



Working for the Community in Rotherfield, Mark Cross,  
Eridge Green, Boarshead and surrounding areas

**MINUTES OF THE MEETING OF THE  
FINANCE AND GENERAL PURPOSE COMMITTEE  
HELD ON TUESDAY 9<sup>TH</sup> APRIL 2019 AT 19:30  
IN THE ROTHERFIELD SCOUT AND COMMUNITY YOUTH HALL TN6 3LX**

**PRESENT**

Cllr. Henrick (Chair of Committee)  
Cllr. R. Harris

Cllr. T. Gilbert  
Cllr. A. Hardy

Cllr. A. Martin.  
Cllr. N. Wickenden

**COUNCILLORS ABSENT**

None

**ALSO PRESENT**

The Parish Clerk, Trevor Thorpe

1. **TO RECEIVE APOLOGIES FOR ABSENCE (LGA 1972 S85):**  
None.
2. **TO RECEIVE DECLARATIONS OF INTEREST.**  
Section 10 (2) c (vi) of the Parish Council's Code of Conduct provides dispensation regarding Councillors setting council tax or a precept under the Local Government Finance Act 1992.
3. **TO RECEIVE MINUTES OF FINANCE COMMITTEE MEETING HELD ON AND MATTERS ARISING**  
It was **RESOLVED** that these be confirmed and adopted as a true record and they were signed by the Chair of the Committee
4. **TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE REQUIRED REGARDING THE FOLLOWING ITEMS: -**
  - a) **Approval of draft accounts for Financial Year 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.**  
It was **RESOLVED** that the nominal ledger and expenditures against budgets for individual Committee's be checked by that Committee's Chair and comments passed to Clerk by end of April to enable completion of item b) below.
  - b) **Agreement of adjustments required to the 2019/20 Budget.**  
**RESOLVED** that appropriate action/adjustments be reported to Clerk to deal with once the item a) above has been dealt with by the Chairs of Committees.
  - c) **Review of Council cash balances and allocation of reserves.**  
Clerk to investigate "best practice" for this and report. Item to be added to agenda of May Council meeting to agree allocation.
  - d) **Review of Asset Register and any changes required to insurance policy cover.**  
Renewal date is 31<sup>st</sup> May and recently received renewal papers show premium will be £1,775.28 including tax. **CLERK** to confirm that policy includes the new War Memorial and will obtain an alternative quote for consideration, also review the Asset Register.
  - e) **Review of Financial Regulations and this Committee's Terms of Reference.**  
Clerk advised that a new "model" version is to be issued shortly by NALC.

Clerk: Trevor Thorpe, 82 Fermor Way, Crowborough, East Sussex TN6 3BJ

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**RESOLVED** to await details of this and review Regulations at that time. This Committee's Terms of Reference were reviewed and adopted at the January 2019 Parish Council meeting.

**f) List of grants for payment at the April 2019 Council meeting.**

Cllr. Hardy declared an interest as he is a minister at St. Denys and St. Marks Churches.

It was **RESOLVED** that the following grants be paid. All to be paid at the April Council meeting unless otherwise stated: -

<b>Recipient</b>	<b>Amount</b>
Rotherfield St Martin Support grant 1st instalment	- £500.00
Wealden Citizens Advice Bureau	- £300.00
Kent and Sussex Air Ambulance	- £250.00
Samaritans	- £200.00
Rotherfield Friendship Club	- £200.00
Friends of Rotherfield Surgery – Paid in August to support annual Coffee Morning	- £100.00
Rotherfield Pre School – paid when annual rent received from ESCC - July	- £750.00
RSM Support grant 2nd instalment October.	- £500.00
Rotherfield St Martin - Franking machine lease cost – date to be confirmed with them.	- £120.00
Grant to the Bonfire society - to be paid at end of 2019	- £500.00
Twinning Association for forthcoming visit as agreed at January PCM	- £202.50

**g) Review accounting software, account headings and categories used.**

**RESOLVED** that format of Asset Register is fit for purpose, Chairs of Committees to please advise Clerk if they identify any amendments to our Accounts Software to improve financial reporting.

**h) Smith & Fermor charity annual accounts and report.**

Details were circulated to the Councillors. Clerk reported that funds were considered adequate and that there was currently no need for a contribution by the Council.

**i) Resolution to continue using “on line” payments to suppliers.**

Financial Regulations require that a resolution is passed at least Biennially, and it was **RESOLVED** that payments continue to be made by electronic transfer wherever possible.

**3. TO RECEIVE NOTICE OF DATE OF NEXT MEETING OF THIS COMMITTEE.**

Tuesday 10<sup>th</sup> December 2019 in the Parish Council Room, Rotherfield Hall, starting at 19:30.

**4. REPORT DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

Clerk to confirm with Cllr. Richardson that she will be able to attend the forthcoming social event on 12<sup>th</sup> May arranged by the Twinning Association to welcome residents of St Chéron to the Village. Chair declared the formal business of the meeting closed at 21:10.

**5. PUBLIC FORUM.**

None.

**Confirmed and adopted as a true record  
at the 11<sup>th</sup> December 2019 meeting of this Committee**

.....Chair.....Date

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