

## RUDGWICK PARISH COUNCIL

Minutes of the Finance, Policy and Human Resources Committee Meeting held on Monday 7<sup>th</sup> January 2019 at Rudgwick Hall, Bucks Green, Rudgwick at 6.00 pm.

Present: Councillors: R Wild (Chairman), D Buckley, R Bookham, P Thompson  
Mrs J Foote, Clerk

- FPHR/41/18    **Apologies for Absence**  
The Committee received apologies and reasons for absence from Cllrs Davis and Landeryou and these were recorded by the Clerk.
- FPHR/42/18    **Declarations of Interest**  
There were no Declarations of Interest.
- FPHR/43/18    **Minutes**  
The Minutes of the meeting held on 3<sup>rd</sup> December 2018 were agreed and signed by the Chairman as being a correct record.
- FPHR/44/18    **Matters Arising from Previous Meeting.**  
None.
- FPHR/45/18    **Public Participation**  
There were no members of the public present.
- FPHR/46/18    **Parish Council Budget and precept for 1<sup>st</sup> April to 31<sup>st</sup> March 2020.**  
A revised forecast for 2018/19, revised income and expenditure budget for 2019/20 and draft precept of £108,940 was presented for consideration.

The forecast expenditure for 2018/19 exceeds budget due to the unexpected high level of costs associated with King George V building as well as unexpected repair/maintenance costs associated with King George V field.

The Committee and Clerk discussed the various elements of the budget/precept. The Clerk informed the Committee that the Sussex and Surrey Association of Local Councils (SSALC) have mentioned at their meetings that the Government may, in future years, introduce legislation to set a cap on the increase a Parish Council can make to their precept.

The revised income and expenditure budget for 2019/20 of £74,940 (net) was agreed by the Committee, to form part of the recommended precept figure.

The Committee considered it appropriate to remove the following proposed allocations to reduce the recommended precept:

Election	£1,000
Neighbourhood Plan	£5,000
Hall flooring	£1,000
Traffic calming	£5,000
<b>Totals</b>	<b>£12,000</b>

The Committee agreed to put forward to the full council the forecast income and expenditure budget for 2018/19 and income and expenditure budget for 2019/20, together with a contribution of £22,000 to begin to rebuild general reserves which have been severely reduced by recent unexpected expenditure on the King George V Building, so recommending a precept for 2019/20 of £96,940, which represents an increase of 32.72%.

Proposed by Cllr Thompson seconded by Cllr Bookham and unanimously agreed.

It was noted that expenditure for 2019/20 should be kept at a minimum to enable the Council to rebuild general/allocated reserves in future years.

#### FPHR/47/18. **Re-allocation of Allocated Reserves**

With the unexpected expenditure for the King George V Building general reserves have been depleted and the Clerk recommended the following re-allocation of allocated reserves.

The Clerk emphasised the legal requirement to hold 50% of the precept in general reserves, this is in addition to the allocated reserves.

	1/1/2019	To re-allocate to general budget	14/1/2019
Noticeboard	1,850	-1,850	0
Jubilee Hall	2,050	-1,500	550
Rudgwick Hall hall floor	2,000	-2,000	0
Roof repairs	2,000	-1,000	1,000
Rudgwick Hall refurb, roof, security, elec insp	15,157	-11,600	3,557
Road /car park	18,623	-10,000	8,623
<b>Total allocated reserve required</b>	<b>41,680</b>	<b>-27,950</b>	<b>13,730</b>

The committee further agreed to recommend that an additional £10,000 should be re-allocated from the Burial Ground allocated reserve to general reserves, making the re-allocation of a total of £37,950 of allocated reserves to general reserves to be recommended to the Council.

Proposed by Cllr Buckley seconded by Cllr Bookham and unanimously agreed.

**FPHR/48/18 Financial Regulations**

The internal auditor recommended the following changes in section 4.1. Budgetary Control and Authority Spend to allow for current costs/inflation:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- prior approval by the full council for all items over £5,000;
- prior approval by a duly delegated committee of the council for items between £1,000 and £5,000 (*this was over £500*)
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items between £500 and £1,000 (*this was below £500*)
- the Clerk for any items between £0 and £500 that are within budget headings.

The committee discussed the continuous requirement for expenditure above £500 to be ratified at full Council meetings, and agreed that the proposed changes should be recommended to the Council.

Proposed by Councillor Buckley, seconded by Cllr Thompson and unanimously agreed

**FPHR/50/18. Date of the next meeting: 15<sup>th</sup> April 2019 at 6 pm**

The meeting closed at 7.30 pm.

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Chairman

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Date