



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

Councillors in attendance: Chairman: Gerard McCloskey (GM), Adrian Collins (AC), Max Harwood (MH) and Steve Williamson (SW).

Clerk: Debbie Harknett.

There were no members of the public in attendance.

Meeting started at 7.30pm.

Chairman: Gerard McCloskey

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Clerk: Debbie Harknett

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- 1) **It was noted the meeting would not be recorded.**
- 2) **There were no apologies for absence as all members were in attendance.**
- 3) **There were no declarations of interest.**
- 4) **The Minutes of last meeting held on Monday 22nd February 2021 were approved to be signed as a true record.**
- 5) **There were no representations from the public.**
- 6) **Chairman's report**
 - a) GM noted we were to invite the grants/project group to look at available grants to see if ideas could be stimulated from grant availability but EM felt there was a need for project ideas first. No ideas were forthcoming when it was raised at the full council.
 - b) AC noted ideas for Fyning Recreation ground haven't been well received by the community. He added that some parishes have sought grants for speed indicator devices but we were able to fund our purchase ourselves.
 - c) Clerk reminded the meeting that while we were able to fund the purchase of two SID's and contribute towards the outdoor gym from reserves last year reserves have now reduced so future projects will require grant funding.
 - d) SW's suggestion of an asparagus festival in the village was supported as being something unique and local. It was agreed an event could be supported by the SDNP as well as culinary sectors of the economy.
 - e) Clerk to check plans for Rogate Fete post-lockdown event.
- 7) **Review of expenditure against budget 2020/21 & internal audit**
 - a) Finance papers for 2020/21 including the audit form, income & expenditure account, balance sheet and review of budget against expenditure had been circulated prior to the meeting.
 - b) GM reminded the meeting expenditure had been reviewed at the recent full council meeting when overspends were explained and accepted.
 - c) GM noted some items were overspent last year and will probably be again this year; allowance will need to be made in future precepts. MH added it would be good to consider the precept before the usual November meeting.
 - d) In response to SW's question the Clerk clarified figures on the balance sheet.
 - e) Therefore, as there were no further questions, GM's proposal of **resolution 'to approve the Income & Expenditure and Balance Sheets and recommend their acceptance to the full council'** was seconded by SW and unanimously approved.
 - f) Clerk noted the accounts file is with the external auditor with the aim for approval at the May full council meeting.

8) Online banking protocol

- a) GM noted the Unity Trust bank accounts are now open and the switch from the HSBC current account is due to complete on 7 May.
- b) Clerk noted we are still waiting on HSBC to close the other accounts (RATA, Neighbourhood Plan and Deposit) and transfer the funds to the Unity Trust deposit account.
- c) Both GM and AC noted Unity Trust have been helpful when contacted.
- d) Clerk explained current process around cheques and signing documents in the finance file will not work with online payments and she is concerned we do not need a larger paper trail to back up the new system. It was agreed a protocol/process document needs to be established. She will set up a payee which then needs to be authorised by two signatories before she can then set up the payment for further approval.
- e) SW noted it is implicit that when somebody authorises a payment they have read and accepted the documentation that goes with it – there is no separate approval and the signatory is responsible for any problems.
- f) AC added that you have to satisfy yourself a transaction is correct before approving.
- g) Agreed Clerk to look at other parish council's procedures to adapt; SW to review before putting to next full council meeting for approval.

9) Census

Clerk noted the census team recently held a support event in Rogate Village Hall and she had been surprised they didn't have a budget to pay for hall hire. After discussion, as there was no cost to the hall, it was not felt necessary to offer financial support for the event.

10) The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 27th September 2021 in the pavilion at Rogate Village Hall.

There being no further business the meeting closed at 8.02pm.

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Chairman

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Date