



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Monday 27th January 2025** at **19:45** at **The Parish Office, Sargent Way, Broadbridge Heath**

Committee members Present Were:

Cllr Sam Hazell (SH) - Chair
Cllr Geoff Clark (GC)

Cllr Terry Oliver (TO)
Cllr Simon Leighton (SL)

Clerk/Response Finance Officer (RFO): Lucinda Edwards

Members of the Public: None
Press: None

F001/25	PUBLIC SPEAKING
	No members of the public were present.
F002/25	APOLOGIES AND REASON FOR ABSENCE
	None
F003/25	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
	None
F004/25	MINUTES
	It was RESOLVED by all present that the minutes of the Finance and Establishment meetings held on 5 th August 2024 and 21 st October 2024 be accepted as a true and correct record of the meeting. The Chair signed the minutes.
F005/25	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
	Following a brief discussion on data security and end to end data encryption, and potential add-on tools to Rialtas (the parish council's accounts software), for allotments and asset management, it was noted that the Clerk is obtaining costings from Rialtas, and Scribe as an alternative. Costs are also being obtained for multi-user license/setup.
F006/25	INCOME AND EXPENDITURE REVIEW
	Members reviewed and NOTED the Income and Expenditure report and the associated notes in the published supporting document.
F007/25	FINANCE OVERVIEW
	Members NOTED the end of Qtr3 finance reports. As of reporting date 21 st January 2025, the following funds were held across the accounts as shown in the balance sheet published to website. Co-op Current Account £93,611 Lloyds Bank Account £75,378 Nationwide Instant Saver £16,816 Nationwide 1 year Saver £56,040 Members considered the expenditure on the Cricket Club, noting no budget line for the current year, or budgeted for 2025/26. It was AGREED to recommend to full council the transfer of funds of £2,000 from EMR395 to a new EMR for Cricket Club expenditure. Members AGREED for the Clerk to arrange a level 3 building survey of the Cricket Club pavilion, highlighting the concerns relating to pipework, insulation and stop cock, in order to obtain a programme of maintenance recommendations.

	Members discussed budget lines 4210 (publications and subscriptions) and 4057 (professional services). It was NOTED that the NALC/WSALC subscription was posted to line 4057 but budgeted on line 4210. It was AGREED to provide nominal ledger reports for nominal codes where annual budget is exceeded.
F008/25	REGULAR AND STATUTORY PAYMENTS RATIFICATION
	Members reviewed the circulated direct debit and staff salary payments for M7-9 and these were RATIFIED .
F009/25	BANK RECONCILIATION
	It was RESOLVED to approve the bank reconciliations for the 4 cashbooks to end of Qtr3 2024/25. The bank reconciliation reports were signed by Cllrs SL and SH.
F010/25	INTERIM AUDIT
	The recommendations in the interim audit report were reviewed by members: <ul style="list-style-type: none"> • Staff contracts will be reviewed by Personnel Committee • Delegations were reviewed and approved at the December Parish Council meeting • Fidelity insurance quotes are for consideration under item 9 on this meeting agenda.
F011/25	FIDELITY INSURANCE
	Members AGREED to increase fidelity guarantee limit to £750,000, based on the insurance provider's quote of £255.60.
F012/25	INVESTMENTS
	Members discussed investment considerations as shared in the supporting document, particularly in relation to the expected future maintenance commuted sum receipts due on the transfers of the parcels of land on the Wickhurst Green development. It was AGREED for the Clerk to seek independent financial advice. It was AGREED to recommend to full council, on receipt of the commuted sums for parcels SL5, SL6 and SL9, for the Clerk to arrange the transfer of the funds into the Nationwide instant saver account (current interest rate of 1.95%) until a meeting is convened to determine longer term investment decisions.
F013/25	CIL UPDATE
	Members noted the update in the supporting documents. It was AGREED to recommend to full council to prioritise use of CIL funding for the Charrington Way project, due to the spending deadline, with the remainder of the project to be funded from EMR395 per previous resolution.
	ESTABLISHMENT
F014/25	Cricket Club Members noted the update report. It was AGREED to obtain costing for clearing the insulation, but not to proceed with works until after the survey. It was AGREED to proceed with the pipe repair works, and to obtain advice on recommended improvements to the loft pipe work, to protect against rodent damage.
F015/25	Parish Office Members NOTED the parish office facilities document.
F016/25	NEXT MEETING DATE
	Members NOTED the next meeting of the Finance and Establishment Committee will be on Monday 28 th April 2025 – 19:45.

The meeting closed at 21:45.