



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Monday 16th January 2023** at 7.45pm at The Parish Office, Sargent Way, Broadbridge Heath

Committee members Present Were:

Cllr David Trangmar (DT) - Chair
 Cllr Geoff Clark (GC)
 Cllr Christine Knight (CK)

Clerk: Lucinda Edwards

Members of the Public: None

Press: None

F001/23	PUBLIC SPEAKING
	No members of the public were present.
F002/23	APOLOGIES AND REASON FOR ABSENCE
	An apology and reason for absence from Cllr Oliver was APPROVED by members.
F003/23	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	None
F004/23	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 14 th of November 2022 be approved as a true record, with one amendment to the Councillors present – to add Cllr Trangmar. All AGREED . The chairman signed the minutes. It was NOTED that the minutes from the Finance and Establishment Committee meeting dated 1 st November 2022 require approval. This will be added to the committee's next meeting's agenda.
F005/23	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	None.
F006/23	FINANCE REPORT
	Members NOTED the reports published to the website as below: Summary Income and Expenditure Earmarked Reserves Balance Sheet

	<p>An overview of the finances for the financial year to the date of the meeting were given and members NOTED the circulated detailed income and expenditure report and nominal ledger.</p> <p>The use of Earmarked reserves for year to date was reviewed.</p> <p>It was AGREED to utilise EMR Youth and Older People for any overspend on the Age UK Contract for 2022/23.</p> <p>Coding entry errors were NOTED for Streetscene, under Administration rather than Open Spaces, to be rectified via journal.</p> <p>Coding errors were NOTED for Weston Avenue Allotments expenditure, allocated to 150 – WHG, for correction via journal to 155 – Weston Avenue.</p> <p>No gas utility bill has been received to date due to incorrect provisioning of the meter. It was AGREED that an accrual for this should be made if no bill is received prior to year end.</p> <p>All other budget lines were reviewed and NOTED.</p>								
F007/23	BANK RECONCILIATION								
	<p>It was RESOLVED to approve the bank reconciliation.</p> <p>As of the reports dated 11th January 2023, the following funds are held across the accounts:</p> <table> <tr> <td>Co-op Current Account</td> <td>£112,437.39</td> </tr> <tr> <td>Lloyds Bank Account</td> <td>£73,301.56</td> </tr> <tr> <td>Nationwide Instant Saver</td> <td>£16,167.99</td> </tr> <tr> <td>Nationwide 1 year Saver</td> <td>£53,246.72</td> </tr> </table> <p>There is an amount of £4,231.58 in VAT control, and it was NOTED that there will be a Section 106 reimbursement from HDC for expenditure in relation to the second Parish Office S106 application.</p> <p>This information was NOTED by members.</p> <p>The bank reconciliation reports were signed by Cllr Trangmar.</p>	Co-op Current Account	£112,437.39	Lloyds Bank Account	£73,301.56	Nationwide Instant Saver	£16,167.99	Nationwide 1 year Saver	£53,246.72
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F007/23	BANK SIGNATURE MANDATES								
	<p>The presented forms for authorisation by the bank signatories were APPROVED and signed as appropriate.</p>								
F008/23	OFFICER CHARGE CARD								
	<p>It was AGREED to proceed with a Co-op Charge Card for use by the Clerk/RFO and for a limit of £1,000 and for the completed forms to be presented for approval at the February parish council meeting.</p>								
F009/23	SINGLE STREETLIGHT								
	<p>As the column is not able to be located, it was AGREED by members not to proceed with a new contract.</p>								
F010/23	PARISH OFFICE OPENING HOURS								
	<p>It was AGREED to reduce the advertised 'drop in' hours to one 'Community Engagement' session to be held on a Tuesday between</p>								

	<p>10am and 12pm, and for all partner sessions to coincide with this session.</p> <p>It was AGREED to purchase external signage for placement next to the Parish Office front door, stating the hours the office is generally staffed, and for these hours to only include days/times that 3 members of staff are generally present.</p>
F011/23	SECTION 106 UPDATE
	<p>The Clerk updated members on the current unspent S106 reports and the various potential funds.</p> <p>It was AGREED for the Clerk to investigate potential funds that may be available for applications by the Village Centre and to report this to the Village Centre accordingly.</p>
F012/22	DATE OF NEXT MEETING
	<p>Members NOTED the next meeting of the Finance and Establishment Committee will be on Monday 24th April 2023 – 19:45.</p>

The meeting closed at 21:35.