



## BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Monday 29<sup>th</sup> of April 2019** at 7.45pm in **St John's Community Hall**

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

**Clerk:** Jo Ball

**Members of the Public:** None

**Press:** None

<b>F014/19</b>	<b>PUBLIC SPEAKING</b>
	No members of the public were present.
<b>F015/19</b>	<b>APOLOGIES AND REASON FOR ABSENCE</b>
	None.
<b>F016/19</b>	<b>DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES</b>
	No declarations of interest were declared.
<b>F017/19</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 14 <sup>th</sup> of January 2019 be <b>APPROVED</b> as a true record. The chairman signed the minutes.
<b>F018/19</b>	<b>CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY</b>
	None.
<b>F019/19</b>	<b>FINANCE REPORT</b>
	An overview of the finances at year end and at the date of the meeting were given, funds held are highlighted in the bank reconciliation section below.

It was **AGREED** for the Clerk to check if the £150k public works loan can be recorded as a separate heading in RBS (finance system).

It was **AGREED** for the Clerk to get a quote for increasing the fidelity insurance from £250k to £400k to ensure all cash held is covered.

It was **AGREED** for the Clerk to check which code the Playpark Inspection has been recorded under.

**F020/19**

**BANK RECONCILIATION**

The year end bank statements, summary reconciliation reports and cashbooks were presented for all 5 accounts and the Lloyds £50k investment and it was **RESOLVED** to approve the bank reconciliation. The statements and report were signed by the chairman.

At 2018/19 year end cumulative funds of £362,005.03 were held across the following accounts:

Co-op Current Account	£217,228.34
Lloyds Bank Account	£26,460.70
Lloyds Saver Account	£50,000.00
Nationwide Instant Saver	£16,034.05
Naitonwide 1 year Saver	£52,223.41
Co-op 14 day deposit	£58.53

At the date of the meeting the cumulative funds of £383,521.33 are held across the following accounts:

Co-op Current Account	£238,744.64
Lloyds Bank Account	£26,460.70
Lloyds Saver Account	£50,000.00
Nationwide Instant Saver	£16,034.05
Naitonwide 1 year Saver	£52,223.41
Co-op 14 day deposit	£58.53

It was **AGREED** for the Clerk to record spends from Ear Marked Reserves (EMR) as journal entries so that reports can be run to identify all spends from EMR.

**F021/19**

**APRIL PAYMENTS**

Payee	Narrative	£
Ms Jo Ball	Salary and Expenses	
Mr John Pilkington	Salary and Expenses	
Mrs lucinda Edwards	Salary and expenses	
HMRC	PAYE and NI	£378.16

West Sussex LGPS	Pension	£413.11
St Johns Community Hall	Hall hire	£128.00
SSALC Ltd	Good Councillor Guides	£72.00
HALC	Annual subscription HALC	£15.00
SURREY HILLS SOLICITORS	FC Fees 2065	£660.00
4 THE YOUTH	Start up costs and Summer Term	£3,346.79
BAQUS	invoice 30161	£1,830.00
	Total Payments	£10,190.24

It was **RESOLVED** to approve payments totalling **£10,190.24** for April 2019. Details of employee salaries and expenses are available upon request.

Cllr Oliver expressed an interest in Surrey Hills Solicitors.

A discussion took place on the FC legal fees, as due to the delay to transfer these are still ongoing.

It was **AGREED** for the Clerk to contact Surrey Hills Solicitors and the Football Club to ensure spends are approved in advance and instructed by the Clerk.

The invoices and payment list were signed by the signatories and it was **AGREED** for Cllr Trangmar to authorise the online payments.

#### **F022/19 INTERNAL AUDIT**

An update was given by the Clerk, the internal audit with Mark Mullberry is due to take place on the 2nd of May 2019, all preparations are in hand.

This was **NOTED** by members.

#### **F023/19 CLERKS SALARY**

It was **AGREED** to award one incremental pay point to the Clerk for completion of the Certificate in Local Council Administration (CiLCA); this is to SCP29 of the NALC 2019/20 payscale.

#### **F024/19 GRANT AND DONATIONS POLICY**

The presented Grant and Donations Policy was **AGREED**, to be presented to full council with the recommendation for adoption on the 13th of May.

#### **F025/19 RISK MANAGEMENT SCHEME**

The Clerk presented the revised Risk Management Scheme which was **NOTED** and **AGREED** by members.

It was **AGREED** for the Clerk to check the asset register regarding ownership of

	bus shelters.
<b>F026/19</b>	<b>DATE OF NEXT MEETING</b> Parish Council Meeting 13th of May 2019.
	Finance and Establishment Meeting - 15th of July 2019.

**The meeting closed at 21.08.**