



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Tuesday 3<sup>rd</sup> May 2022** at 7.45pm at **The Parish Office, Sargent Way, Broadbridge Heath**

**Present Were:** Cllr David Trangmar – Chair (DT)

Cllr Viv Edwards (VE)  
Cllr Terry Oliver (TO)  
Cllr Geoff Clark (GC)  
Cllr Christine Knight (CK)

**Clerk:** Lucinda Edwards

**Members of the Public:** None

**Press:** None

<b>F001/22</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>F002/22</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	None.
<b>F003/22</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	No declarations of interest were declared.
<b>F004/22</b>	<b>MINUTES OF THE PREVIOUS FINANCE AND ESTABLISHMENT COMMITTEE MEETING</b>
	It was <b>RESOLVED</b> by all present that the minutes from the Finance and Establishment meeting held on Monday 15 <sup>th</sup> of November 2021 be approved as a true record. <b>All AGREED.</b> The chairman signed the minutes.
<b>F005/22</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>F006/22</b>	<b>QTR3 AND 4 VAT RETURN 2021-22</b>
	Members <b>NOTED</b> the submitted VAT return.
<b>F007/22</b>	<b>YEAR END REPORTS</b>
	An overview of the finances for the financial year to 31 <sup>ST</sup> March 2022 was given, with financial reports previously circulated to members. The committee reviewed the reports and the below items were noted:

	<ul style="list-style-type: none"> <li>• Audit Expenditure was not as expected and the audit fees may have been coded to Professional Fees. It was <b>AGREED</b> for the Clerk to provide a breakdown of expenditure on both code 4110 and code 4057.</li> <li>• It was <b>AGREED</b> for the Clerk to verify with the internal auditor that the Parish Office value is correctly entered on the asset register.</li> <li>• It was <b>AGREED</b> for the Clerk to review all previous years reports as published on the website for continuity.</li> <li>• It was <b>AGREED</b> to transfer £10,000 from EMR Parish Office to a new Tree Special Project EMR.</li> <li>• It was <b>AGREED</b> to remove the Covid Fund EMR</li> <li>• It was <b>AGREED</b> to move the remaining balance of the Village Centre Project into general reserves.</li> </ul> <p>Members <b>AGREED</b> the end of year finance reports.</p>
<b>F008/22</b>	<b>CO OP BANK</b>
	<p>Members were updated by the Clerk and Chair of the Finance and Establishment Committee on the issues faced over the last 2 months with the Coop online banking, since the system upgrade.</p> <p>It was <b>AGREED</b> this will be reviewed and considered at the next meeting.</p>
<b>F009/22</b>	<b>FINANCIAL REGULATIONS</b>
	<p>Members <b>AGREED</b> the recommendation to amend 6.21 to remove reference to the Environment officer and to reflect the Clerk's imprest account. The Clerk to add the amended Financial Regulations to the May Parish Council meeting agenda for adoption.</p>
<b>F010/22</b>	<b>STAFF MOBILE PHONES</b>
	<p>Members <b>AGREED</b> the recommendation for the Community Officer to be issued with the previous EO phone, noting the contract end date of March 2023.</p> <p>It was <b>AGREED</b> for the Clerk to upgrade the Clerk mobile phone contract to a value of up to £17 per month, and to enter an additional contract on the same value/terms for the Assistant Clerk.</p>
<b>F011/22</b>	<b>DATE OF NEXT MEETING</b>
	Finance and Establishment Meeting – Monday 11 <sup>th</sup> July 2022 – 7:45pm

**The meeting closed at 21.38**