



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **ONLINE FINANCE AND ESTABLISHMENT** meeting held on **Monday 26th April 2021** at 7.30pm.

Present Were: Cllr David Trangmar (Chair)

Cllr Viv Edwards
Cllr Terry Oliver
Cllr David Milbank
Cllr Christine Knight
Cllr Geoff Clark

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

F014/21	PUBLIC SPEAKING
	No members of the public were present.
F015/21	APOLOGIES AND REASON FOR ABSENCE
	None.
F016/21	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	Cllr Oliver advised members of the Committee that he is no longer Director of WSALC or SSALC. An updated Register of Interests to be completed and returned to the Clerk.
F017/21	MINUTES OF THE PREVIOUS FINANCE AND ESTABLISHMENT COMMITTEE MEETING
	It was RESOLVED by all present that the minutes from the Finance and Establishment meeting held on Monday 6 th of February 2021 be APPROVED as a true record. The chairman signed the minutes.
F018/21	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None

F019/21	FINANCE REPORT
	<p>An overview of the finances for the financial year to the date of the meeting were given. Members NOTED the finance reports.</p> <p>It was AGREED for the Clerk to add accruals per below:</p> <ul style="list-style-type: none"> • 4 The Youth final term £2600 • Audit payment ref 2020/21 £1500 • Age UK QTR 3 - £2960 • Tree works carried out in 2020/21 - £1050 • Grass cutting £350 • Legal fees £367 <p>It was AGREED for the Clerk to investigate the final payment due for the completion of the Village Centre project.</p> <p>It was AGREED for the Clerk to provide a statement of legal fees in relation to the Parish Office acquisition and to submit this to HDC.</p> <p>It was noted that income was slightly reduced due to the funfair cancellation and agreement by the Parish Council not to charge rent for the year from the Cricket Club and Tennis Club.</p> <p>It was AGREED that the following reports would be circulated to the committee ahead of future Finance and Establishment Committee meetings:</p> <ul style="list-style-type: none"> • Detailed Income and Expenditure • Balance Sheet • Nominal Ledger <p>The below EMR adjustments were AGREED for 2021/22.</p> <ul style="list-style-type: none"> • Remove training EMR • Remove grant EMR • Remove professional fees EMR • Transfer £2475 to IT EMR • Transfer to EMR Youth/Elderly £3922 • Clear VC EMR project to zero and remove • Transfer to Asset renewal and replacement £3940 <p>It was AGREED to review the nominal codes to assist with coding expenditure.</p>
F020/21	BANK RECONCILIATION
	<p>It was RESOLVED to approve the bank reconciliation.</p> <p>At the date of the meeting the following funds are held across the accounts:</p> <p>Co-op Current Account £98,094</p>

	<p>Lloyds Bank Account £73,966</p> <p>Nationwide Instant Saver £16,141</p> <p>Nationwide 1 year Saver £53,022</p> <p>This information was NOTED by members.</p>
F021/21	END OF YEAR AND INTERNAL AUDIT
	Members were updated on the progress of the year end procedure and preparation for internal audit. Members NOTED the update.
F022/21	STREETLIGHT CORSLETTS AVENUE
	Members were presented with a quote to take back the contract for the single streetlight on Corsletts Avenue at an annual cost of £86.22. It was AGREED to contact WSCC to see if they would take on this single streetlight within the larger contract, but in the instance that they cannot, to proceed with the quoted contract.
F023/21	DATE OF NEXT MEETING
	<p>Annual meeting of the Parish Council – 4th May 2021</p> <p>Finance and Establishment Meeting – 12th July 2021</p> <p>.</p>

The meeting closed at 20:46