

Proper Officer/RFO: Mrs Pauline Collins

Tel: 07487 822729

Email: fairlightparishcouncil@gmail.com

Minutes of Finance and Administration Committee Meeting held on Tuesday 5th December 2023

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

23091 Apologies for absence (including resolutions to accept reason for absence by Councillors)
Apologies received from Cllrs G Smith, D Greenup
Resolved to accept their apologies and reasons for absence.

23092 Code of Conduct and Disclosure of Interests
None

23093 Public questions in respect of items on the agenda
Standing orders were suspended.

Discussions were held with the member of the Public in respect of the publication of a draft budget and the processes used to compile the budget.

Suspended orders were reinstated.

23094 Minutes of meeting held on 7th November 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.

23095 Matters arising from the minutes not otherwise on the agenda
None.

23096 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. Concerns were raised in respect of the compressor electricity costs. Cllr Horsley reported that the pumps had been used more units in November and service work was due to be carried out in January 2024.
CCTV - power has been disconnected due to the demise of the Cove Public House sign and ESCC making the electricity supply safe to the old sign's post. Cllr Williams is investigation the options for reconnection of the power or solar powered options. The Proper Officer will contact AB Fire & Security in respect of possible cancellation fees for the current maintenance contract and pausing any maintenance payments until a solution is found.

Caretaker contract – proposed new caretaker is unable to obtain £10m public liability insurance to work on bus shelters.

Resolved the caretaker contract to be reduced to 2 hours per week for work on Wood Field only and to pay a contribution to insurance. To recruit volunteers who will adopt a bus shelter under the Parish Council's insurance.

Standing orders were suspended

Cllr Grohne questioned whether sand bags could be provided to residents at risk of flooding.

Suspended orders were reinstated.

Resolved the provision of sand bags was not a Parish Council matter.

23097 To discuss and consider the allocation of earmarked reserves

The current EMR were reviewed and no changes were required.

23098 To discuss initial preparation of 2024/25 budget

Councillors reviewed the draft budget.

VAT – Proper Officer to consult with internal auditor re the inclusion of VAT in the budget figures

DISH - £2000 included for hall hire only.

Resolved to maintain the £2000 for DISH within the proposed budget – Votes for – IH, CS, RFT. Objected – LC.

Cllr Smith had submitted alternative budgets but was absent from the meeting so could not explain his reasoning behind his figures.

23099 To review policies and practices

(a) Co-option policy

A revised policy was circulated prior to the meeting

Resolved to submit the revised policy to the Full Council meeting in January 2024

23100 Future agenda items

Budget 2024/25 and precept

Standing Orders document

Action Plan

Emergency Plan

CCTV

23101 Close of meeting

Meeting closed at 8.45pm

23102 Date of next meeting

Next meeting to be held on 2nd January 2024 (subject to review)

Signed _____
(Chair)

Dated _____

Draft until agreed and signed at the next meeting