

Proper Officer/RFO: Mrs Pauline Collins

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Minutes of Finance and Administration Committee Meeting held on Tuesday 1st August 2023

Present: Councillors – Ms I Horsley (Chair), Ms L Cooke, Miss C Sharpe, Mr G Smith, and Mr R Turnbull
Proper Officer/RFO - Mrs P Collins

23037 Election of Chairperson for the ensuing municipal year

Cllr Horsley was elected Chairperson for the ensuing municipal year.

Votes: For – IH, CS, GS, RT Against – LC

23038 Election of Vice Chairperson for the ensuing municipal year

Cllr Sharpe was elected Vice Chairperson for the ensuing municipal year.

Votes: For – IH, CS, GS, RT Against – LC

23039 Apologies for absence (including resolutions to accept reason for absence by Councillors)

Cllrs - Mr D Greenup, Mrs A Hohenkerk

Resolved to accept the reasons for absence.

23040 Code of Conduct and Disclosure of Interests

None

23041 Public questions in respect of items on the agenda

The Public requested to raise questions on agenda items 8,9,10 and 11.

Questions to be dealt with at the appropriate time on the agenda.

23042 Minutes of meeting held on 11th April 2023

The minutes having been distributed prior to the meeting and made available to the Public at the meeting.

Resolved to approved, and will be signed by the Chairman as a correct record.

23043 Matters arising from the minutes not otherwise on the agenda

Matters were raised and discussed in respect of £85k FSCS protection and future banking arrangements.

23044 To discuss and review the current year's budget

Standing orders were suspended to allow the Public to ask questions in respect of budget information provided to Councillors, RDC Lottery income, budget reduction – steps being taken and what items are to be reduced, salary costs. Councillors responded where appropriate to these questions.

Standing order were reinstated.

A public event is to be held on Tuesday 19th September at 6.30pm to discuss and consult with residents in respect of the budget for 2024/25.

The current budget was discussed and reviewed.

23045 To discuss and consider the allocation of earmarked reserves

Standing orders were suspended to allow the Public to ask questions in respect of NS&I bank account. The Proper Officer responded.

Standing order were reinstated.

Current reserves remain the same. Each EMR allocation was discussed and recommendations will be made to the full Parish Council. EMR for 2023/24 were suggested by the Proper Officer and will be put to the full Parish Council.

23046 To review and action any requirements of the internal audit report for 2022/23

Standing orders were suspended to allow the Public to ask questions in respect of £85k FSCS protection and future banking arrangements.

Standing order were reinstated.

Councillors discussed the bank holdings issue and the potential risk. Further investigations are to be carried out into other banking options.

23047 To discuss the internal auditor requirements from Mulberry and Co for the financial year 2023/24

Standing orders were suspended to allow the Public to ask questions in respect of the type of audit carried out for 2022/23 and future audits.

Resolved to seek further information from Mulberry and Co and to defer any decisions in respect of a possible interim and year end internal audits to the full Parish Council meeting.

23048 To review policies and practices

(a) Dignity at Work

This policy was discussed. However, clarification is required in respect of some of the wording/words being used. This policy will be brought back to the next meeting for further discussion.

(b) Email Policy

Items to note – a new email should be started for different threads/subjects, individuals' names or personal email addresses should not be included/forwarded unless prior permission has been received.

Resolved to forward to full Parish Council for approval and adoption.

23049 Future agenda items

Finance event – 19th September 2023

23050 Close of meeting

Meeting closed at 19.59 pm

23051 Date of next meeting

Next meeting to be held on 5th September 2023 (subject to review)

Signed _____
(Chair)

Dated _____

Draft until agreed and signed at the next meeting