



**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 14th April 2022 AT 19:30
IN THE PARISH COUNCIL ROOM AT ROTHERFIELD VILLAGE HALL, TN6 3LX**

PRESENT

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

Cllr L Buck
Cllr J Richardson

Cllr J Kitchenham

COUNCILLORS ABSENT

Cllr D Hiles

ALSO PRESENT

Adam Hardy (Parish Clerk & Responsible Finance Officer)

1. Public Forum

None

2. Apologies for Absence (LGA 1972 S85).

Apologies had been received from Cllr R Harris.

It was **RESOLVED** that the reason for absence be accepted.

3. To Receive Declaration of Interests

Cllr Buck declared an interest in item 5e as she is assisting with the running of Rotherfield Junior Cricket Club and they have applied for a grant.

4. TO RECEIVE MINUTES OF THE FINANCE COMMITTEE MEETING OF 9TH DECEMBER 2021 & MATTERS ARISING.

It was **RESOLVED** that the minutes were an accurate record and were signed by the Chair.

- Clerk reported that the budget for 2022/2023 had now been agreed by council and the precept request sent to Wealden District Council.
- Clerk reported that the RBS Rialtas software was now multi-user and can be accessed by up to five users.
- Clerk reported that Bank Mandate changes had nearly been completed.
- Clerk reported that the transfer of the asset register to the new RBS software was a work in progress.

Clerk: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

Tel: 07969512099. **Email:** clerk@rotherfieldparishcouncil.co.uk

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5. TO CONSIDER INFORMATION AND MAKE DECISIONS ON ACTIONS AND EXPENDITURE AS REQUIRED REGARDING THE FOLLOWING ITEMS

a. Approval of draft accounts for the Financial Year 1st April 2021 to 31st March 2022

The Clerk presented the end of year accounts to the committee.

It was **RESOLVED** to approve the accounts for the 2021/2022 financial year. RBS will carry out the end of year closedown in May.

b. Agreement of adjustments required to the 2022/23 Budget.

It was agreed that due to financial regulations the budget for grants could not exceed £5,000.00. It was **RESOLVED** to change the budget on code 4150 to £5,000.00.

c. Review Council cash balances and allocation of reserves.

The committee reviewed the Earmarked Reserves and will recommend to council that only four codes are used for the next financial year onwards:

- EM Precept Contingency
- EM CIL Receipts from WDC
- EM War Memorial Maintenance
- EM General Reserves

It was **RESOLVED** to recommend changes to Full Council. **Clerk** to add item to the 28th April Parish Council Meeting agenda. **Clerk** to prepare spreadsheet for presentation.

d. Review Asset Register and any changes required to the Council's insurance policy cover.

The asset register was noted as acceptable and that no changes to the council's insurance policy was required.

e. Review grant applications received; agree beneficiaries and sums to be recommended for payment at the April Council meeting.

It was **RESOLVED** to recommend to Full Council the following grants:

Rotherfield St Martins	£1,500.00	(one payment of £1,000.00 in April & £500.00 in October. Possibility of a bigger second instalment depending on grants budget)
Rotherfield Pre-School	£750.00	(£750.00 rent to also be repaid under another cost centre.)
Citizens Advice Bureau	£350.00	
Mark Cross Youth Club	£250.00	
Rotherfield Cricket Club	£233.00	
TOTAL	£3,083.00	

Further grant applications would be encouraged through year.

f. Receive the Smith & Fermor charity annual accounts and report.

The committee noted the Smith & Fermor charity annual accounts and report.

g. Resolution to continue using “online” payments to suppliers.

It was **RESOLVED** to continue with online payments to suppliers.

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h. Review any changes required to authorised signatories for the bank accounts.

The committee agreed that the current signatories were sufficient but this should be reviewed at that Annual Meeting of the Council in May. **Clerk** to add item to the Annual Meeting of the Council.

6. URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDAS.

- Clerk reported that he was having difficulties in sourcing a caterer for the Annual Parish meeting. It was suggested that the WI could be contacted to see if they would be willing to provide cake tea & coffee refreshments. **Clerk** to write to WI.

7. DATE OF NEXT MEETING.

The next meeting of this committee will be on the 13th December 2022 in the Parish Council Room at Rotherfield Village Hall.

Meeting closed at: **20:17**

Signed:

Date: