



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

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 9<sup>TH</sup> DECEMBER 2021 AT 19:30  
TO BE HELD AT ST DENYS' CHURCH ROTHERFIELD**

**PRESENT**

Cllr L. Henrick (Chair)  
Cllr A Martin (Vice Chair)  
Cllr L Buck

Cllr D. Hiles  
Cllr J. Richardson

Cllr R Harris  
Cllr J. Kitchenham

**COUNCILLORS ABSENT**

**ALSO PRESENT**

Trevor Thorpe (Parish Clerk & Responsible Finance Officer), Adam Hardy (Deputy Clerk)

**1. TO RECEIVE THE FOLLOWING**

**a) To review and adopt committee terms of reference.**

It was **RESOLVED** that no changes were needed to the committee Terms of Reference.

**b) Apologies for absence (LGA 1972 s85).**

Although not on this committee, apologies had been received from Cllr P Beach.

**c) Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda, and updates to members' register of interests.**

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.

**d) Update regarding matters arising and action items from previous meetings.**

None.

**2. TO CONSIDER THE FOLLOWING AGENDA ITEMS:**

**a) Review budgets presented by the Council's Committees.**

Committee budgets and nominal ledger reports had been made available to councillors prior to the meeting.

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BUDGET HEADING	AGREED 2022/23 TOTAL BUDGET £	Less ESTIMATED UNDERSPEND 2021/22 £	ADJUSTED TOTAL FOR FUNDING £
<b>Council Administration (a)</b>	£55,750.00	£0.00	£55,750.00
<b>Communications and Social Media (a)</b>	£7,411.00	£4,000.00	£3,411.00
<b>Capital Projects – Highways (c)</b>	£18,000.00	£16,500.00	£1,500.00
<b>Lighting (b)</b>	£16,001.00	£8,500.00	£7,501.00
<b>Highways(b)</b>	£16,200.00	£5,000.00	£11,200.00
<b>Capital Projects - Recreation and Burial (c)</b>	£5,001.00	£0.00	£5,001.00
<b>Recreation Ground and other open spaces (b)</b>	£24,025.00	£0.00	£24,025.00
<b>Burial Grounds(b)</b>	£13,000.00	£0.00	£13,000.00
<b>Surgery</b>	£4,000.00	£1,000.00	£3,000.00
<b>TOTALS</b>	<b>£159,388.00</b>	<b>£35,000.00</b>	<b>£124,388.00</b>

**b) Review, agree and adopt combined Parish Council total budget.**

It was **RESOLVED** that figures above be approved and they be presented to Full Council for ratification and adoption.

**c) Agree the Precept for 2022/23 to be considered for final agreement by the Full Council.**

It was **RESOLVED** that the precept required is **£124,388.00** and that this figure be presented to Full Council for approval and submission to Wealden District Council.

**3. OTHER ITEMS - TO REVIEW AND MAKE DECISIONS ON THE FOLLOWING: -**

a) Arrangements, training and costs for set up of multi user access via “Cloud” to Rialtas Business Systems (RBS) accounting software.

The Deputy Clerk presented the costs for moving the Rialtas Software Suite to cloud storage and operation.

Increate to Multi User Licences	£179 per annum
Training for RFO 3.5hours	£200
Setup and Configuration on cloud	£250
Virtual Machine Monthly fee	£58 per month

It was **RESOLVED** to proceed with moving to multi user cloud access for the Rialtas Software Suite. This will be reviewed before next year's renewal.

**b) Changes required for new Responsible Finance Officer – Starting January 2022**

It was reported that as a result of the employment of a new Responsible Finance Officer the address of the council would need to be changed. It was **RESOLVED** that this change be made and all banks, organisations, local and district councils should be notified. **Clerk** to arrange change of address with all necessary bodies.

**c) Information on possible change required from receipts & payments to income & expenditure method for the 2022-23 financial year.**

The Clerk and Deputy Clerk reported that due to the income of the council being over £22,000 for the second year the council would need to consider changing from receipts and payments to income and expenditure. It was agreed that this will be reviewed at the end of the 2022/23 financial year where the change would become a legal requirement.

**d) Transfer of current council asset records to the software package provided by RBS.**

The Deputy Clerk reminded the committee that the purchase of the Rialtas Asset Register software package had been agreed. The transfer would take place before the end of year process started.

**4. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDA.**

- The Deputy Clerk reported that following the Government's decision to implement Plan B restrictions, it will now be a legal requirement to wear masks when meeting in the Village Hall. This will need communication to the those who plan to attend the Extraordinary meeting of the Parish Council on Tuesday 14<sup>th</sup> December.

**5. DATE OF NEXT MEETING**

14<sup>th</sup> April 2022 – Parish Council Room at Rotherfield Village Hall

**6. PUBLIC FORUM**

None

Meeting closed at: **21:25**

**Signed:**

**Date:**

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