

# **HEATHFIELD AND WALDRON PARISH COUNCIL**

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

**TUESDAY 8 DECEMBER 2009 AT 7.30 P.M.**

**AT HEATHFIELD COMMUNITY CENTRE**

**PRESENT:** Mrs Clark, Mr Davis, Mr Harmer, Mrs Holmwood, Mr Kerby, Mr Newnham, Mrs Plant and Mr Smith.

The Clerk was in attendance.

Also present: Representatives from Friends of All Saints Church (Mr Kenward and Mr Stent), Heffle Cuckoo Fair (Mrs Milton), Mediation+ (Tracey Hunter) and the Heathfield Partnership (Mr Tolley and Mrs Mays-Smith) who spoke to the Committee in support of their application for grant funding.

**The Meeting commenced at 7.42 p.m.**

09/56 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Baker and Mr Hough.

09/57 **DISCLOSURE OF INTERESTS**

The following disclosures were made:

Mr Newnham and Mr Kerby disclosed personal interests in respect of the Heathfield Partnership as the Parish Council's representatives

09/58 **MINUTES**

**RESOLVED:** That the minutes of the meeting held on 29 September 2009, having been previously circulated, be confirmed and signed by the Chairman as a correct record.

09/59 **MATTERS ARISING**

The Committee noted that a new Bank Mandate would need to be completed to enable Mrs Plant to be added to the list of authorised signatories.

09/60 **GRANT APPLICATIONS**

(a) **Friends of All Saints Church, Old Heathfield**

A grant of £6000 had been requested towards the cost of furnishing the new community facility in the Church. The Committee noted that a grant of £5,000 had been given in the previous financial year towards Phase 1 of the project, which was in respect of the Church Tower and it was proposed that a grant of £2,000 be given in this financial year. Following consideration, it was **RESOLVED** that a grant of £2,000 be given and the Church be invited to make a further application if necessary in the 2010/2011 financial year.

(b) Heffle Cuckoo Fair (Friends of Demelza Hospice Care for Children)

The Committee noted that the application was in respect of renting the Goward Hall, which was expected to cost in the region of £270. Members supported the event which helped to bring people into the parish and it was **RESOLVED** that a grant of £300 be made.

(c) Mediation+

The Committee noted the work undertaken by the charity within the parish and it was **RESOLVED** that a grant of £830 be made.

(d) Wealden, Eastbourne and Lewes MIND

The Committee noted the letter received regarding the withdrawal of this application.

(d) Anchor Staying Put

Whilst appreciating the work of the charity within the parish, the Committee were disappointed that no representative had attended the meeting to answer questions on details of the application. Following consideration it was **RESOLVED** that a grant of £500 be made.

09/61

**FGP BUDGET FOR 2010/2011 FINANCIAL YEAR**

Annual Grant to the Heathfield Partnership

The Committee considered the submission from the Heathfield Partnership for funding in the next financial year. Members expressed appreciation for the work of the Partnership and it was **RESOLVED** to approve a grant of £8,500.

Finance and General Purposes Committee Budget

A report setting out the draft budget for the next financial year had been circulated to Members. Following consideration, the budget was agreed as follows:-

<b>Heading</b>	<b>Budget</b>	<b>Difference</b>
Office costs	21,780	+ 355
Building Maintenance	2,000	0
Staffing	103,990	+17,135
Council Activities	14,500	- 500
Community projects	1,000	+ 750
<b>Total</b>	<b>143,270</b>	<b>+17,740</b>
Less Contribution from Reserves	-19,500	
<b>Committee Budget</b>	<b>123,770</b>	

In addition, annual grants totaling £1,625 were agreed together with precepted grants to CAB, Heathfield Partnership and Millennium Green of £21,250 and discretionary grants of £12,005.

09/62 **OVERALL BUDGET AND PRECEPT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2011**

Members considered a report setting out the spending plans of Committees, together with a statement of reserves. The proposed budget was for £359,800 with £34,500 being taken from Reserves. It was **RESOLVED** to recommend to full Council that a Precept requirement of £325,300 be agreed, an increase of 1.26% over the previous year, equivalent to £64.42 for a Band D property.

09/63 **INTERNAL AUDIT**

The Committee noted a report regarding the first visit by Mr Mulberry of Mulberry and Co, including the Audit Plan, professional independence and competence questionnaire, budget allocation and timetable. The report also included an inherent risk assessment, which was set at low, specific audit plan and ledger audit programme.

Members noted that the Internal Auditor had recommended the reinstatement of Members' control procedures and it was **RESOLVED** that these be carried out in the New Year.

09/64 **UPDATE FROM HEATHFIELD PARTNERSHIP**

A written update of work undertaken by the Heathfield Partnership had been circulated to the Committee and was duly noted.

09/65 **OFFICE MATTERS**

The Clerk reported that following concerns raised by the Council's contractor, a Structural Engineer had been requested to inspect the office building. Two visits had taken place and it had been discovered that the wall ties in the front wall of the building were rusting and would need to be replaced. His formal report was awaited, following which it would be necessary to obtain quotations for the work.

09/66 **REVIEW OF FINANCIAL REGULATIONS AND STANDING ORDERS**

The Clerk reported that minor amendments had been made to both documents, which were circulated to all Members.

The Committee considered that Financial Regulations and Standing Orders were satisfactory and recommended that they be adopted at full Council in January.

09/67 **CRIME AND DISORDER ACT 1988 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were none.

09/68 **MATTERS RAISED BY MEMBERS PREVIOUSLY NOTIFIED**

There were none.

09/69 **RISK MANAGEMENT**

- (a) The risk list was reviewed and considered to be appropriate for the work of the Committee. It was, therefore, **RESOLVED** that the list be re-adopted.
- (b) The proposed budget for both the Committee and the whole Council was considered to be adequate to enable the Council to carry out its duties and responsibilities in the next financial year.

The defective wall ties in the office building were identified as a risk but the Committee noted that it was not regarded as requiring immediate action.

09/70 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would be held on Tuesday 16 March 2010 at 7.30 pm in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield.

09/71 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** to exclude the public and press from the meeting during discussion of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

09/72 **STAFFING MATTERS**

The Committee considered a report regarding overtime worked by the Clerk to the Council. It was **RESOLVED** that overtime amounting to 37 hours, regarded as non-pensionable pay should be made. The Committee thanked the Clerk and her staff for all their hard work.

**The Clerk left the meeting room during consideration of the above matter.**

The meeting closed at 8.20 p.m.

Signed:

Chairman

Dated: