hugo Platt playground.
- b) EB noted Rake notice board is has fallen down and is waiting to be removed.
- c) After adding the new grit bin SW's proposal of **resolution 'to accept the register of assets and statement of land & buildings'** was seconded by EB and unanimously approved.
- d) It was agreed to ask Councillors to adopt assets to check regularly.

11) Review of banking procedures

- a) The Clerk noted the CLT account has been closed during the last year as they now have their own bank account.
- b) MH asked about the provision of a debit card for the account to prevent EB having to make regular website payments using a credit card. SW explained these should now have ceased and obtaining a card when the account requires two signatures is difficult. It was suggested the Clerk ask CDC treasurers what they do.
- c) SW informed the meeting he has, with difficulty, been trying to prove customer details as required by HSBC. However, as we are not a standard business or individual with online/telephone banking it is proving difficult.
- d) SW's proposal of **resolution 'to accept the banking procedures'** was seconded by EB and unanimously approved.

12) Review of internal financial controls and risk assessment review

- a) After discussion, SW's proposal of **resolution 'to accept the internal financial controls'** was seconded by GM and unanimously approved.
- b) There was some discussion about the risk assessment and concern from the Clerk that it may not meet requirements which was echoed by AC. It was agreed we need a system to review the risk with controls to ensure it is working. A system of reporting can better than inspections which can be hard to get done.
- c) SW's proposal of **resolution 'to accept the risk assessment review'** was seconded by GM with the proviso that we expand the document to meet our needs during the coming year.

13) Date of next meeting - The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 27th April 2020 in Rogate Village Hall Pavilion.

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

.....
Chairman

.....
Date