



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on **Monday 15th of July 2019** at 7.45pm in **St John's Community Hall**

Present Were: Cllr David Trangmar (Chair)
Cllr Geoff Clark Cllr Christine Knight
Cllr Terry Oliver Cllr David Milbank

Clerk: Jo Ball

Members of the Public: None

Press: None

F027/19	PUBLIC SPEAKING No members of the public were present.
F028/19	APOLOGIES AND REASON FOR ABSENCE Apologies were received from Cllr Edwards. This was NOTED by members.
F029/19	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES No declarations of interest were declared.
F030/19	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 29 th of April 2019 be APPROVED as a true record. The chairman signed the minutes.
F031/19	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY The Clerk updated on actions from the meeting held on Monday the 29 th of April: The public works loan of £150k cwill be reported as an ear marked reserve in

	<p>the finance system. Fidelity insurance has been extended to cover all cash held, up to £400k at no additional cost for the rest of the policy.</p> <p>The play inspection carried out in 2018 was recorded under Open Spaces – Community Facilities.</p> <p>Journal entries are now being made for spends from ear marked reserves.</p> <p>Surrey Hills solicitors have been contacted regarding the football club legal fees.</p> <p>It was confirmed that the Parish Council own 3 bus stops; one on Billingshurst Road and the two near to the Shelley Arms.</p> <p>The information was NOTED by members.</p> <p>It was AGREED for the Clerk to request the bus stops, and the village sign to be cleaned and tidied up. It was AGREED for the Clerk to confirm who owns the live time information sign on the Bus Stop next to the Shelley Arms.</p>
F032/19	FINANCE REPORT
	<p>An overview of the finances for the financial year to the date of the meeting were given, funds held are highlighted in the bank reconciliation section below.</p> <p>It was AGREED for the Clerk to move the £38 travel expenses from Councillor allowances to travel in RBS.</p> <p>It was AGREED for the Clerk to create an EMR for IT and to record the laptops against this code in RBS.</p> <p>It was AGREED for the Clerk to provide information on Councillor allowances to all Councillors.</p> <p>It was raised that Countryside Properties are using the Parish Council Office Building as a site office, and it was AGREED for the Clerk to query this with Countryside Properties.</p> <p>It was AGREED for the Clerk to check if the invoices for hall hire for Toasties youth club are going directly to 4 The Youth.</p> <p>It was raised that next year we may need to budget for increased salary costs due to the upcoming projects and adoption of land.</p> <p>It was raised that the Street Light payment should be recorded under code</p>

	<p>4495 in RBS, and it was AGREED for the Clerk to correct this.</p> <p>It was AGREED for the Clerk to request the Grasstex schedule of works and also request monthly invoices. It was AGREED for the Environment Officer to make a note of the dates of the cuts.</p>												
F033/19	BANK RECONCILIATION												
	<p>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.</p> <p>At the date of the meeting the cumulative funds of £369,540.37 are held across the following accounts:</p> <table border="0"> <tr> <td>Co-op Current Account</td> <td>£224,820.32</td> </tr> <tr> <td>Lloyds Bank Account</td> <td>£26,438.60</td> </tr> <tr> <td>Lloyds Saver Account</td> <td>£50,000.00</td> </tr> <tr> <td>Nationwide Instant Saver</td> <td>£16,058.04</td> </tr> <tr> <td>Nationwide 1 year Saver</td> <td>£52,223.41</td> </tr> <tr> <td>Co-op 14 day deposit</td> <td>£0.00</td> </tr> </table> <p>This information was NOTED by members. It was AGREED for the Clerk to request monthly paper statements from the co-op bank.</p> <p>It was raised that there was one outstanding payment to be made, to Baqus. It was AGREED for the Clerk to confirm the total fee would not exceed £17.5k, and to obtain more detail on the post contract work. It was AGREED to make the payment to Baqus for £1,200.</p>	Co-op Current Account	£224,820.32	Lloyds Bank Account	£26,438.60	Lloyds Saver Account	£50,000.00	Nationwide Instant Saver	£16,058.04	Nationwide 1 year Saver	£52,223.41	Co-op 14 day deposit	£0.00
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F034/19	TERMS OF REFERENCE												
	<p>Some minor amendments were made to the terms of reference and they were AGREED for recommendation to full council for approval at the September Parish Council Meeting.</p>												
F035/19	STANDING ORDERS AND FINANCIAL REGULATIONS												
	<p>The Financial Regulations and Standing Orders were approved and it was AGREED to put forward the recommendation to full council for no amendments to be made.</p> <p>discussion was held on the length of meetings, and it was AGREED to keep the maximum duration to 3 hours within Standing Orders and for the Clerk to add the expected number of minutes for each topic to the agenda as a trial at the September Parish Council Meeting.</p>												

F036/19	CLERKS SALARY
	<p>It was AGREED to recommend to full council in September to award one incremental pay point to the Clerk from the 15th of July 2019; this is to SCP30 of the NALC 2019/20 pay scale.</p> <p>It was raised that there will be a review of roles as it is recognised that job descriptions may have changed / may need to change with the introduction of the parish office and adoption of additional land.</p>
F039/19	DATE OF NEXT MEETING
	Parish Council Meeting 2 nd of September 2019.
	Finance and Establishment Meeting - 15th of October 2019.

The meeting closed at 21.53.