

**MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 27<sup>th</sup> NOVEMBER 2018 IN THE ROSE ROOM OF THE COMMUNITY CENTRE AT 7.30PM.**

**PRESENT:** Cllrs. R.Lewin (Chair), Farrar, Hill, Josephson, T Lewin, Pritchitt, Williams & Wogan

**APOLOGIES:** Cllr. Moore

**NOT PRESENT:** Cllr. Hindler

**IN ATTENDANCE:** The Clerk and Asst. Clerk.

**618/18 PUBLIC QUESTIONS**

None

**619/18 APOLOGIES FOR ABSENCE**

Apologies were given and accepted from Cllr. Moore due to family commitments.

**620/18 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW**

<b>Name</b>	<b>Min. No.</b>	<b>Category of Interest</b>	<b>Reason</b>
Cllr. T Lewin	624/18	Personal	Administrator & Member of Car Club
Cllr. Josephson	633/18	Personal	Potential Tenant

**621/18 MINUTES OF THE MEETING HELD ON 24<sup>th</sup> JULY 2018**

The Minutes of the meeting held on 24<sup>th</sup> July 2018 were proposed for acceptance by Cllr. Williams, seconded by Cllr Josephson and signed as a true record.

To consider any objections to deletion of the digital transcript of the meeting held on 24<sup>th</sup> July 2018. No objections were noted.

**622/18 TO NOTE UPDATE ON PROGRESS (OUTSTANDING MATTERS NOT REQUIRING A DECISION)**

1. The 'Gages' debit card – this had now been in operation for a few months and was making the audit trail easier to manage. NOTED
2. Audit arrangements for year end 2017-18 – The certificate of the completion of the External Audit had been received and published. NOTED
3. An internal audit had taken place this week and the report would be circulated once received. Both financial management and administrative processes were in order and the only points for improvements concerned the website. The staff were thanked for their work towards this result. NOTED

**623/18 CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

None

**624/18 FINANCIAL REPORT** to mid-month 8.

This had been circulated in advance and was NOTED. Cllr. R Lewin proposed that the Council subscriptions be reviewed. This was seconded by Cllr. Wogan and AGREED.

Amenities & Services Committee – A report had been previously circulated and was NOTED.

Finance & Policy Committee – The Chairman drew attention to the printout supplied NOTED.

Localism & Community Services – Cllr. T Lewin gave a verbal report.

Property & Assets Committee – A report had been previously circulated and was NOTED

### **625/18 LIST OF PAYMENTS**

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

Unity Trust from 17 <sup>th</sup> July 2018 to 19 <sup>th</sup> November 2018	£ 171,880.32
HSBC from 17 <sup>th</sup> July 2018 to 19 <sup>th</sup> November 2018	<u>£ 81,234.23</u>
TOTAL	£ 253,114.55

Pocket Cards from 17<sup>th</sup> July 2018 to 19<sup>th</sup> November 2018 £ 4356.73

### **626/18 BANK RECONCILIATION**

This was circulated in advance and was **NOTED**.

### **627/18 COUNCIL'S INVESTMENTS**

This was circulated in advance and was **NOTED**.

### **628/18 TO CONSIDER A DRAFT COMMITTEE BUDGET FOR 2019-2020**

The draft budget was discussed. Cllr. R Lewin proposed that codes 4183 and 4101 be considered after discussion later in the meeting. This was seconded by Cllr. Josephson and **AGREED**.

### **629/18 TO CONSIDER REQUESTS FOR CIL MONIES**

Community Infrastructure Levy payments totalling £ 4892 have been received from Wealden District Council. Regulations require these monies "be used to support the development of the local area by funding: 1. The provision, improvement, replacement, operation or maintenance of infrastructure; or 2. Anything else that is concerned with addressing the demands that development places on an area."

Cllr. T Lewin proposed that CIL monies be used to purchase 2 litter bins totalling £ 860 + ground fixing kits. This was seconded by Cllr. Wogan and **AGREED**.

Cllr. Williams proposed that CIL monies be used towards the purchase of a cycle stand at the Community Centre (up to £2000). This was seconded by Cllr. Hill and **AGREED**.

### **630/18 TO CONSIDER THE STATUS & FUTURE USES OF THE LOWER ROAD PREMISES**

It was noted that due to an oversight the time limit for exercising the break clause had been missed and the Council therefore hold the lease for a further 5 years. Members were anxious that as far as possible, the premises should be used for revenue-generating activities. A diary note would be made to ensure this was not missed next time. **NOTED**

### **631/18 TO CONSIDER AND RESOLVE ON GRANT APPLICATIONS**

The following grant applications were considered:

1. Forest Row Table Tennis Club – Cllr. Hill proposed a grant be given of £250. This was seconded by Cllr. Farrar & **AGREED**.
2. Tunbridge Wells & District Samaritans – Cllr. R Lewin proposed a grant be given of £ 100. This was seconded by Cllr. Hill and **AGREED**.
3. Sussex Victim Support – Cllr. Hill proposed a grant be given of £ 100. This was seconded by Cllr. Williams and **AGREED**.

### **632/18 TO CONSIDER A RENT CONCESSION REQUEST FROM THE PRE-SCHOOL**

Cllr. Wogan proposed that £ 500 be given as a goodwill gesture. There was no seconder for this proposal.

Cllr. Josephson proposed that no rent concession be given, but that the pre-school be invited to apply for a grant from the Parish Council. This was seconded by Cllr. Hill and **AGREED** with 1 abstention.

### **633/18 TO AUTHORISE THE CLERK TO OBTAIN REVISED RENTAL FIGURES FOR THE COUNCIL'S TENANCIES AND TO PROGRESS NEGOTIATIONS THEREAFTER**

Cllr. Williams proposed that the Clerk instruct a local surveyor to give an opinion as to fair market rents. This was seconded by Cllr. Hill and **AGREED**. (Cllr. Josephson abstained).

**634/18 TO CONSIDER A VIREMENT IN RESPECT OF COMMUNITY CENTRE REPAIRS**

It was necessary for a sum of £ 3000 to be vired from reserves for the payment of repairs to the Community Centre. Cllr. Josephson proposed this be done. This was seconded by Cllr. Farrar and AGREED.

**635/18 CONFIDENTIAL BUSINESS**

Minute numbers 636/18,637/18 & 638/18 are attached as Confidential minutes.

**639/18 DRAFT BUDGET FOR 2019-2020**

Cllr. Williams proposed that after consideration of confidential staff matters the draft budget be approved. This was seconded by Cllr. Josephson and AGREED.

**640/18 CORRESPONDENCE**

None

**641/18 ITEMS TO REFER TO COMMITTEE OR FULL COUNCIL**

Cllr. Wogan asked that a review of staffing levels be looked at as Council had agreed that a new member of staff be employed for the front desk and this had been replaced by 2 members increasing their hours. Cllr. Pritchitt asked for Youth Service Policy to be put on a future agenda although there was lack of clarity as to whether this meant the next meeting or not.

The meeting closed at 9.35pm.

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

(Chairman)

