



**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 5<sup>TH</sup> DECEMBER 2024 AT 19:30  
IN THE UPPER HALL AT ROTHERFIELD COMMUNITY HUB (MEMORIAL INSTITUTE)**

**PRESENT**

Cllr P Snelling (Vice-Chair)  
Cllr J Gosney  
Cllr P Beach

Cllr P Turner  
Cllr R Harris

Cllr B Johnstone  
Cllr J Fryatt

**COUNCILLORS ABSENT**

None.

**ALSO PRESENT**

Adam Hardy (Parish Clerk & Responsible Finance Officer)

**1. PUBLIC FORUM**

None.

**2. TO RECEIVE THE FOLLOWING:**

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

It was **RESOLVED** that the Committee Terms of Reference required one change to reference a Portfolio Holder rather than a Committee Chair for Recreation & Burial. Subject to this change the Terms of Reference were renewed for a further year. **Clerk** to update and Publish revised Terms of Reference.

**b. Apologies for Absence (LGA 1972 S85).**

Apologies had been received from Cllr J Richardson, Cllr D Hiles (Chair)

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

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

It was **RESOLVED** and understood by Councillors that 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. To approve and adopt as a true record the DRAFT Minutes of the 23<sup>rd</sup> April 2024 Finance & General Purposes Committee.**

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It was **RESOLVED** that these minutes represented a true record and they were signed by the Vice- Chair.

**e. Clerk's updates on actions from previous meetings.**

The Clerk reported that all actions from the 23<sup>rd</sup> April meeting of this Committee had been carried out.

**3. TO CONSIDER THE FOLLOWING AGENDA ITEMS: - 2025/26 Budget and Precept.**

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

Committee and admin budgets had been circulated to Councillors ahead of the meeting.

The Committee **ACCEPTED** the Committee budgets presented by the Clerk.

**b. Review, agree and adopt the combined Parish Council total budget for approval by the Full Council.**

The following budget was presented to the Committee:

BUDGET HEADING	AGREED 2025/2026 TOTAL BUDGET	Less ESTIMATED UNDERSPEND 2024/2025	ADJUSTED TOTAL FOR FUNDING
	£	£	£
Council Administration (a)	£88,310.00	£0.00	£88,310.00
Community & Events(a)	£9,825.00	£1,000.00	£8,825.00
Capital Projects – Highways (c)	£20,502.00	£5,000.00	£15,502.00
Lighting (b)	£21,500.00	£5,000.00	£16,500.00
Highways(b)	£19,350.00	£0.00	£19,350.00
Capital Projects - Recreation and Burial (c)	£16,001.00	£7,500.00	£8,501.00
Recreation Ground and other open spaces (b)	£32,126.00	£0.00	£32,126.00
Burial Grounds(b)	£18,000.00	£0.00	£18,000.00
Surgery	£4,000.00	£0.00	£4,000.00
Rotherfield Memorial Institute	£0.00	£0.00	£0.00
<b>TOTALS</b>	<b>£229,614.00</b>	<b>£18,500.00</b>	<b>£211,114.00</b>

It was **RESOLVED** to recommend the above budget of **£229,614.00** for the 2025/2026 year to the Full Council.

**c. Agree the Precept for 2025/26 to be considered for final agreement by the Full Council.**

It was **RESOLVED** to recommend to Full Council that the Precept for 2025/2026 be set at **£211,114.00**. This represents a 42p a week increase for a Band D property.

**4. TO RECEIVE NOTICE OF THE DATE OF NEXT MEETING OF THIS COMMITTEE.**

Thursday 17<sup>th</sup> April 2025 in the Upper Hall at Rotherfield Community Hub (Memorial Institute).

**5. TO RECEIVE DETAILS OF ANY URGENT ISSUES FOR NOTING OR INCLUSION ON FUTURE AGENDAS.**

- The Clerk reported that he had submitted the VAT Return for the 1<sup>st</sup> half of the year; a total of £11,347.63 is expected back. It was proposed that quarterly claims be made for the next financial year. This was **AGREED** by all.

Meeting closed at: **[20:35]**

**Signed:**

**Date:**