

**MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 1<sup>ST</sup> OCTOBER 2019 IN THE ROSE ROOM OF THE COMMUNITY CENTRE AT 7.30PM.**

**PRESENT:** Cllrs. R.Lewin (Chair), Hill, Josephson, Moore, Royall & Wogan

**APOLOGIES:** Cllrs. Davies, T Lewin, McNally and Williams

**NOT PRESENT:**

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

**286/19 PUBLIC QUESTIONS**

None

**287/19 APOLOGIES FOR ABSENCE**

Apologies were given and accepted from Cllrs. Davies & Williams due to personal reasons, Cllr. McNally due to work and Cllr. T Lewin due to illness.

**288/19 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW**

Name	Min. No.	Category of Interest	Reason
None			

**289/19 MINUTES OF THE MEETINGS HELD ON 9<sup>TH</sup> JULY & 5<sup>TH</sup> AUGUST 2019**

The minutes of the meetings held on 9<sup>th</sup> July & 5<sup>th</sup> August 2019 were proposed for acceptance by Cllr. Wogan, seconded by Cllr. Royall and signed as a true record.

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

Cllr. Moore joined the meeting at 7.35pm.

**290/19 CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

None

**291/19 TO NOTE UPDATE ON PROGRESS (OUTSTANDING MATTERS NOT REQUIRING A DECISION.**

1. Card Payments are going well. There was recently a process of verification to ensure procedures were watertight, and this was successfully dealt with. NOTED
2. The Community Centre lease documents are out with the tenants for signature, but the terms of each lease are already in effect. NOTED
3. Community Warden resource: The Clerk advised that he was currently liaising with Crowborough Town Council Clerk re recruiting a half-time assistant. NOTED
4. VENUe rates bill: This is still awaited. NOTED
5. The new model Financial Regulations: The Chairman has suggested minor changes be formally presented to Committee with a covering explanatory paper at the next meeting, with a view to adoption in whole or part. NOTED

Cllr. Josephson joined the meeting at 7.38pm.

**292/19 FINANCIAL REPORT** to month 6.

This had been circulated in advance and was NOTED.

**293/19 LIST OF PAYMENTS**

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

Unity Trust from 3 <sup>rd</sup> July 2019 to 24 <sup>th</sup> September 2019	£ 42,864.15
HSBC from 3 <sup>rd</sup> July 2019 to 24 <sup>th</sup> September 2019	£ 42,436.14
Pocket Card – David O’Driscoll 1 <sup>st</sup> July 19 – 24 <sup>th</sup> Sept 2019	£ 319.12
Pocket Card – Carolyn Coomber 1 <sup>st</sup> July 2019-24 <sup>th</sup> Sept 2019	£ 600.85
Pocket Card – Gages 1 <sup>st</sup> July 2019 – 24 <sup>th</sup> Sept 2019	£ 1,375.31
Pocket Card – Youth 1 <sup>st</sup> July 2019– 23 <sup>rd</sup> Sept 2019	<u>£ 773.45</u>
TOTAL	£ 88,369.02

**294/19 BANK RECONCILIATION**

The bank reconciliation as at 31<sup>st</sup> August 2019 had been previously circulated and was NOTED.

**295/19 CHANGE OF SIGNATORY ON THE NS & I SAVINGS ACCOUNT**

Cllr. Josephson proposed the following resolution:

“that the Clerk for the time being Mr David O’Driscoll be the signatory of the said Investment Account and we request that the account of Forest Row Parish Council with National Savings & Investments be changed accordingly.”

This was seconded by Cllr. Hill and AGREED.

**296/19 WASTE COLLECTION AUTHORITY**

This matter was raised under Urgent Business (Standing Order 3(x)).

The Parish council needs to declare itself a ‘waste collection authority’ in order to apply for a ‘temporary waste collection permit’ for the waste weekend.

Cllr. Josephson proposed the following resolution:

“By virtue of the General Power of Competence, Forest Row Parish council resolves to declare itself a waste collection authority for the purposes of promoting the re-opening of Forest Row Household Waste Recycling Site.”

This was seconded by Cllr. R Lewin and AGREED with 1 abstention.

**297/19 CONFIDENTIAL BUSINESS**

Minute numbers 298/19 & 299/19 are attached as Confidential minutes.

**300/19 CORRESPONDENCE**

None

**301/19 ITEMS TO REFER TO COMMITTEE OR FULL COUNCIL**

None

The meeting closed at 8.40pm.

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

(Chairman)

