



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

**PRESENT**

Cllr D Hiles (Chair)  
Cllr J Gosney

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. INTRODUCTION OF COUNCILLORS AND OFFICERS**

The Councillors and Officers introduced themselves to all those present.

**2. PUBLIC FORUM**

None.

**3. APOLOGIES FOR ABSENCE**

Apologies had been received from: Cllr P Snelling (Vice-Chair), Cllr P Beach and Cllr J Richardson.

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

**4. TO RECEIVE DECLARATION OF INTERESTS**

None.

**5. TO RECEIVE MINUTES OF THE FINANCE COMMITTEE MEETING OF 5TH DECEMBER 2024.**

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

**6. CLERK'S UPDATES ON ACTIONS FROM PREVIOUS MEETINGS.**

The Clerk confirmed that all actions agreed at the previous meeting had now been carried out.

**7. 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 2024 to 31st March 2025.**

*Documents relating to this item were circulated to Councillors ahead of the meeting.*

The Clerk reported that the End of Year Closedown had not yet taken place. The DRAFT accounts will be presented to the Full Council at a later date.

The Council reviewed the budget and areas of overspend in the last financial year.

**b. Agreement of adjustments required to the 2025/26 Budget.**

*Documents relating to this item were circulated to Councillors ahead of the meeting.*

It was **RESOLVED** to make the following adjustments:

4256/202	Dog Bins	increase to £1,500
4391/303	Bin Emptying Costs	increase to £1,500

**c. Review the Council allocation of reserves.**

*Documents relating to this item were circulated to Councillors ahead of the meeting.*

The Committee **RESOLVED** that the funding of the new Speed Indication Device should be taken from the EM CIL Monies Reserve.

The Committee **RESOLVED** that the remaining reserves are adequate.

**d. Review grant applications received; agree on beneficiaries and sums to be recommended for payment at the 24th April Parish Council meeting.**

*Documents relating to this item had been circulated to Councillors ahead of the meeting.*

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

Organisation	Amount Requested	Comments
Rotherfield & Mark Cross Bonfire society	£600.00	
Rotherfield & Mark Cross Bonfire Society	£550.00	To be classified as a Community Initiative.
Rotherfield St Martin	£1,500.00	
Wealden Citizens Advice	£700.00	
Family Support Work	£800.00	
<b>Total:</b>	<b>£4,150.00</b>	

**Clerk** to add an item to the 24<sup>th</sup> April 2025 Parish Council Meeting agenda for approval.

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

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**e. Agree to a resolution to continue using “online” payments to suppliers.**

It was **RESOLVED** that Rotherfield Parish Council continue using online payments to suppliers.

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

It was **RESOLVED** that no changes were required to the existing signatories for the bank accounts.

**g. Receive an update on the perceived financial impact of the Sussex devolution and reorganisation plan.**

The Clerk reported that he had recently attended SLCC training based on the experience of Councils that had already experienced devolution. In all cases, there were financial impacts on the Town or Parish Council. SLCC is advising all Councils to increase their 2026/2027 precepts by 25% - 50% of their current budget and to create a Devolution EM Reserve. All Town & Parish Councils ended up taking on some services that the unitary authority was not able to or willing to take on. The Clerk advised the Council that he would be proposing this in December when the budget for the next financial year was set.

**Clerk** to provide a full update on training received at a future Full Council meeting.

**8. CLERK’S UPDATE ON PERSONNEL AND CONTRACTOR MATTERS.**

The Clerk provided an update on the Clerk’s Admin Assistant, a contractor to the Council. The contractor works up to eight hours a week. However, this is best viewed across a whole year, as some parts of the Council year are busier than others. A timesheet and invoice are submitted to the Clerk each month. As with other contractors, the invoice will now be available to Councillors in the monthly meeting SharePoint file and on the monthly payment run.

The Clerk confirmed that the contractor had signed a letter of engagement confirming that their tax affairs were their responsibility.

The Committee thanked the Clerk for the update and understood the need for admin support.

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

- Cllr Harris asked if contact could be made with Eridge Station regarding the replacement of the Rotherfield Parish Map Board. **Clerk** to contact Sussex Community Rail Partnership.
- Cllr Gosney asked for an update on the VE Day 80<sup>th</sup> Anniversary events. The Clerk informed the Committee that an update will be given at the 24<sup>th</sup> April Parish Council Meeting.
- Cllr P Turner asked if the Council had any contact with the owners of the Permissive Field adjacent to the Millennium Green, as the gate entrance is deteriorating. The Clerk reported he was unaware of who the owners were. Cllr Turner will feed back to the Millennium Green Committee.

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

Thursday, 4<sup>th</sup> December 2025, in the Upper Hall at Rotherfield Community Hub (Memorial Institute).

Meeting closed at **20:50**

**Signed:**

**Date:**