HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 03 SEPTEMBER 2018 AT 7.30PM

PRESENT: Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes, Cllr M Burridge

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Simon Ritson, Responsible Financial Officer

PUBLIC ATTENDANCE: No members of the public were present.

F&GP 008/18/19 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies received.

F&GP 009/18/19 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 010/18/19 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

It was proposed by Cllr M Burridge that Cllr A Forbes stand for Vice Chairman. It was seconded by Cllr Mrs. L Evans.

It was **RESOLVED** that Cllr A Forbes will henceforth be Vice Chairman of the Finance and General Purposed Committee

F&GP 011/18/19 **PUBLIC SESSION**

No members of the public were present.

F&GP 012/18/19 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 26 MARCH 2018**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 14th May 2018 duly signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr Forbes.

F&GP 013/18/19 **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30th JUNE 2018**

The Quarterly Management Accounts for the period ending 30th June 2018 were circulated, along with a report from the RFO. The RFO explained that the accounts were in the usual format.

The YTD position showed a £10.4K underspend. This main reasons for this were noted.

It was noted that the Community Infrastructure Levy (CIL Neighbourhood Portion) income of £7.567.47 and expenditure is to be published on the website.

F&GP 014/18/19 **TO CONSIDER THE FUTURE EXPENDITURE IN RESPECT OF THE LEOH DEVELOPMENT AND THE CREATION OF AN EARMARK RESERVE**

It was **RESOLVED** that the separate earmark reserve is to be set up and to the value of £10K to allow for any future expenditure on LEOH Development and that this will be carefully monitored with outgoings being approved by the F&GP Committee.

This was proposed by Cllr D Alexander and seconded by Cllr A Forbes and Cllr M Burridge.

F&GP 015/18/19 **TO RECEIVE AND CONSIDER THE DRAFT DATA BREACH POLICY BEING A MANDATORY REQUIREMENT WITHIN THE STANDING ORDERS**

It was **RESOLVED** to accept and recommend to Council the Data Breach Policy following a few minor amendments.

F&GP 016/18/19 **TO RECEIVE AND CONSIDER THE DRAFT RETENTION POLICY BEING A MANDATORY REQUIREMENT WITHIN THE STANDING ORDERS**

It was **RESOLVED** to accept and recommend to council the Data Breach Policy following a few minor amendments.

F&GP 017/18/19 **TO RECEIVE AND CONSIDER THE FUNDS RECEIVED IN RESPECT OF THE FOLLOWING:**

- Maintenance of land at Wagtail close - £4,000
- Community Infrastructure Levy (Neighbourhood Portion) - £7,567.47

It was **RESOLVED** that the £4K received from Barrett's would be retained in the General Reserves and the £7.567.47 received from EHDC for CIL of Quarter 1 would be transferred to the Earmarked Reserves.

F&GP 018/18/19 **TO REVIEW AND DISCUSS THE TIMETABLE AND KEY MILESTONES FOR THE 2019/2020 BUDGET PROCESS**

It was **RESOLVED** that the RFO would provide the Committee with the initial budget outline for 2019/2020 by 15th October 2018.

F&GP 019/18/19 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

- Neighbourhood Watch - £32.00
- Horndean technology College Lunch Club - £350.00
- 1st Horndean Scout Group - £900.00

NEIGHBOURHOOD WATCH
It was agreed and recommended to Council that the grant application request of £32 be awarded. This was proposed by Cllr Mrs. L Evans and seconded by Cllr A Forbes.

HORNDEAN TECHNOLOGY COLLEGE LUNCH CLUB
It was agreed and recommended to Council that the grant application request of £350 be awarded. This was proposed by Cllr D Alexander and seconded by Cllr M Burridge.

1st HORNDEAN SCOUT GROUP
It was agreed and recommended to Council that half of the grant application request of £900 be awarded. Therefore a value of £450. The reason for this is due to the previous grants awarded and the available spend allocated for grant applications. This was proposed by Cllr D Alexander and seconded by Cllr Mrs. L Evans.

Public Meeting closed at 8:35PM

David Alexander
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Chairman

5 Nov 2018
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Dated