



## Finance Committee Meeting Minutes Monday 22<sup>nd</sup> September 2025

Meeting held in Rogate village hall old youth club room starting at 7.00pm.

Parish Councillors in attendance: Chair Adrian Collins (AC), Max Harwood (MH) and Gerard McCloskey (GM).

Clerk: Debbie Harknett.

There were no members of the public in attendance.

Chair: Adrian Collins

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Clerk: Debbie Harknett

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- 1) **It was noted the meeting would not be recorded.**
- 2) **Election of Chair and Vice-chair**
  - a) GM proposal that AC remain as Chair was seconded by MH and accepted by AC.
  - b) AC proposal of GM as Vice-chair was seconded by MH and accepted by GM.
- 3) **Apologies for absence** were received and accepted from Mike Galley (MG) and Angie Simonds (AS).
- 4) **Declarations of interest** – none. The Clerk noted she is Rogate and Terwick PCC Treasurer.
- 5) **The Minutes of last meeting** held on 28<sup>th</sup> April 2025 were approved to be signed by the Chairman as a true record.
- 6) **There were no representations from the public.**
- 7) **Chairman's report** – covered elsewhere in the meeting.
- 8) **Policy review**
  - a) Finance Committee terms of reference – AC went through these and after amending 9) to reflect the precept request is required before end of January his proposal of **resolution 'to accept amended Finance Committee terms of reference'** was seconded by MH and unanimously approved.
  - b) Risk register – AC went through this working document and explained the recommended updates – all councillors are now using their .gov.uk email; our address held with the land registry address has been updated; we are now members of NALC. He reminded the meeting our good governance is reflected in our audit reports and noted the importance of councillors reviewing their register of interests annually. AC's proposal of **resolution 'to accept reviewed Risk Register'** was seconded by GM and unanimously approved.
  - c) Transparency code – Clerk noted this is an ongoing working document that she regularly updates but will share at the next finance meeting.
- 9) **Discretionary funding - to consider awarding grants for 2025/26 and/or including in next year's budget:**

Request information had been circulated ahead of the meeting. AC went through the grant budget and the Clerk reminded the meeting of previous grants awarded. After some discussion it was agreed to recommend the following grants to full council:

  - a) Rogate Church graveyard – recommendation of £2,200
  - b) Terwick Church graveyard - £1,000
  - c) LUPIN (Liss United People In Need) - £200
  - d) Chichester food bank - £450
  - e) Friends of Rogate School Meal Transformation Project – after some discussion it was agreed this will be left until the October full council meeting when it is hoped there will be a project update.

#### 10) Clerks' annual salary review

- a) The Clerk explained she was appointed on a NALC salary point - in 2014 as RFO on one scale point and in 2016 as Clerk on another. In 2018 these were reviewed as a combined point as separating time spent on the two roles was impossible. This rate slipped during the intervening years and, at the auditors' recommendation, was re-instated in 2023 but the scale point has never been reviewed.
- b) AC explained there are 62 scale points and it would be normal for an employee to progress during 10+ years of employment. GM asked if there is a simple review process but AC explained requirements vary between all councils depending on size, precept, assets etc.
- c) Details of the NALC annual review had been circulated ahead of the meeting. These are always issued after the start of the financial year and need to be backdated to April. MH's proposal of **resolution 'to award and back-date the recommended NALC salary increase for 2025-26'** was seconded by GM and unanimously approved.
- d) AC's proposal of **resolution 'to raise the Clerk's scale point by two with effect from 1 October 2025'** was seconded by GM and unanimously approved with agreement that further consideration can be given when reviewing the budget.

**11) Council laptop** – Clerk explained this will be five years old in November and inline with our risk register we note that its failure is a risk to our services. While it was agreed it seems to be working fine there have been a couple of occasions during the last year when we needed it to connect to the projector and when it didn't we had to use AC's machine. AC noted that we have £650+ earmarked for a replacement so the Clerk was asked to research suitable machines.

#### 12) Review of expenditure against budget 2025/26

AC noted expenditure to date is inline with the budget. The cost of the Community Highways Scheme village gateways is less than we were anticipating so there is likely to be an unexpected £5,000 surplus which can be put into reserves. This will help ensure our reserves are kept at the required level of at least 75% of the precept.

#### 13) Draft budget 2026/27

AC went through a very preliminary budget and it was agreed to recommend to full council an increase of £2,165 from £44,335 to £46,500 which keeps it below 5%.

**14) The next Finance Committee Meeting** was scheduled to be held at 7.00pm on **Monday 24<sup>th</sup> November 2025** at Rogate village hall old youth club room.

There being no further business the meeting closed at 8.30pm.

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Chair

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Date