



Meeting held in Rogate Village Hall Pavilion starting at 7.00pm.

Councillors in attendance: Chairman: Gerard McCloskey (GM), Max Harwood (MH) 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) **Appointment of Chairman and Vice-Chairman**
 - a) SW's proposal that GM continue as Chairman was seconded by MH so GM continued as chair.
 - b) SW's proposal that AC continue as Vice-chairman was seconded by GM and, with MH in favour, AC was to be asked to continue.
- 3) **Apologies were received and accepted from Adrian Collins (AC).**
- 4) **There were no declarations of interest.**
- 5) **The Minutes of last meeting** held on Tuesday 19th April 2022 were approved to be signed as a true record.
- 6) **There were no representations from the public.**
- 7) **Chairman's report** - GM noted there was nothing beyond items covered on the agenda.
- 8) **External & internal auditors report** - (previously circulated)
 - a) Clerk reminded the meeting we appointed a new internal auditor this year who had been a lot more thorough at looking at processes/paperwork and the council was also randomly selected for an intermediate external auditor review – a lot of additional work. She felt the approach of the new internal auditor was supportive and good for the council – in middle of the year the paperwork/processes are reviewed (providing opportunity to update anything as necessary before year-end) and for the financials after year-end.
 - b) No matters of financial concern had been raised by either auditor.
 - c) Clerk reminded members the council are the sole Trustee of the 'Recreation Ground (Rogate) (Inclosure Allotment) charity and while we have been completing the annual financial return and filing it with the charity commission we had not correctly reported it on our audit return and the internal auditor noted we have not had a trustee meeting. SW's suggestion this could be held directly before/after a full council meeting was agreed.
 - d) Clerk noted the internal auditor recommended the Finance regulations be reviewed – references to £501/£5,001 should be amended to £500/£5,000 for clarity. Also, the 'budgetary control and authority to spend' limits – currently
 - i) Up to £500 for Clerk with the Chairman or Finance Committee Chairman
 - ii) Up to £5,000 for Finance committee
 - iii) Over £5,000 full councilConcern was also raised if £500 was enough should a tree fall (the most likely issue for the council requiring immediate action). Following discussion, SW's recommendation of **resolution 'to recommend to full council to amend references to £501/£5,001 to £500/£5,000 and to increase i) to £2,000'** was seconded by MH and unanimously agreed.
 - e) Other matters were noted and would be actioned as appropriate.
- 9) **Annual review of Finance Committee Terms of Reference** – (previously circulated)

As there were no changes or questions it was agreed these were clear and comprehensive so SW's proposal of **resolution 'to adopt finance committee terms of reference'** was seconded by GM and unanimously approved.

10) Review of expenditure against budget 2022/23 - (previously circulated)

- a) GM noted expenditure was as expected though some items had not yet incurred any expenditure. MH added we have significant bills to come for playground repairs, tree management and Rake bus shelter.
- b) GM added grants have already been awarded to Rogate School's book fund £1,000, Liss foodbank £500, Eco Rother Action 'Riverwatch' £160 and Hugo Platt Jubilee events £50. Clerk added the Youth Club has not been operational this year.
- c) Clerk noted the internal auditor recommended using 'earmarked' reserves for items we spread the costs of over several years (like election costs/purchase of specific equipment) to make general reserve figure more realistic.

11) Discretionary funding – (requests previously circulated)

- a) Clerk noted grant budget included £2,800 for churchyards, £300 for CAB, £2,000 for the youth club plus £2,000 for other grants less £1,700 awarded (as above). Information on all requests had been circulated ahead of the meeting.
- b) Rogate church graveyard – their request for £3,000 to include tree works was noted as was an overall loss of £1,376 within last year's churchyard accounts. Clerk reminded the meeting we would be asked to take on the responsibility for a churchyard if it 'closed' – Rogate has two churchyards and Terwick one. After much discussion, SW's **resolution to recommend full council award Rogate Churchyard £2,200 grant for this year plus £600 for additional tree work** was seconded by GM.
- c) Terwick church graveyard – it was noted their accounts for last year showed a surplus of £1,143 (up from the previous year) but they have already incurred unexpected expenditure this year with the felling of a dangerous tree. After much discussion, SW's **resolution 'to recommend full council award Terwick Churchyard £800 grant this year'** was seconded by GM.
- d) Petersfield Citizens Advice Bureau – SW's **resolution 'to recommend full council award £300 grant'** was seconded by GM and unanimously approved.
- e) Midhurst foodbank – MH's resolution **'to recommend full council award £500 grant'** was seconded by GM and unanimously approved.
- f) Age concern – it was agreed to wait see if there was a grant request before discussing.
- g) Clerk noted Rogate Bowling club have been in contact about a replacement fence and are hoping to make an application for next year.
- h) No other grant request had been received at this time but MH noted there could be a request/costs in trying to establish a 'warm space/emergency provision' in the village halls. There was a meeting earlier in the day with various groups from the village who are looking to obtain prices for the installation of infrastructure required for a generator to be able to be connected to the hall in an emergency and seeking information on grants.

12) Draft budget 2023/24

After discussion MH proposal of **resolution 'to recommend an increase in precept of 7.5% £2,780.25 from £37,070 to £39,850.25'** was seconded by GM and unanimously approved. It was agreed to hold a zoom discussion to consider the detail as it was difficult to discuss fully with the music from the main hall.

13) The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 28th November 2022 via zoom video conferencing.

There being no further business the meeting closed at 8.22pm.

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Chairman

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Date