

Finance Committee
Minutes of a Meeting of the held on 10th December 2009

Present: Mrs Macintyre (Chairman), Mrs King, Mr Salisbury, Mrs Revell, Mr Gregory, Mr Gallagher
In attendance: Mrs Jones (Clerk)

199 Declarations of Interest: Mr Salisbury declared a personal interest in the donation to the British Legion as Secretary to the local branch. There were no other declarations of interest regarding any items on the agenda.

200 Approval of Minutes of Previous Meeting The minutes of the joint meeting held on 17th September were taken as read and confirmed as a true record.

201 Budget Statements, Precept and Reserves for the Forthcoming Financial Year

The papers had been previously circulated to members. The forecast figures for income and expenditure were very close. The individual committees had considered their budgets and the recommended figures had been put forward in the papers. As always, it was difficult to be certain of the forecast figures, income from both the hire of the hall and burials was uncertain. The insurance company had confirmed that the costs resulting from the flooding at the Hall would be covered and reimbursed once the works were complete. Taking this into account, it was projected that the Council reserves would stand at about £38,000 at year end. The proposed budget included additional sums for building works at the Queen's Hall (as shown in the Forward Maintenance Plan) and a sum for acquisitions. Should the latter be required, a sum of £6364 would need to be taken from the reserves. If the reserves were lower than anticipated, a loan could be obtained for any capital expenditure in the next financial year. It was therefore agreed that there should be no increase in the precept from the current year and a precept of £135,000 be put forward for approval to the full Council.

202 Donation to the British Legion

Mr Salisbury explained the background to this and took no further part in the discussion. In the past the Parish Council had bought a wreath from the Poppy Appeal and had understood that this included a donation to the Poppy Appeal. It was now apparent that this was not the case and that most organisations gave an additional donation to the Appeal. A discussion followed as to whether a donation should also be made to the local branch. As the donation budget was exhausted for the current year, it was agreed that no further funds be given this year but that next year the sum paid for the wreath would be increased and, if a request was received from the Legion, a separate donation made to the local branch.

203 Newsletter and Arrangements for the Open Morning

Arrangements were now in hand to take back in-house the production of the newsletter. A design had been agreed and the copy was ready. The set up costs of about £300 would be additional to the on-going costs that were estimated at about £2000 p.a. This would be offset by an income of about £1000 from local advertisers. The newsletter would be ready for distribution in Mid January, prior to the Open Morning on January 30th. Local organisations would be invited to attend the Open Morning, suggestions included the Police, Fire Service, Cuckfield Local and the District Council with the Core Strategy.

204 Risk Assessment Action Plan

The Risk Assessment Action Plan for the Finance Committee had been circulated and was approved, with minor amendments, and signed by the Chairman.

205 Staffing Matters

The Clerk reported that two members of staff had given service over and above the requirements of their posts and considered that a Christmas bonus payment would be a recognition of their hard work throughout the year. A discussion followed regarding the mechanics of the bonus and this was unanimously agreed by the Committee.

END