



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

### MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 19<sup>TH</sup> APRIL 2023 AT 19:30 IN THE LIBRARY ROOM AT ROTHERFIELD MEMORIAL INSTITUTE, TN6 3LX

#### PRESENT

Cllr D Hiles (Chair)  
Cllr R Harris

Cllr P Turner  
Cllr J Richardson

Cllr J Kitchenham  
Cllr B Johnstone

#### COUNCILLORS ABSENT

#### ALSO PRESENT

Adam Hardy (Parish Clerk & Responsible Finance Officer) & Cllr A Martin

#### 1. Public Forum

None

#### 2. Apologies for Absence (LGA 1972 S85).

Apologies had been received from Cllr L Buck

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

#### 3. To Receive Declaration of Interests

Cllr Martin declared an interest as a regular contractor who works for the Council.

#### 4. TO RECEIVE MINUTES OF THE FINANCE COMMITTEE MEETING OF 6<sup>TH</sup> DECEMBER 2022 & MATTERS ARISING.

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

- Clerk reported that the budget for 2023/2024 had now been agreed by council and the precept request sent to Wealden District Council.

#### 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 2022 to 31st March 2023

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

It was **RESOLVED** to approve the DRAFT accounts for the 2022/2023 financial year for presentation to Full Council. RBS will carry out the end of year closedown in May.

- b. Agreement of adjustments required to the 2023/24 Budget.

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

**Tel:** 07969512099. **Email:** [clerk@rotherfieldparishcouncil.co.uk](mailto:clerk@rotherfieldparishcouncil.co.uk)

**Parish Council Website:** [www.rotherfieldparishcouncil.co.uk](http://www.rotherfieldparishcouncil.co.uk) **Twitter:** [@rotherfieldp](https://twitter.com/rotherfieldp) and on **Facebook**

*Clerk had circulated the budget for ahead of the meeting.*

It was **RESOLVED** to recommend the following amendments to the 2023/2024 budget.

- Coronation Budget (4159) to be increased to £2,500.00.
- Cost Code (4208) to be renamed, 'Mark Cross & Eridge Projects'.
- Footpaths Budget (4250) to be increased to £2,500.00.
- Dog Bins Mark X and Hornshurst (4256) to be increased to £1,000.00.
- Dog Bins - Millennium Green (4363) to be increased to £1,000.00.
- Create a cost code for REACT with a budget of £5,000.00 this will set under the Recreation & Burial Committee.

**c. Review Council cash balances and allocation of reserves.**

*Clerk had circulated the Earmarked Reserves ahead of the meeting.*

It was **RESOLVED** that no changes or actions were required to the Ear Marked Reserves at this time.

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

*Applications had been shared with Councillors ahead of the meeting:*

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

<b>Organisation</b>	<b>Amount</b>	<b>Notes</b>
Rotherfield Pre-School	£750.00	<i>Rent Return</i>
Citizens Advice Bureau	£375.00	
Bonfire Society Christmas Lunch	£500.00	<i>Community Engagement Initiative.</i>
Bonfire Society Carnival	£896.00	

Cllr Harris asked that other Parish groups and societies be reminded that they are able to apply for a small grant from the Council. **Clerk** to send out a reminder.

**e. Receive Smith & Fermor charity annual accounts and report.**

As the Smith & Fermor Charity report for 2022 had not been received yet, this will be shared with Councillors at a later date.

**f. Resolution to continue using “online” payments to suppliers.**

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

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

Clerk confirmed that he would begin the process of removing retired Councillors from the bank mandate.

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

- Clerk reported that he had received the insurance renewal for the next year. The premium is £2,213.44. It was **AGREED** that the Clerk should proceed with the renewal of the insurance. **Clerk** to write to insurers.

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- Clerk reported that he had been informed that we are shortly to receive £7,527.95 in Community Infrastructure Levy Monies.
- Clerk reported that due to the arrival of a large planning application in the parish it had been decided to move the Annual Meeting of the Council to 11<sup>th</sup> May 2023.
- Cllr Harris reported that he was aware of emails circulating regarding Rotherfield Surgery and requested that the Surgery Working Party deal with them and they will report back to the Council. It was **AGREED** this was the best way to proceed.
- Cllr Harris asked the Clerk to write to Cllrs Wickenden & Watson-Smith inviting them to the Annual Parish Assembly on Wednesday 7<sup>th</sup> June 2023 at 7:00pm in Rotherfield Memorial Institute.
- Cllr Martin asked if any progress had been made on repairing the water leak on Church Road. He had been informed through contractors that the first attempt to repair it had to be abandoned because traffic control could not be set up due to parked vehicles. **Clerk** will make enquiries and inform the Councillors.

## 7. DATE OF NEXT MEETING.

The next meeting of this committee will be on the 5<sup>th</sup> December 2023 in the Library Room at Rotherfield Memorial Institute.

Meeting closed at: **20:38**

**Signed:**

**Date:**