



**Finance Committee
Meeting - Minutes
Monday 27th November 2023**

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

Parish Councillors in attendance: Chairman Adrian Collins (AC), Mike Galley (MG), Max Harwood (MH) and Angie Simonds (AS).
Clerk: Debbie Harknett.

There were no members of the public in attendance.

Chairman: Adrian Collins Harknett adrian.collins@rogateparishcouncil.gov.uk clerk@rogateparishcouncil.gov.uk	www.rogateparishcouncil.gov.uk	Clerk: Debbie
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- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from David Seddon (DS).
- 3) **Declarations of interest** – none.
- 4) **The Minutes of last meeting** held on Monday 30th October 2023 were approved to be signed by the Chairman as a true record.
- 5) **There were no representations from the public.**
- 6) **Chairman's report** – AC had nothing to report not covered elsewhere on the agenda.
- 7) **Review of expenditure against budget 2023/24**
 - a) AC noted Landbuild Contractors have now been paid £87,435.84 for North Street Operation Watershed works which makes the accounts look clearer. Clerk noted the £14,572.64 VAT element will be reclaimed at the end of the month.
 - b) AC reported the committee's recommendation to regularise the Clerk/RFO's salary scale point was agreed at the last full council meeting. The backdated annual NALC recommended pay award (which is always decided in November to be implemented from the previous April) will be paid within the December payroll. These amounts were mainly within the budget but may lead to an acceptable overspend.
 - c) AC noted that the playground wood preservation works and bus shelter noticeboard replacement are now complete.
 - d) AC explained it is looking likely there will be approximately £6,000 underspend at year-end. This will contribute to restoring reserves which over recent years had fallen below levels considered prudent.
- 8) **Budget 2024/25**
 - a) AC reminded the meeting the full council approved the finance committee's recommendation for a 5% precept increase of £1,993 from £38,850 to £41,843.
 - b) Clerk noted we have just received the preliminary tax base from CDC (the basis on which the precept is charged to households) which has dropped from 797.2 chargeable properties to 777.6 which would result in the bill increase being more than 5%. Each band D properties bill would increase by £3.82 to £53.81. After discussion, it was agreed to question CDC as to why there is a reduction in the number of properties but that the budget total had already been agreed by full council.
 - c) AC went through the budgeted items with some changes within budget headings before it was approved to be recommended to full council.

9) To consider council pre-payment card

- a) AC reported that following his initial investigation when the Soldo card was available without charge it has now started charging £6 per month.
- b) He has investigated the Unity linked card that is operated by Lloyds and though it has an initial set up fee of £50 the monthly cost is £3. We, and many other Parish Councils, bank with Unity and have found they operate well for us.
- c) After some discussion it was agreed to continue to investigate the Unity linked card.
- d) AC had started to prepare a pre-payment card policy which was discussed with agreement to make a decision at the next finance committee meeting.

10) The next Finance Committee Meeting was scheduled to be held at 7.00pm on **Monday 25th March 2024 at Rogate Village Hall pavilion.**

Clerk reminded the meeting there are three policy reviews outstanding, including two that DS was going to do so it was agreed to bring these policy reviews to the January full council meeting:

- Risk register - AC
- Transparency code - MG
- Grant award policy and procedure - MH

There being no further business the meeting closed at 8.20pm.

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Chairman

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Date