

Finance & Queen's Hall Committee
Minutes of a Meeting held at 8.15 pm on 19th March 2009

Present: Mrs Macintyre (Chairman), Mr Salisbury, Mr Gregory, Mrs Revell, Mrs King, Mr Gallagher

In attendance: Mrs Jones (Clerk)

260 Apologies for Absence were received from Mr Gallagher

261 Approval of the Minutes

The minutes of the meeting held on 11th December 2008 were approved by the Committee

262 Matters Arising from the Minutes

Minute 191: Administrative Assistant

A large response had been received to the advertisement and candidates would be short listed for interviews within the next few days.

263 Budget Statements for the Current and Forthcoming Financial Year

These had been circulated by the Clerk. In total the expenditure for the year had exceeded the budget by £20,000. This sum was due to the works to the rear corridor which had overrun and should have been completed by the end of the previous financial year. Attention was drawn to the following items: Street lighting - a sum of £15,000 remained in the budget. It was still unclear as to whether this funding would be required as part of the handover arrangement for the maintenance of the lights to the County Council. The funds would remain in the reserves. Clerk's Salary - this had increased by an increment (as set out in the contract) as well as by the annual payrise. This increase been overlooked when the budgets were set in October 2007. Burial Income - this was down. The registrar had reported that there had been no burials in Cuckfield in January, a most unusual situation. The partnership budget was overspent by £797.60. (Subsequent investigation has shown that this shortfall was covered by a 2-year grant from the District Council paid in the previous financial year). It was noted that all the costs for the refurbishment of the Garden of Remembrance had been met by a generous local benefactor. It was hoped that all the costs for the refurbishment of the clock would also be met from a private donation. The cost of the refuse freighter had not been included in the budget but this had been amended for the next financial year.

264 Parish Council Reserves

The forecast for the end of the year was for reserves of approximately £55,000. It was agreed that this figure include earmarked sums of £15,000 for street lighting and £3,000 for rates on the public toilets. The payment of rates on the toilets was being queried with the Valuation Office but provision would need to be made for two years back payment as well as for the current year.

265 Audit Plan and Review of the Effectiveness of the Internal Audit

These documents had been previously circulated by the clerk. It was agreed that these be recommended for approval at the next meeting of the Parish Council.

The meeting closed at 9 pm.

