

Proper Officer/RFO: Mrs Pauline Collins

Tel: 07487 822729

Email: [fairlightparishcouncil@gmail.com](mailto:fairlightparishcouncil@gmail.com)

## **Minutes of Finance and Administration Committee Meeting held on Tuesday 3rd October 2023**

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

**23066 Apologies for absence** (including resolutions to accept reason for absence by Councillors)

Cllrs - Ms I Horsley

**Resolved** to accept the reasons for absence.

**23067 Code of Conduct and Disclosure of Interests**

None

**23068 Public questions in respect of items on the agenda**

There were no Public questions received

**23069 Minutes of meeting held on 12<sup>th</sup> September 2023**

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

**Resolved** to approve and were signed by the Chairman as a correct record.

**23070 Matters arising from the minutes not otherwise on the agenda**

Necessity of an Interim audit – At the Parish Council meeting held on 26<sup>th</sup> September it was resolved not to have an interim audit this year. However, this could be considered in future years if it was thought to be necessary.

**23071 To discuss and review the current year's budget**

The current budget figures had been circulated prior to the meeting. The Proper Officer reported on the budget, expenditure and income to date.

DISH expenditure for September includes additional supplies and a freezer purchased from the Hastings and Rother Food Ass grant. Additional costs for the compressor electricity will have to be found.

**23072 To discuss and consider the allocation of earmarked reserves**

The current EMR were reviewed and no changes were required.

**23073 To discuss initial preparation of 2024/25 budget**

The Facts and Finance event was well supported and received mixed reviews.

- It was supposed to be an event and not a presentation with Q and A session which some attendees expected
- Many attendees found it useful - being able to talk to Councillors and the information provided
- Confusion re the use of the new logo and whether the event was jointly being held with the FRA
- Feedback received will be discussed at a future meeting.

Councillors will begin to start to consider what is required for the 2024/25 budget.

**23074 To review policies and practices**

- Complaints Procedure  
Another Parish Council's Complaints Policy had been circulated in addition to the current policy. Councillors were asked to consider and comment on the amendments. A decision will be made at the next Parish Council meeting.
- Standing Orders  
The review of this document is on-going due to its length and amendments required. The revised document will be considered at a future Finance and Administration Committee meeting.

**23075 Future agenda items**

Budget 2024/25

Financial Regulations – document to be reviewed

**23076 Close of meeting**

Meeting closed at 19.32 pm

**23077 Date of next meeting**

Next meeting to be held on 7<sup>th</sup> November 2023 (subject to review)

Signed \_\_\_\_\_  
(Chair)

Dated \_\_\_\_\_

Draft until agreed and signed at the next meeting