

FERNHURST PARISH COUNCIL

A meeting of the Finance and Administration Committee took place at Fernhurst Village Hall on Monday 10th of November 2014 at 6.30 p.m.

PRESENT: Mr. R. Chapman (Chairman)
Mrs. H. Bicknell
Mrs. S. Ogilvy
Mrs. M. Timms
Mr. G. Walls
Mrs. C. Randall

APOLOGIES: Mr. A. Moncreiff

IN ATTENDANCE: Mrs. R. Knifton

1. APOLOGIES FOR ABSENCE

Council Chairman, Cllr Moncreiff was unable to remain for the meeting due to party political commitments.

2. CONSIDERATION OF DRAFT BUDGET AND PRECEPT FOR 2015/2016

The draft budget was discussed and the Clerk produced a six-monthly report which showed expenditure and income to date, along with an estimated spend by the year end.

It was **NOTED** that an allowance in the budget for a Parish Council Handyman would still be in place as the role is yet to be filled.

It was further **NOTED** that the hiring of the Village Hall and the Office had increased by £350 a year.

ACTION: The Clerk to write to the Village Hall Committee to ask why there had been the increase.

ACTION: The Clerk to chase the Village Hall Committee for the quotes for the Office Toilet repairs as the mould and associated smell renders it virtually unusable.

Proposed by Cllr Walls and seconded by Cllr Bicknell that the following draft was **AGREED** in principal:

FERNHURST PARISH COUNCIL - DRAFT BUDGET 2015/2016

	Annual Budget 2014/2015	Estimated Spend at end 2014/2015	Projected Budget 2015/2016	2014/2015 vs 2015/2016
PROPERTY, HIGHWAYS & ENVIRONMENT CTTEE				
Street Lighting - Maintenance	2005	2005	2046	41
- Electricity	1805	1805	1842	37
Public Toilets	10000	7000	10000	0
Cemetery	9255	10000	10050	795
Bus Shelters	650	0	650	0
Other Property	300	50	300	0
Land Maintenance	1800	1800	2000	200
Dog Warden	420	430	450	30

Dog Bin Emptying	300	280	300	0
Litter Wardens	1250	0	1000	-250
Misc. Expenditure	50	50	100	50
Additional Grass Cutting	1000	400	1000	0
Village Handyman	1440	0	1440	0
Play Area Maintenance	1000	500	1000	0
Play Area Safety Inspections	1040	1174	1200	160
<i>Property & Environment Committee Sub Total</i>	32315	25494	33378	1063
MISCELLANEOUS				0
				0
				0
Christmas Tree at Crossfield	750	900	900	150
War Memorial	500	50	500	0
				0
<i>Miscellaneous Sub Total</i>	1250	950	1400	150
				0
SECTION SUB TOTAL	33565	26444	34778	1213
ADMINISTRATION				0
				0
				0
Clerk - Salary, Tax & N.I.	21510	21000	22000	490
- Expenses	450	300	450	0
- Training	400	0	400	0
Entertainment Fund	1200	1200	1200	0
Members' Expenses	100	0	100	0
Members' Training	800	120	800	0
Chairman's Allowance	250	50	250	0
Hall & Office Hire & Rent	1850	2200	2200	350
Office Expenses	2570	3265	2570	0
Insurance	1800	1477	1800	0
Legal Fees	500	0	500	0
Audit Fees	750	750	750	0
NALC/SALC/SLCC & Other Subs.	960	1021	960	0
Election Expenses	0	0	750	750
				0
SECTION SUB TOTAL	33140	31383	34730	1590
PROJECTS				0
				0
				0
Newsletter	0	0	0	0
Emergency Plan	100	0	100	0
Neighbourhood Plan	6000	14000	6000	0
SECTION SUB TOTAL	6100	14000	6100	0
				0
GRANTS & DONATIONS				0
				0
				0
Fernhurst - Recreation Ground	0	0	0	0
- Youth Club	1000	1000	1000	0
- Scouts	500	500	500	0
- Pre-School	500	500	500	0
- FCAP	200	100	200	0

