

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 9th JULY 2019 IN THE ROSE ROOM OF THE COMMUNITY CENTRE AT 7.30PM.

PRESENT: Cllrs. R.Lewin (Chair), Davies, Hill, Josephson, T Lewin, Moore, Williams & Wogan

APOLOGIES: Cllrs. McNally & Royall

NOT PRESENT:

IN ATTENDANCE: The Clerk and Asst. Clerk.

193/19 PUBLIC QUESTIONS

None

194/19 APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr. McNally due to family commitments and Cllr. Royall who was on holiday

195/19 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

Name	Min. No.	Category of Interest	Reason
Cllr. T Lewin	199/19	Personal	Car Club Admin

196/19 MINUTES OF THE MEETING HELD ON 2nd APRIL 2019

The minutes of the meeting held on 2nd April 2019 were proposed for acceptance by Cllr. Josephson, seconded by Cllr. T Lewin and signed as a true record.

To consider any objections to deletion of the digital transcripts of the above meetings. No objections were noted.

197/19 CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING

None

198/19 TO NOTE UPDATE ON PROGRESS (OUTSTANDING MATTERS NOT REQUIRING A DECISION.

1. Card Payments: The card payment machine is now up and running and is proving valuable. The service payments are not deducted from each transaction but sent to us at the month end and are factored in as bank charges.
2. Wealdlink: The organisation has been written to in the terms of the last Committee discussion.
3. Council's relations with the Forest Row Business Group: The Council is continuing to act as 'animateur' for the group, but there have been no major events since Easter. A petition against the timing of the roadworks is currently being worked on. Cllr. R Lewin proposed that the Group is monitored in respect of staff involvement and outgoings. This was seconded by Cllr. Hill and AGREED.
4. Community Centre leases: The written confirmation leases will be completed shortly. NOTED
5. Hirings and outgoings for the VENUe: The youth are now in occupation and are paying £1 each per session. We are now open to hiring to non-youth groups. Cllr. R Lewin proposed the need for some flexibility in the hire rates. The Clerk confirmed that this was in the business plan. This would be reviewed & discussed at the next Property & Assets Committee meeting.

199/19 FINANCIAL REPORT to month 3.

This had been circulated in advance and was NOTED.

Cllr. T Lewin advised that there were still major problems with obtaining insurance for the Car Club which expires on 22nd July.

200/19 LIST OF PAYMENTS

The List of Payments had been circulated in advance and was **APPROVED**.

Unity Trust from 25 th March 2019 to 31 st March 2019	£ 64,875.24
Unity Trust from 1 st April 2019 to 3 rd July 2019	£ 174,919.28
HSBC from 1 st March 2019 to 31 st March 2019	£ 20,483.87
HSBC from 1 st April 2019 to 3 rd July 2019	£ 64,667.69
Pocket Card – David O’Driscoll 1 st Apr 19 – 3 rd July 2019	£ 1,273.68
Pocket Card – Carolyn Coomber 1 st Mar 2019-31 st Mar 2019	£ 80.97
Pocket Card – Carolyn Coomber 1 st Apr 19 – 3 rd July 2019	£ 330.97
Pocket Card – Gages 1 st Mar 2019 – 31 st Mar 2019	£ 869.57
Pocket Card – Gages 1 st Apr 2019– 3 rd July 2019	£ 2,440.24
TOTAL	£ 569,436.03

201/19 BANK RECONCILIATION

The bank reconciliation as at 30th June had been previously circulated and was NOTED.

202/19 VIREMENTS

Cllr. R Lewin proposed that virements be made from reserves budgets to revenue budgets in respect of Community Centre refurbishment and VENUe costs. This was seconded by Cllr. Josephson and AGREED.

Cllr. Moore joined the meeting at 8.10pm.

203/19 ARRANGEMENTS WITH ASHURST WOOD VC RE BURIAL FEES

Cllr. Josephson proposed that the previous arrangement be continued. This was seconded by Cllr. T Lewin and AGREED.

204/19 LIBRARY ASSISTANT’S SALARY CONTRIBUTION

This matter was discussed at length with dissatisfaction expressed at the way that this had been handled by East Sussex County Council. Cllr. R. Lewin proposed that the requested amount be paid, but stressing the need for ESCC to give us timely advance notice of future figures. Seconded by Cllr. Davies and AGREED.

205/19 THE COMMUNITY WARDEN RESOURCE

The warden’s current contract expires 11th July 2019. Cllr. Hill proposed that in principle the contract be extended. This was seconded by Cllr. Josephson and AGREED with 1 against.

Cllr. Moore proposed that authority be given to the Clerk to enable Crowborough Town Council to employ another warden part time but ensuring that the current warden spends 50-60% of his time in Forest Row. This was seconded by Cllr. Josephson and AGREED with 3 abstentions.

Cllr. Josephson proposed that the current warden’s contract be renewed on a ‘rolling contract’ basis with a review after 1 year of having another part time person. This was seconded by Cllr. Davies and AGREED with 2 abstentions.

206/19 COUNCIL’S BANK SIGNATORIES

Cllr. R Lewin proposed the following changes. This was seconded by Cllr. Josephson and AGREED.

UNITY TRUST BANK SIGNATORIES

Cllr. E Davies	Cllr. T Lewin
Cllr. V Hill	Cllr. M McNally
Cllr. J Josephson	Cllr. J Wogan
Cllr. R Lewin	
Mr D O’Driscoll	Mrs C Coomber

UNITY TRUST INTERNET BANKING

Cllr. V Hill Cllr. R Lewin
Cllr. T Lewin Cllr. M McNally
Mr D O’Driscoll Mrs C Coomber

HSBC SIGNATORIES

Cllr. E Davies Cllr. V Hill
Cllr. T Lewin Cllr. M McNally
Cllr. J Wogan
Mr D O’Driscoll Mrs C Coomber

207/19 COUNCIL’S INVESTMENTS

Cllr. R Lewin proposed that the monies held in a National Savings Account by the Parish Council, be transferred to the CCLA account. This was seconded by Cllr. Williams and AGREED with 1 abstention.

208/19 GRANT APPLICATIONS

Forest Row Brownies – Cllr. Hill proposed a grant be given of £200 (with a letter of explanation to be sent explaining the budget constraints). This was seconded by Cllr. Josephson and AGREED.

Crawley ‘Lifecentre’ – Cllr. Josephson proposed a grant be given of £ 250. This was seconded by Cllr. Moore and voted on: 4 for, 4 against. The Chair’s casting vote was against. Proposal REJECTED.
Cllr. R Lewin proposed a grant of £ 200. This was seconded by Cllr. Moore and AGREED.

Forest Row Festival – an e-mail had been received asking for a grant of £ 850. There was no completed form and no accounts submitted. Cllr. Josephson proposed that this be considered at a short extraordinary meeting prior to the Full Council meeting on 23rd July provided it was accompanied by the correct paperwork. This was seconded by Cllr. Davies and AGREED.

209/19 CONFIDENTIAL BUSINESS

Minute numbers 210/19 and 211/19 are attached as Confidential minutes.

212/19 CORRESPONDENCE

An e-mail of thanks had been received from St. Catherine’s Hospice for the recent grant. NOTED

213/19 ITEMS TO REFER TO COMMITTEE OR FULL COUNCIL

None

The meeting closed at 9.30pm.

SIGNED:..... DATE.....

(Chairman)

