

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 13th November 2018 at 6.55 p.m.

Present: Councillors: B. Horsfall (Chairman of this committee), I. Nesbitt and K. Wrench

In Attendance: Mrs. S. Berry (Clerk)
One member of the public for part of the meeting

An audio recording was made of the meeting

1. **Apologies for Absence** – Apologies had been received from Cllr. M. Thew.
2. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
3. **Questions or Statements by Members of the Public**
There were no questions or statements from members of the public.
4. **Review of Statement of Performance against budget as at end October 2018** – Copies of the Statement of Performance against budget as at the end of October 2018 had been circulated prior to the meeting and was noted. It was noted that code 4380 under cost centre 210 (operating costs) was to be deleted and the expenditure recorded under this code transferred to 4380 220 (running costs). **Action Clerk**
5. **Risk and Management Controls** – Copies of the Council's Risk and Management Controls document, in which items requiring action had been highlighted, had been circulated prior to the meeting and individual items considered. It was confirmed that the quarterly bank reconciliation, calculation of salary and pension contributions had been carried out and had been checked. The Clerk confirmed that the quarterly VAT reclaim had been submitted and that payment had been received from HMRC.
6. **Policies and procedure to be reviewed**
It was agreed to recommend that the Risk Management Policy should remain unchanged.

It was noted that the update of the Emergency Plan (Resilience Plan) was still outstanding.

A member of the public left the meeting at 7.25 p.m.

7. **Draft Budget 2019/20** – A draft of the 2019/20 budget with supporting notes had been circulated prior to the meeting. The draft budget showed an estimated increase of 46% in the Parish Council precept charge for a band D property. This was the result of a combination of a decrease in estimated income and an increase in estimated expenditure. The Clerk was asked to investigate the possibility of greater use of reserves in order to reduce the level of increase and to report on the following:-
 - Band D equivalent charges for other parishes
 - Estimate the level of general reserves as at the end of March 2019
 - Report on how much had been added to the reserves over the last five years

Action Clerk

8. **King George V Playing Field (KGVPF) Charitable Status** – A report from the Clerk outlining the charitable status of KGVPF had been circulated prior to the meeting and was noted. It was noted that the Parish Council’s role as sole managing trustee of KGVPF should be more clearly separated from its role as a Parish Council. It was agreed to recommend that all functions of the Parish Council acting in its role as trustee for KGVPF should be dealt with at separate meetings as required by charity law. It was noted that further legal and financial advice may be required and that the Parish Council should be asked to authorise this expenditure if necessary. The Clerk was asked to contact Cranleigh Parish Council for further information about how they will be dealing with a similar situation. **Action Clerk**

9. **Staff recruitment** – A proposal from Sussex Association of Local Councils to assist with the recruitment of a new Clerk/RFO had been circulated prior to the meeting and was noted. It was agreed to recommend that the Parish Council should accept the terms of the proposal. A proposed salary range was agreed, subject to the Parish Council’s approval. It was agreed to recommend that the position should be advertised in early January 2019 with interviews scheduled for late January and details such as the preparation of a job specification and the placing of advertisements to be delegated to the Finance & General Purposes Committee.

10. **Items for the next agenda** – It was agreed that the following items should be included on the agenda for the next F&GP Committee meeting:-
 Review of Standing Orders and Financial Regulations
 Update on King George V Playing Field charitable status

The Meeting Closed at 8.27 p.m.

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

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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