- Revels - May Queens Tea Party	300	300	300	0
- Village Hall	1500	1000	1500	0
- Club	1500	1500	1500	0
- Good Companions	100	50	100	0
- Luncheon Club	250	500	250	0
- Archives	600	600	600	0
- Society	0	0	0	0
- PCC	165	200	165	0
- Furnace	0	500	0	0
- School	2500	2500	2500	0
Lynchmere Society	0	0	0	0
Waverley CAB	250	250	250	0
Rother Valley Together	50	50	50	0
Junior Tennis	0	0	0	0
Other Charitable Donations	200	250	200	0
SECTION SUB TOTAL	9615	9800	9615	0
				0
TOTAL - ALL EXPENDITURE	82420	81627	85223	2803
ASSET REPLACEMENT RESERVE	0	0	0	
CONTINGENCIES	0	0	0	
TOTAL BUDGET REQUIREMENT	82420	81627	85223	

3. TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS

The new Financial Regulations prepared by the Clerk, which had been in circulation since August, were discussed.

It was **NOTED** that full Council had delegated a working group, consisting of Cllrs Chapman and Walls, to go through the new model version as supplied by NALC earlier this year and to make them specific to Fernhurst by considering the existing Regulations.

It was further **NOTED** that the Clerk had prepared an amalgamated version which had been supplied to all members at the September full Council meeting. The Financial Regulations agenda item had been deferred in September's and October's full Council meetings in order for them to be put forward to Council by the Finance & Administration Committee.

Cllr Walls explained that he had a couple of queries to run by the Clerk before approving them for adoption at the next meeting of Council on Wednesday the 12th of November. Cllr Chapman confirmed that he had yet to go through the documents. Cllr Randall was asked by the Committee to assist in the redrafting from a legal standpoint.

RECOMMENDED that it was **AGREED** that as the updating of the Financial Regulations had been imposed by the Internal Audit in April and, due to time constraints as the 6 monthly Internal Audit is to be undertaken in 3 weeks time, Cllrs Chapman, Walls and Randall will meet at the Office with the Clerk on Wednesday morning

at 9.30am to finalise the Regulations and associated Terms of Reference in readiness for adoption on the 12th of November.

4. TO SIGN OFF THE APPROVED GRANTS FOR 2014/2015

Youth Club	£1,000.00
Scouts	£500.00
Pre-School	£500.00
FCAP	£200.00
Revels	£300.00
Village hall	£1,500.00
Fernhurst Social Club	£1,500.00
Fernhurst Good Companions	£100.00
Luncheon Club	£250.00
Archives	£600.00
PCC	£200.00
School	£2,500.00
Waverley CAB	£250.00
Rother Valley Together	£50.00

NOTED that all the Grant payments approved for the current financial year will be presented for signing at full Council on the 12th of November.

5. TO CONSIDER THE PAYMENT OF GRANTS FOR 2015/2016

The Committee considered the current list of Grant recipients and it was **AGREED** that all organisations should be written to and asked whether they wished to apply for a grant in the next financial year.

It was **NOTED** that FPC does not currently have a Grant Procedure or Policy and that one must be put in place as soon as possible. It was further **NOTED** that no official FPC Grant Request Form was in place and therefore a basic form should also be drafted to send out to prospective recipients.

Proposed by Cllr Chapman and seconded by Cllr Walls:

ACTION: The Clerk to draft a Policy and Grant Request Form as a matter of urgency in order to circulate and approve at full Council.

AGREED: The Chairman of the Finance & Administration Committee will go through the documents prior to the meeting of Council on the 12th of November so that the forms and policy documents can be sent out with this year's Grant payments.

Meeting closed at 7.40pm

Signed.....Date.....
Chairman