

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 11<sup>th</sup> April 2023 at 2.50 pm (Planning Committee over ran)

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

**23026 Apologies for absence** (including resolutions to accept reason for absence by Councillors)  
Cllrs - Mr D Greenup,  
**Resolved** to accept the reasons for absence.

**23027 Code of Conduct and Disclosure of Interests**  
None

**23028 Public questions in respect of items on the agenda**  
None

**23029 Minutes of meeting held on 14<sup>th</sup> February 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.

**23030 Matters arising from the minutes not otherwise on the agenda**  
None

**23031 To discuss and review the current year's budget**  
The budget was discussed and reviewed. Income from users of PC assets, bank interest and the current bank account balances were considered. In respect of expenditure the next election will be uncontested and the budget set aside of £3000 will not be required. An uncontested election will cost approx. £250 - £300. Leases for the Tennis Club, Bowls Club and Activate Youth Club will be dealt with on block. Work on these to start later in the year. A carry forward figure from 2022/23 has not yet been confirmed. Once it is known the amount will be allocated accordingly.  
A report from the Land Management Group was received in respect of the replacement of the swings/slide, to advertise and contract a new village caretaker, to purchase no-cycling signs for Knowle Wood and to purchase 10 coronation lamp post signs for the bollards on the Circle.

**Resolved** the Chair and Proper Officer to review the bank balances in line with the FSCS £85,000 bank protection limit and explore other banking options.

**Resolved** to transfer £1000 to EMR election costs and vire any surplus of the election costs for 2023/24 when required to another budget heading.

**Resolved** to allocated EMR funds for new swings/slide and apply to RDC for a grant.

**Resolved** to advertise for a new village caretaker contractor.

**Resolved** to purchase no-cycling and coronation signs.

**23032 To discuss and consider the allocation of earmarked reserves**  
Current reserves remain the same. Each EMR allocation was discussed and recommendations will be made to the full Parish Council. EMR for 2023/24 will be finalised once the year end accounts have been

completed. However, there are several items of expenditure and income which remain from 2022/23 and provision will need to be made for them. (see below).

**Resolved** to recommend the following changes:

	Earmarked Reserve Heading	Amount £
330	Election Costs – transfer from election costs in budget 2023/24	1000.00
331	CIL monies – monies to be allocated for new swings and slide (RDC grant to be applied for)	5000.00
332	Faircomm – Fund raising now required	
333	War Memorial Fund – More fund raising required as the total estimate for the stone and installation is now £15k	
334	RDC Lottery – consideration for the funds to be moved to the new war memorial fund or Faircomm	884.00
340	EMR Fixed Assets Replacement New play equipment is required and some funds maybe required for this project Other heading to remain the same	
350	EMR 2021/22 allocations Professional fees to remain Emergency radios to remain Noticeboard Channel Way and installations x3 – Work completed surplus to Gen Res Work on Wood Field - approved 2020/21 - Work completed surplus to Gen Res CCTV - new cameras etc - approved 2020/21 - Work completed overspend to Gen Res New play equipment for youngsters – to be used in 2023/24 when work completed	-396.80 -180.00 117.10
351	Contribution to Article 4 – project nearing completion – RDC to invoice Community BBQ – no longer required – monies to Gen Res RDC Discretionary Disabled Grant (Bench and new path) - Work completed surplus to Gen Res Wood Field hedge (agenda item 21098(b)) - Work completed surplus to Gen Res Closing the Gap Hedging Grant (New Hedge - Wood Field) - Work completed overspend to Gen Res	-250.00 -156.00 -100.00 42.19
352	BBQ shed storage (agenda item 21119) - no longer required – monies to Gen Res Walking Football - Work completed surplus to Gen Res Dog Waste Bag stations - Work completed overspend to Gen Res Grit bin Sea Road - Work completed surplus to Gen Res CCTV new power pack - Work completed surplus to Gen Res Additional grants – monies available for future years New p Play equipment for youngsters - to be used in 2023/24 when work completed	-1000.00 -40.47 0.49 -14.71 -10.00
360	Warm up Fairlight Project is now called Drop-In Social Hub. Monies will be carried forward to the new project.	
361	Christmas Cracker – Funds to remain for future events	

Proposed EMR allocations for 2023/24

EXPENDITURE

FRA Grant Agreed Feb 2023	800
Playground tiles/fitting	6547
Playground equipment installed	1875
Compressor bills 01/07/22 onwards	4000
Electricity to St Andrews Feb/Mar	100
Pump House planning charges remaining	860
Tree survey	1000

INCOME

Refund RDC for p/ground equip	-1468
Refund RDC for p/ground matting	-3500
Use of Knowle Wood by Forest School (to be finalised)	
	<u>£10214</u>

**23033 To review policies and practices**

DISH Complaints Procedure  
DISH Accident Form  
DISH Data Protection Policy 2023  
DISH Equal Opportunities Policy 2023  
DISH Health & Safety Policy  
DISH Mission Statement and Ethos  
DISH Risk Assessment 2023  
DISH Volunteer Agreement  
DISH Volunteer Policy 2023  
DISH Volunteer Rota

These new policies were circulated prior to the meeting and discussed to identify any amendments. It was suggested that the Volunteer Policy could be adapted to produce a generic policy to cover all other volunteers utilised by the Parish Council.

**Resolved** to accept the new DISH policies and refer them to the full Parish Council for adoption. Also, Cllr Horsley will rework the Volunteer Policy for review at a future meeting.

**23034 Future agenda items**

No items

**23035 Close of meeting**

Meeting closed at 4.30 pm

**23036 Date of next meeting**

Next meeting to be held on Tuesday 9<sup>th</sup> May 2023 (subject to review)

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

Dated \_\_\_\_\_

Draft until agreed and signed at the next meeting