

BUXTED PARISH COUNCIL

Clerk: Miss B Macklen & Mrs C Feltham,

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10th January 2018

The Chairman and Members of the Finance Committee

The Chairman and Vice Chairman of the Council,

copy: other Members of the Council

MINUTES OF THE FINANCE COMMITTEE MEETING 9th JANUARY 2018

AT THE READING ROOM, BUXTED

Present: Cllrs Roberts (Chairman), Blandford, McQuarrie, Rose and Illingworth. Also in attendance: Cllr Milner,
Clerks to the Parish Council: Beccy Macklen and Claudine Feltham

Members of the public present:

1. Apologies for absence:

Apologies were accepted from Cllr Johnson

2. Declarations of members' interests in respect of items on this agenda.

No declarations of interest were made.

3. Review and approval of the Minutes of the last finance committee meeting held on 12th December 2016.

The minutes were approved and signed as a true record.

4. To consider the Parish Council's Budget for 2018/2019 and to recommend a Budget and Precept for that year.

Everything on here from ESCC is that they are doing less and the parish council are expected to do more.

View is that we need to plan for this expenditure.

9% was our increase last year, and we propose a 9% increase again this £8,340. Which would equate to an increase of 39 p per month per Buxted Parish Council household.

Would like to budget £3500 on consultations

£700 office costs – consider computer expenditure

Increase of £2,000 Highways

£500 increase for public meeting expenses

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£3000 grants

£2,000 miscellaneous expenses

£11,700 increase in expenditure, £2000 in decreases, £1000 on that is maintenance where spending less than previous, £1000 where we were conservative on pension costs.

Consideration given to our current EMR and balances.

Meeting in May 2018 to consider our reserve position. Clerk to produce end of year figures for consideration.

Aware that other parish councils are creating a Highways budget to take on those expenses, and maybe this is something that we need to consider in the future. Consideration to what's the most important when look at EMR.

The finance committee resolved to recommend to full parish council a precept request of £101,011 which is an increase of 9% .

5. Annual Review of the Effectiveness of Internal Audit – a review of terms of reference against revised edition of 'Governance and Accountability for Local Councils' (verbal report)

Noted, and no changes required.

6. Review of last internal audit report and address any issues reported.

No issues were raised in the last audit report. Comment: overall systems and procedures are entirely fit for purpose and model example of good practice

7. Appointment of Keith Robertson to conduct the internal audit for the year ending 31st March 2018.

The parish council approved the appointment of Keith Robertson for the year end dated 31st March 2018.

8. Review of Buxted Parish Council's Financial Regulations - adopted by the Council at its Meeting held on 14th November 2014

Noted, and no changes required.

9. Risk Assessment:

- Review of Risk Assessment Programme in relation to Finance, Governance, Systems and Administration

Risk assessment – in April/May consider if we need to have Cllr Roberts will take a look at this prior to the next meeting.

- Annual review of Insurance cover

Noted, and no changes required.

10. Any other matters properly notified.

None

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Meeting closed at 1959 hours.

Claudine Feltham

Clerk to the Council

Copy to ESCC Cllr R Galley, WDC Cllrs. Illingworth and Lunn