



Meeting held via 'Zoom' video conferencing due to ongoing Covid-19 situation.

Councillors in attendance: Chairman: Steve Williamson (SW), 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  
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Clerk: Debbie Harknett  
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- 1) **Recording of the meeting** - it was noted that the meeting would not be recorded.
- 2) **Apologies for absence** - n/a.
- 3) **Declarations of interest** – GM/MH/AC in START (though not of financial benefit to them); Clerk as Treasurer for both Rogate and Terwick Churches.
- 4) **Minutes of last meeting** – The minutes of the meeting held on Friday 4<sup>th</sup> September 2020 were approved and signed as a true record.
- 5) **Representations from the public** - none.
- 6) **Chairman's report** – none as covered later.
- 7) **Review of Finance Committee Terms of reference**  
Having been previously circulated these were reviewed and accepted without change.
- 8) **Pension requirement for Clerk**
  - a) MH/GM have been looking at the requirement for providing the Clerk a pension and, at the same time, checking she has received NALC recommended salary awards and that her employment contract is up-to-date.
  - b) It was agreed to leave the pension matter to the next meeting to allow more time for further investigation but agreed it needed to be resolved ASAP as the PC has a legal responsibility.
  - c) GM reported the NALC salary award from April 2019 was 2% with a further award of 2.75% and an additional day's holiday awarded from April 2020. SW's proposal of **resolution 'to revise hourly rate for Clerk in consideration of both these increases'** was seconded by GM and unanimously approved.
  - d) SW's further proposal of **resolution 'Clerk to given back pay to account for these increases to a value of less than £500'** was seconded by MH and unanimously approved.
  - e) MH's noted as the Clerk has been employed by the Council for more than five year's she is entitled to an additional two days holiday (pro-rata). His proposal of **resolution 'Clerk to be awarded 2 additional days holiday for long-service and 1 additional day per NALC award 2020 (all pro-rata)'** was seconded by AC and unanimously approved.
- 9) **Review of expenditure against budget 2020/21**
  - a) SW went through the budget/expenditure and expected amounts to the year-end.
  - b) Clerks salary is over because of additional hours work and training because of agreed Cilca.
  - c) Legal costs will need to allow for the gym lease in addition to the land registration.
  - d) Churchyard costs from Rogate and Terwick churches had been circulated prior to the meeting. SW noted this year's budget included £1,700 for Rogate and £1,100 for Terwick.
  - e) Rogate Church have made an additional request for help towards the £3,750 cost of major tree works. SW felt it was inappropriate to take funding for this from our reserves when it could come from theirs. After discussion, SW's proposal of **resolution 'to award grants as per our budget and explain to Rogate the likely need for tree maintenance was understood; if they could provide competitive quotes for our November meeting we would consider including a sum in next years budget'** was seconded by MH and unanimously agreed.

- f) RATA costs were explained by AC. The Speed Indicator Device (SID) has been ordered at a cost of £1,929.50. There are additional costs for installing two posts which is more than expected because of the requirement for traffic management during installation.
- g) Overall, expenditure for the year is likely to include approximately £5,000 taken from reserves which is the cost of Hugo Platt playground fence and some towards the outdoor gym.

**10) Discretionary funding 2020/21**

- a) START grant application for £300 had been circulated prior to the meeting. GM explained as there are no projects running they are unable to get grant money but they still have to be functioning in order to explore projects; it was agreed to put the request to full council.
- b) Midhurst foodbank update had been circulated prior to the meeting. SW noted we awarded them £500 in April but the need appears to be increasing as a result of the ongoing Covid situation. After consideration, it was agreed to propose a grant of £1,000 for approval at the full meeting.

**11) Draft budget 2021/22**

- a) SW explained the process – we have to inform CDC by 6 January of how much we want them to collect for our precept. Today is the first consideration of the budget with a further meeting on 23<sup>rd</sup> November with the intention of the December full council meeting approving.
- b) SW reminded members the last full council meeting sought suggestions for items to include; there has been no response. AC noted FD has started to prepare a five-year plan but this has not been circulated yet; GM noted it was as much of a vision as a shopping list.
- c) GM has tried to establish what schemes other parish councils are involved with – better broadband, solar panels were suggested. After discussion, it was agreed we have a scattered community and it was hard to give these financial support but AC’s suggestion that the PC can support by taking part in consultations and ensuring the need within the village was known was welcomed. Clerk noted FD has been working with a group of Fyning residents in regards to better broadband; SW will talk to her.
- d) AC noted items that are visible (like the finger posts, bus shelters, outdoor gym) make a difference to the community. It was agreed a new finger post at Bull Hill (there are some bits left in the hedge) could be funded from reserves.
- e) After discussion, and noting some flexibility within reserves, it was agreed it was difficult to announce an increase in these times without something specific identified for expenditure so it was agreed to maintain the budget at £31,025, especially in the current Covid situation.
- f) GM’s suggestion to poll parishioner for ideas was noted; SW suggested it may be possible to include something when the NP referendum takes place.

**12) Preferred suppliers – approval procedure**

Clerk explained sometimes it is difficult to obtain multiple quotes, especially when we have a contractor who has previously proved themselves by price, locality and/or helpfulness. AC noted bigger organisations have a ‘schedule of charges’ but it was agreed that wouldn’t be appropriate for us. Further consideration to be given; Clerk to try to establish what other PC’s do.

**13) Approval of Speed Indicator Device additional costs**

Having explained earlier AC’s proposal of **resolution ‘to approve the additional expenditure of the installation of two post’s required for the SID’s at a total cost of £831.42’** was seconded by SW and unanimously approved.

**14) Date of next meeting** - The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 23<sup>rd</sup> November 2020 via ‘Zoom’ video conferencing.

- Banking to be included on the agenda

There being no further business the meeting closed at 9.17pm.

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**Chairman**

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**Date**