

# FRAMFIELD PARISH COUNCIL

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## FINANCE & GENERAL PURPOSES COMMITTEE Minutes of the FGP Committee Meeting held on Wednesday, 23 November 2011, at 7.45 pm at the Memorial Hall, Framfield.

**Present:** Maria Naylor (Chairman), Peter Friend, Felicity Groves, John Mordaunt and Rob Newton (Vice Chairman).  
**In attendance:** Ann Newton (Parish Clerk).  
**Public:** None.

*All members were in receipt of finance schedules as at the end of October 2011 for the Parish Council, Blackboys Trust and Hall and Framfield Trust and Hall. It was noted that the allotment rents were still accounted for in the incorrect column. **ACTION: FGP 11/11/15 – JR.***

### 1. Apologies

Jan Riddle (RFO).

### 2. Declarations of Interest

Rob Newton declared a prejudicial interest in any items relating to his wife, the Clerk.

### 3. Minutes of the Last meeting.

The minutes of the meeting held on 7 June 2011 were approved as read.

### 4. Matters Arising.

- **Parish Magazine – adverts/income.** The Clerk reported that a 'profit' had been made of some £1,600 which goes a long way to guaranteeing the continuation of the magazine next year. Over 90 adverts had been achieved giving a turnover of over £6,000. The meeting voiced concern that this large sum of money should be accounted for properly and asked that they see the formal accounts at the next meeting. **ACTION: FGP 11/11/16 – JR.** Some 30 of the adverts had been included during the year and Barry had worked very hard at typesetting and manipulating the pages to fit them all in. If the same number of adverts are ascertained to be achieved next year, the meeting agreed that an extra page of pre-printed adverts would be the best way forward. In addition the Christmas edition had turned out to be larger than usual so an extra page of copy would be incorporated at the appropriate extra cost. The meeting agreed that the cost of the adverts should remain at £65 per quarter page per year. *The FGP Committee recommends that Full Council accept these points.*
- **Bank Mandate/BACS payment of salaries – Committee to set monthly limit for security purposes.** The Clerk reported that the first electronic payment had been made for two salaries in October after many months (years?) of form-filling with the bank. The meeting agreed that a limit for security purposes should be set on the debit facility of £2,000 per month. **ACTION: FGP 11/11/17 – JR.** Lastly the Clerk suggested that now that the main PC bank account had set up BACS payments, it might be the way forward to make all the other accounts (Trusts etc) subsidiary accounts to enable all salaries to be paid by this method. The meeting suggested a meeting with the Clerk, RFO and Chairman at the bank to put forward this suggestion and to give the bank more custom with the trade-off being that the bank organises the 'red tape' to enable this to go-ahead. **ACTION: FGP 11/11/18 – CLERK/JR.** *The FGP Committee recommends that Full Council accept these points.*
- Risk Assessment – Committee to agree to recommend to full Council adoption. The meeting approved the Assessment, but understood in many ways that it is a live document and can be updated at any time, not just revisited at regular intervals. *The FGP Committee recommends that Full Council adopt this.*
- Health & Safety Policy – the Committee agreed that a simple, concise, version of the policy should be drawn up on a common sense basis. **ACTION: FGP 11/11/19 – CLERK.**

- Gangmowers – the Clerk reported that the gangmowers had been sold for £400.00 and the money allocated to the Parish Council account.

## 5. Setting of the budget and Precept for 2012/13

The meeting agreed that the precept should remain the same at £44,000. However with the rate of inflation at approximately 5%, this would mean that the level of service could go down particularly with utility prices on the increase. Also, no new projects would be able to be taken on. The meeting agreed that it would be a good idea to put an article in the Parish Magazine in the new financial year advising the Parish of the situation and that although the PC realises with the current economic climate being what it is, the precept will be kept to it's current level, but that at some point in the future, it would need to be increased to keep in line with inflation. This could also be an item for discussion at the next Parish Assembly. **ACTION: FGP 11/11/22 – CLERK/CHAIRMAN.** *The FGP Committee recommends that Full Council adopts this.*

## 6. Cross-checking of the record books.

The Committee could not carry out the cross-check as the wrong invoice file had been produced.

## Trusts - General

### 7. Matters arising

- **Gift Aid** – the RFO has not applied for this yet. **ACTION: FGP 11/11/23 – JR.**
- **Finance schedules – addition of ‘Pavilion’ column/donation of £1,000 to each project minus expenditure.** This had been done and the Clerk would be writing cheques for signature at the next PC/Trust meeting to transfer the net amount across. (Framfield Refurbishment fund £588.63 and Blackboys Pavilion Refurbishment Fund £255.00). **ACTION: FGP 11/11/24 – CLERK.**
- **Framfield Allotments account.** The RFO was still to calculate what had to be passed over to the new account. **ACTION: FGP 11/11/25 – JR.**

### 8. Any other business at the discretion of the Chairman

- **Village Signs** – the Clerk advised the meeting that works were required to repair some of the village signs (Framfield in particular) and the sign at Blackboys Village Hall. One quote was in the pipeline. **ACTION: FGP 11/11/26 – CLERK.**
- **Guidepost repairs** – the meeting agreed that there were very little funds available for repairs and again this was something that could be discussed at the Annual Parish Meeting. **ACTION: FGP 11/11/27 – CLERK.**

### 9. Next Committee Meeting

To be advised.

The meeting was closed at 9 pm.

Chairman..... Date .....