



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Monday 14th of January 2019** at 7.45pm in **St John's Community Hall**

Present Were: Cllr David Trangmar (Chair)
Cllr Geoff Clark Cllr Viv Edwards

Clerk: Jo Ball

Members of the Public: None

Press: None

F001/19 PUBLIC SPEAKING
No members of the public were present.

F002/19 APOLOGIES AND REASON FOR ABSENCE
Apologies and reasons for absence were received from Cllr Oliver.
Councillors **NOTED** and **APPROVED** the absences.

F003/19 DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES
No declarations of interest were declared.

F004/19 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 19th of November 2018 be **APPROVED** as a true record. The chairman signed the minutes.

F005/19 CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY
None.

F006/19 FINANCE REPORT
An overview of the finances was given, and it was highlighted that at the end of month 10 the Parish Council finances are on track for the end of the year.

It was **AGREED** for the Clerk to ensure all professional fees are recorded in the same cost code.

It was **AGREED** for the Clerk to contact Surrey Hill Solicitors regarding the legal fees for the Football club.

It was **AGREED** to spend the £1,250 (as agreed in the January full PC Meeting) on the website upgrade from ear marked reserves.

It was **AGREED** for the 2018/19 spends on repairs to parish assets to come from ear marked reserves.

F007/19 BANK RECONCILIATION

The bank statements, summary reconciliation reports and cashbooks were presented for all 5 accounts and it was **RESOLVED** to approve the bank reconciliation. The statements and report were signed by the chairman.

The current cumulative funds of £215,694.50 are held across the following accounts:

Co-op Current Account	£71,350.67
Lloyds Bank Account	£76,408.34
Nationwide Instant Saver	£16,002.19
Naitonwide 1 year Saver	£51,874.78
Co-op 14 day deposit	£58.53

It was **AGREED** for the Clerk to look into closing the Co-op 14 day deposit account.

F008/19 RBS BUDGET SET UP FOR 2019/20

The Clerk presented the budget, as input into the RBS system, for 2019/20.

It was **AGREED** to separate the codes for Youth and Older People.

It was **AGREED** to add codes for 2018/19 spends that are also expected to reoccur in 2019/20.

F009/19 PUBLIC WORKS LOAN

It was **AGREED** to defer this item as the decision on the loan has not yet been received.

F010/19 INVESTMENTS

It was raised that the Parish council credit card has been received.

It was **AGREED** to seek advice from Mark Mulberry whether the spend on the credit card is on the date of invoice for payment of the balance or on actual date of spend.

Some options for investment were discussed and it was **AGREED** that it was be useful to seek advice from an independent financial advisor. It was **AGREED** for the Clerk to contact HDC in the first

instance to see if they recommend/use an independent financial advisor.

It was **AGREED** for the Clerk to ask Mark Mulberry if it is permissible for a Parish Council to purchase premium bonds.

F011/19 ENVIRONMENT OFFICER (EO) EXPENSES

The expenses for the EO were reviewed and it was **AGREED** that the EO should claim for the number of miles carried out each month. It was **AGREED** that one mile per day for usual daily role seems reasonable.

It was **AGREED** to contribute 80% towards the vehicle business use insurance quote of £70.

F012/19 STAFF SALARIES

It was **AGREED** for the Clerk to schedule an annual review with both the Assistant Clerk and Environment Officer, any recommendations to go to the March PC Meeting.

It was **AGREED** for the Clerk to schedule an annual review with the Chairman of the Finance and Establishment Committee and the Deputy Chairman.

It was **AGREED** to authorise in advance for the Assistant Clerk to complete 20 hours overtime over the next two months on the website upgrade project.

F013/19 DATE OF NEXT MEETING

Parish Council Meeting 4th of February 2019.

Finance and Establishment Meeting - 29th of April 2019.

The meeting closed at 21.23.