

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 24th JULY 2018 IN THE ROSE ROOM OF THE COMMUNITY CENTRE

PRESENT: Cllrs. R.Lewin (Chair), Hill, Hindler, Josephson, T Lewin, Moore, Pritchitt and Williams

APOLOGIES: Cllr. Wogan

NOT PRESENT: Cllr. Farrar

IN ATTENDANCE: The Clerk and Asst. Clerk.

491/18 PUBLIC QUESTIONS

None

492/18 APOLOGIES FOR ABSENCE

Apologies were given and accepted from Cllr. Wogan due to holiday.

493/18 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

Name	Min. No.	Category of Interest	Reason
Cllr. T Lewin	498/18	Personal	Member of Car Club
Cllr. Pritchitt		Personal	Council Representative on FRSGA
Cllr. Williams		Personal	Secretary of FRSGA

494/18 COUNCILLOR STATEMENTS RE INTERESTS

As this matter involved one Member who was absent from this meeting, this matter was deferred until the next appropriate meeting.

495/18 MINUTES OF THE MEETING HELD ON 10th APRIL 2018

The Minutes of the meeting held on 10th April 2018 were proposed for acceptance by Cllr. T Lewin, seconded by Cllr Hill and signed as a true record.

To consider any objections to deletion of the digital transcript of the meeting held on 10th April 2018. No objections were noted.

496/18 TO NOTE UPDATE ON PROGRESS (OUTSTANDING MATTERS NOT REQUIRING A DECISION)

1. The grants voted at the last meeting for St. Catherine's Hospice, Hammerwood & Holtye Hall and Weirwood Paddle Sports Club were paid in April and have all been acknowledged. NOTED
2. Grant Application Form – The template has now been updated following the resolution at the previous meeting. NOTED
3. GDPR – It was decided by Full Council on 29th May to defer any steps to appoint a DPO and/or involve external consultants until August this year. The Clerk attended a regional Clerk's meeting from which it appears that legislation is still evolving, but that a majority of Councils are opting for a professional audit to verify their actions and processes. Cllr. Josephson proposed that any decision is deferred until regulations are finalised. This was seconded by Cllr. Pritchitt and AGREED.

497/18 CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING

None

498/18 FINANCIAL REPORT to end month 3.

This had been circulated in advance and was NOTED

Finance & Policy Committee - A report had been previously circulated and was NOTED.

Property & Assets Committee – A report had been previously circulated and was NOTED.
Cllr. Moore joined the meeting at 8.15pm.

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

Localism & Community Services Committee – Cllr. T Lewin gave a verbal report as summarised below:

- Car Club – new car had arrived today which was £ 60pm cheaper than the one it replaced
- Car Club – bookings very strong at present.
- Cycle Hire – Had a record month
- Cycle Hire - More help required.
- Cycle Hire – 3 adult bikes sold.
- Car Club – A Councillor was worried about how the Car Club worked. Cllr. T Lewin suggested that another Councillor join the Working Group (possibly the Councillor with concerns). This matter was deferred to the next Full Council meeting.

NOTED

499/18 LIST OF PAYMENTS

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

Unity Trust from 28 th March to 31 st March 2018	£ 4,698.65
HSBC from 1 st March to 31 st March 2018	<u>£ 20,828.41</u>
TOTAL	£ 25,527.06
Unity Trust from 1 st April to 17 th July 2018	£ 83,661.14
HSBC from 1 st April to 17 th July 2018	<u>£ 60,158.39</u>
TOTAL	£143,819.53
Pocket Cards from 1 st April to 17 th July 2018	£ 1,462.12

500/18 BANK RECONCILIATION

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

501/18 COUNCIL'S INVESTMENTS

This was circulated in advance and was NOTED.

502/18 TO CONSIDER AND RESOLVE ON PROPOSED AMENDMENTS TO STANDING ORDERS & FINANCIAL REGULATIONS

Suggested amendments had been previously circulated and were voted for as follows:

- Standing Order 3(x): Cllr. Josephson proposed this be amended to 'Any business which the Chairman deems to be urgent shall be put to the meeting to decide if it so qualifies and if agreed, shall be decided upon'. This was seconded by Cllr. Pritchitt and AGREED.
- Standing Order 4 (b) (i): It was proposed by Cllr. Josephson that this be deleted. This was seconded by Cllr. R Lewin and AGREED
- Standing Order 4 (d) (ii): It was proposed by Cllr. Hill that this remain unchanged. This was seconded by Cllr. Moore and AGREED with 1 against.
- Standing Order 4 (e): It was proposed by Cllr. R Lewin that the 2nd sentence be deleted. This was seconded by Cllr. Moore and AGREED
- Standing Order 10 (a): It was proposed by Cllr. Moore that this remain unchanged. This was seconded by Cllr. Hill and AGREED with 1 against.
- Standing Order 10 (b): It was proposed by Cllr. Hill that the wording be changed to '...subject item to be discussed at a *future* meeting,.....'. This was seconded by Cllr. Pritchitt and AGREED
- Standing Order 10 (g) & (i): Cllr. Hindler proposed that this remain unchanged. This was seconded by Cllr. Moore and AGREED with 1 against.
- Standing Order 29(e): Cllr. R Lewin proposed that this remain unchanged. This was seconded by Cllr. Hindler and AGREED.
- Financial Reg 2.2: It was proposed by Cllr. Josephson that the words 'the Chairman or Vice-chairman' shall replace the words; "a member of the Finance & Policy other than the Chairman or a cheque signatory". This was seconded by Cllr. R Lewin and AGREED
- Financial Reg 3.1: This had been amended at the Annual General Meeting.

- Financial Reg 5.1: It was proposed by Cllr. Moore that the words relating to credit references be removed. This was seconded by Cllr. Hindler and AGREED.
- Financial Reg 6.6: It was proposed by Cllr. Moore that this remain as this is done regularly in accordance with the regulation. This was seconded by Cllr. R Lewin and AGREED.
- Financial Reg 6.16: It was proposed by Cllr. Josephson that this remain. This was seconded by Cllr. T Lewin and AGREED
- .Financial Reg 6.18: It was proposed by Cllr. R Lewin that this remain unchanged. This was seconded by Cllr. T Lewin and AGREED.

503/18 TO CONSIDER AND RESOLVE ON A 'FLOAT' FOR GAGES FOOD PURCHASES

It was proposed by Cllr. Josephson that a pre-paid debit card (in the name of Forest Row Parish Council) be obtained for the Gages food purchases. This was seconded by Cllr. Hindler and AGREED.

504/18 TO CONSIDER AND RESOLVE ON A GRANT APPLICATIONS

The following grant application was considered:

1. Holy Trinity Church – Cllr. Hindler proposed a grant be given of £250. This was seconded by Cllr. Moore & AGREED with 1 against.

505/18 CONFIDENTIAL BUSINESS

Minute numbers 506/18, 507/18, 508/18 and 509/18 are attached as Confidential minutes.

510/18 CORRESPONDENCE

None

511/18 ITEMS TO REFER TO COMMITTEE OR FULL COUNCIL

None.

The meeting closed at 9.43pm.

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

(Chairman)

