

MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 15TH APRIL 2025 IN THE GARDEN ROOM OF THE COMMUNITY CENTRE AT 7.30PM.

PRESENT: Cllrs. Gilbert (Chair), Eichner, Jaffay, Killick & Waters

APOLOGIES: Cllrs. la Djoï & Volkers

NOT PRESENT: Cllr Taylor-Smith

IN ATTENDANCE: The Clerk & Deputy Clerk and 2 members of the public

67/25 PUBLIC QUESTIONS

None

68/25 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs. la Djoï (ill health) and Volkers (family)

69/25 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW

Name	Min. No.	Category of Interest	Reason
Cllr. Waters	80/25	Personal	Trustee of FRSGA (Junior Football Club)

70/25 MINUTES OF THE MEETING HELD ON 18th FEBRUARY 2025

Cllr. Waters proposed that the minutes of the meeting of 18th February 2025 be accepted. This was seconded by Cllr. Killick and AGREED

71/25 CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION

1. Year-end closedown and internal audit	NOTED
2. Report on leases	NOTED
3. New server	NOTED
4. Staffing update	NOTED

It was agreed that item 12 on the agenda should be discussed at this point.

72/25 CONSIDER REQUEST FROM LOW-COST COUNSELLING SERVICE

Representatives from the low-cost counselling scheme had submitted a report which had been previously circulated and answered questions from Councillors. Cllr. Eichner proposed that their request for their subsidy for the coming year be increased to £4500. Seconded by Cllr. Killick and AGREED.

73/25 NOTE OUTLINE FINANCIAL REPORT FOR MONTH 12

This had been previously circulated and was NOTED

74/25 LIST OF PAYMENTS

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

Unity Trust from 6 th February– 31 st March 2025	£143,060.13
Pockit Card – David O'Driscoll 12 th Feb to 31 st March 2025	£ 591.53
Pockit Card – Carolyn Coomber 3 rd Feb to 31 st March 2025	£ 694.88
Pockit Card – Gages 3 rd Dec 2024 to 31 st March 2025	£ 4,552.20
Pockit Card – Youth 5 th Feb 2025 to 31 st March 2025	£ 299.50
Total	£149,198.24

75/25 BANK RECONCILIATION & INVESTMENTS

These had been previously circulated and were

NOTED

76/25 TO CONSIDER OUTLINE RESERVES BUDGET FOR 2025-26

The Clerk circulated a slightly revised draft schedule. Cllr. Gilbert proposed that this be approved. This was seconded by Cllr. Waters and AGREED.

77/25 TO CONSIDER RESTRUCTURING OF THE RBS ACCOUNT CODES

The approximate cost for this task to be done by an RBS expert is £100 plus travel. Cllr. Killick proposed that this be accepted. This was seconded by Cllr. Waters and AGREED.

78/25 TO AUTHORISE EXPENDITURE ON COMMUNITY CENTRE FURNITURE

Quotes for new furniture for the Community Centre had been previously circulated. Cllr. Gilbert proposed that these be accepted. This was seconded by Cllr. Eichner and AGREED.

79/25 PRELIMINARY CONSIDERATION OF ALTERNATIVE INCOME SOURCES

The Clerk had prepared an initial position paper which had been previously circulated. This was discussed. The Clerk to send this to all Councillors for further discussion at a future Full Council meeting.

80/25 GRANT APPLICATION

Forest Row Junior Football Club – Cllr. Killick proposed that a grant of £ 500 be made. This was seconded by Cllr. Gilbert and AGREED. (Cllr Waters abstained pursuant to his declared interest).

81/25 CHANGEOVER TO GOV.UK EMAIL ADDRESSES

Cllr. Eichner explained that this was 'best practice' and the annual cost would be approximately £ 800 per year. Cllr. Gilbert proposed that this be adopted. This was seconded by Cllr. Waters and AGREED.

82/25 REVIEW OF CURRENT POLICIES

Cllr. Gilbert and Carolyn Coomber had reviewed the general policies and these have been amended by The Clerk to reflect the changes required.

Further agreed changes were discussed:

Any reference to Chairman would be changed to Chair

Cllr Eichner has some suggested changes to 'Social Media Policy' and will forward these to the Clerk.

It was agreed a general all encompassing amendment to the requirements to respond to emails between the Office and Councillors and Councillors to Councillors would be answered as soon as possible.

These would be incorporated, and the revised policies would be submitted for adoption at the Annual Meeting.

83/25 TO CONSIDER COUNCILLOR TRAINING

This was discussed. The Clerk would distribute a list of Companies providing appropriate training courses for all Councillors to consider.

Cllr. Gilbert proposed that the Clerk compile a 'Training Needs' survey to include individual Councillor skills. This was seconded by Cllr. Killick and AGREED.

84/25 PRELIMINARY CONSIDERATION OF A 'MASTERPLAN'.

The 'Masterplan' results from 2009 had been previously circulated. This was discussed and it was agreed that this would be taken to the Comms/Outreach working group for further discussion. Cllr. Eichner proposed that the group then assemble a paper with a maximum of 10 questions as the basis for a 'Masterplan', which would then be taken to Full Council. This was seconded by Cllr. Jaffay and AGREED.

85/25 TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL

None

The meeting closed at 9.40 pm.

SIGNED:..... (Chairman) DATE.....