



Broadbridge Heath Parish Council

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MEETING OF THE FINANCE AND ESTABLISHMENT COMMITTEE OF THE PARISH COUNCIL 20th October 2025

Present Were:

Cllr Simon Leighton (SL)

Cllr Sam Hazell (SH) (Chair)

Cllr Geoff Clark (GC)

Cllr Terry Oliver (TO)

Also present: Sandra Cooper RFO, Lisa Wilcock Locum Clerk.

Clerk: Anna Branas

Meeting commenced 19:33hrs

Public: None

FO43/25 – Public Speaking

No members of the public were present for this meeting.

FO44/25 – Apologies and Reasons for Absence

Apologies were received and accepted from Cllr Paul Knapp.

FO45/25 – Declarations of Interest and Notification of Changes

No declarations of interest or changes were reported.

FO46/25 – Minutes of the Previous Finance and Establishment Committee Meeting

The minutes of the meeting held on 21st July 2025 were noted as previously approved by Full Council on 8th September 2025.

Minor typographical errors were identified and will be corrected before the revised version is uploaded to the Council's website.

FO47/25 – Chairman's Announcements

The Chairman advised that some items from the previous agenda no longer require consideration, although a number remain relevant. The Chairman informed the committee that the RFO identified a large amount of grant budget still remaining and they would like to promote that the Parish Council offer community grants, members enquired what sum was remaining and the Chairman stated that £2,800 of unallocated funds remain in the current budget. It was considered that this sum will be retained until the new year to ensure all usual grants had been received.

FO48/25 – Finance Update

The Committee reviewed financial matters and made the following notes and recommendations:

1. VAT Returns:

- Quarter 3 and Quarter 4 VAT returns have already been submitted.
- The Responsible Financial Officer will submit VAT returns for Quarter 1 and Quarter 2 (FY 2024/25) during the current month.

2. Bank Balances and Investments:

- The investment strategy has already been discussed at Full Council; no further comments were made.
- 3. Income and Expenditure 2025/26:**
 - No further questions were raised.
- 4. Significant Variances:**
 - It was noted that significant variances are expected within Staff Costs and Other Payments.
 - A detailed report has been prepared for the Interim Audit in November.
- 5. Regular and Statutory Payments:**
 - These payments have already been reviewed and approved.

FO49/25 – Internal Controls

- The Committee reviewed internal control procedures in light of operational changes over the past six months. It was **accepted** that the internal control processes are now with the new RFO and would be satisfied within the new reporting system. It was delegated to the RFO to update and present to council any required changes.
- It was **noted** that the updated Financial Regulations and Standing Orders will be presented to Full Council for consideration and adoption at the next meeting.

FO50/25 – Prepaid Cards

The Committee reviewed the prepaid card balance and **agreed** that a transfer is not required at this stage.

FO51/25 – Commuted Sums Management

1. The Committee **noted** the report regarding pre-transfer expenditure for Wickhurst, as discussed at a previous meeting. The RFO to ensure that the transactions are correctly allocated from this EMR.
2. Earmarked Reserve (EMR) drawdowns for SL5, SL6, and SL9, and utilisation of the £20,000 remedial fund, were reviewed by full council on 06 October 2025. The RFO will action the draw downs to appropriate cost codes and document all related expenditure.
3. Noted further items on this agenda were already agreed in April.

FO52/25 – Investments

Options for the investment of commuted sums were reviewed. It was **recommended** to Full Council that the proposed bank accounts be opened, permitting an interest rate tolerance of up to 0.25% at the time of account opening, to enable the Council to fulfil this statutory requirement.

FO53/25 – Establishment

- 1. Leases and Club Liaison:**
 - It was agreed to contact HLS to confirm whether the lease has been signed.
 - The Cricket Club will be contacted to arrange a meeting to discuss Council expectations. Locum Clerk to action.
 - The Chair noted that any future repair projects must be included in the next financial year's budget.
- 2. Fire Safety Risk Assessment:**
 - The most recent assessment was discussed in April 2025; actions to date were noted.
- 3. Electrical Installation Condition Report:**
 - The 5-yearly inspection and remedial works were discussed in April 2025.
 - It was **noted** that Streetlight on SL5, located at the corner of the Parish Office

car park, has now been adopted by the Council. The RFO will insure that the required actions were taken on this asset and that it is brought into service operational.

4. Legionella Risk Assessment:

- The external Legionella Risk Assessment was an agenda item in April 2025 and incorporated into the Council’s Risk Management Register.

5. Repairs and Renewals EMR:

- Funds for Cricket Club works were agreed in in April 2025.

6. Playground Inspection Tick List:

- To be referred to the Recreation and Environment Committee meeting on 24th November 2025.

FO54/25 – Assertion 10

The Committee reviewed all documentation relating to Assertion 10.
It was **agreed** that the matter will be added to the Full Council agenda for formal approval.

FO55/25 DATE OF NEXT MEETING

To note the next planned meeting dates with the new start time;
Full Council – Monday 3rd November 19.30pm
Budget setting meeting- Monday 24th November 2025 – 13:00pm
Recreation and Environment – Monday 24th November– 19.30pm
Full Council – Monday 1st December – 19.30pm
Personnel Committee – Jan 2026 – 19.30pm

The members agreed the dates provided for the next meetings and added that not withholding an extraordinary meeting that may be required.

With no further business to discuss, the Chair called the meeting to a close at 20:48

Signed..... Dated.....