



Meeting held via 'Zoom' video conferencing starting at 7.30pm.

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

Clerk: Debbie

Harknett.

There were no members of the public in attendance.

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 received.**
- 3) **There were no declarations of interest.**
- 4) **The Minutes of last meeting held on Monday 29<sup>th</sup> November 2021** were approved to be signed as a true record.
- 5) **There were no representations from the public.**
- 6) **Chairman's report** - GM noted there was nothing beyond items covered on the agenda.
- 7) **Review of expenditure against budget 2021/22 & internal audit** (previously circulated)
  - a) SW noted the balance in the current account (at over £13,000) was quite high therefore it was unanimously agreed to transfer £6,500 to the deposit account.
  - b) Clerk explained that although the total assets are similar to last year the bank balance has increased and debtors decreased – last year we were due over £10,000 VAT to be repaid from Operation Watershed contractor payments.
  - c) GM noted the net current assets are roughly inline with the precept which is where we are aiming to keep it.
  - d) SW expressed a little concern over the level of the Clerk's salary in comparison with the precept – when he took over as Chairman admin was the majority of the total council cost, it was rebalanced but is gradually increasing.
    - GM noted the precept is increasing for the new financial year by £6,145 (over 20%) to £37,070 (as it hasn't increased for seven years) which will help address the balance.
    - AC added employment costs have increased with changes in legislation, national insurance and pension and reflects the increasing admin burden.
    - GM asked what the typical precept/admin comparison for other parish councils is – SW explained information is published on the annual return and can be looked up.
    - Clerk noted that she doesn't necessarily want to work the increased hours but there have been situations (as with the Operation Watershed North Street discussion) that if she doesn't do it who does with no volunteers? Everything can't be left to the Chairman, Vice-chairman and Clerk.
    - GM noted the level of competence of the Clerk is valued by Councillors.
    - After discussion, it was agreed that admin costs should remain under 50% of the precept and that, in considering action that may place additional demand the Clerk's time, councillors should be cognizant of the salary costs involved.
  - e) GM proposal of **resolution 'to recommend the Income and Expenditure, balance sheet and annual accounting statements for approval at the full council meeting'** was seconded by SW and unanimously approved.

**8) Annual document review** (previous circulated)

- a) Financial regulations – after consideration and no amendments, SW’s proposal of **resolution ‘to approve financial regulations’** was seconded by AC and unanimously approved.
- b) Register of assets - after consideration and amending some wording, SW’s proposal of **resolution ‘to approve register of assets’** was seconded by AC and unanimously approved.
- c) Banking arrangements - after consideration, SW’s proposal of **resolution ‘to approve banking arrangements’** was seconded by AC and unanimously approved.
- d) Parish Council risk register - after consideration and amendment of the information shared with councillors, SW’s proposal of **resolution ‘to approve risk register’** was seconded by AC and unanimously approved.
- e) Internet banking policy - after consideration and no amendments, SW’s proposal of **resolution ‘to approve internet banking policy’** was seconded by AC and unanimously approved.

**9) The next Finance Committee Meeting** was scheduled to be held **at 7.30pm on Monday 26<sup>th</sup> September 2022 via zoom video conferencing.**

There being no further business the meeting closed at 8.07pm.

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**Chairman**

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**Date**