

# CUCKFIELD PARISH COUNCIL



## **Finance and General Purposes Committee Minutes of a Meeting held at 8.30pm on 8<sup>th</sup> March 2018**

Present: Mr N Page (Chairman), Mr A Burton, Mrs M Dormer, Mrs A King, Mr C Mercer

In Attendance: Mrs S Heynes (Clerk)

Absent: Mr P Mantripp

### **FGP43 To receive apologies for absence**

None.

### **FGP44 To receive declarations of interest from Members in respect of any matter on the agenda**

Mr Burton was a Trustee of New England Wood and so held an interest in item FGP52.

### **FGP45 Public Question Time**

There were no members of the public present at the meeting.

### **FGP46 To confirm the minutes of the meeting held on 23<sup>rd</sup> November 2017**

The minutes of the meeting of the 23<sup>rd</sup> November 2017 were taken as read and confirmed as a true record.

### **FGP47 To note the Finance & General Purposes Action List**

No correspondence had been received from Cuckfield Preschool regarding the new hourly rate and contract. The Clerk was instructed to follow up with Preschool to ensure the new contract was in place from 1<sup>st</sup> April 2018, and to agree dates for the proposed 2 meetings per year. The Clerk was also instructed to obtain a cost to end the BT contract in place at the Village Hall earlier than March 2019.

### **FGP48 To consider the Council Budget year to date and reserves**

An outstanding donation to the Brass Band who played at the Christmas Street Festival was noted, Mr Page would provide the details for the payment. The Clerk was instructed to make the payments for the annual use of electricity for the Christmas Lights.

**FGP49 To note/approve Bank Reconciliations to 28/02/2018**

Noted and approved.

**FGP50 To consider and approve the following:**

- i) Asset Register  
The insurance value for the Queen's Hall and Cuckfield Village Hall were noted. The Clerk was instructed to liaise with the insurance company regarding items with a zero value to understand the implications of this should a claim ever be necessary.
- ii) Financial Risk Register  
Approved.

**FGP51 To consider the Annual Insurance Renewal**

After reviewing both insurance quotes, Council resolved to renew for 1 year with Zurich.

**FGP52 To consider the following donation requests received:**

- i) St Catherine's Hospice
  - ii) New England Wood Trust
  - iii) Victim Support (Sussex Area)
- Council resolved to make a donation of £100 to each of the above organisations, the Clerk was instructed to process these.

**FGP53 To consider investment options for Horsefield Green funds**

The Clerk was instructed to talk to SLCC for advice regarding suitable investment options.

**FGP54 Matters Arising**

The Clerk advised that P&S Gallagher had notified Cuckfield Parish Council of an increase to their administration fee to run the cemetery, from £416 to £500 per quarter.

The community efforts of Cuckfield during the recent water outages were recognised and praised, together with those of Mrs Dormer. Due to the closure of the Queen's Hall on Monday as there was no water available, it was noted that no hire charges would be imposed for those hirers who had to cancel their classes. Any other compensation for lost earnings would need to be pursued via the hirers own insurance company, or via SE Water.

It had become apparent that it would be beneficial to create an emergency plan in case of a similar situation arising again, along the lines of the existing winter plan. This would be added to the next Full Council agenda.

Mr Page expressed his thanks to all those who supported and contributed to the running of the Annual Parish Meeting on 1<sup>st</sup> March 2018. Mrs King reflected that one speaker was sufficient, in order to allow time for questions to be raised. A preference was expressed to run the APM later in the year in 2019.

The Clerk was reminded to investigate Councillor training to take place at the Queen's Hall, as previously it had not been possible to arrange a date. The Clerk was also instructed to establish how funds could be withdrawn from the NS&I savings account for future reference.

Finally, with sadness Mr Page advised that this was probably his final meeting as a Councillor.

Meeting closed at 9.50pm.

Signed \_\_\_\_\_