

UPPER BEEDING PARISH COUNCIL

Minutes of the Finance Committee meeting held on Tuesday 19th November 2019 at 7:15pm in Beeding and Bramber Village Hall

Present: Councillors: B Harber (Chairman), S. Birnstingl, S. Garrod, I. Ivatt, C Warren

Also present: Clerk/RFO: Celia Price

F:1119:01 Apologies for absence

Apologies for absence were received and accepted from Cllr Kardos

F:1119:02 Declaration of Councillors personal or prejudicial interest

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011)

F:1119:03 Public Adjournment

None present

F:1119:04 [Minutes of the last meeting](#)

The minutes of the Council meeting held on 17th September were approved as a true record and signed by the Chairman.

Proposed Cllr Ivatt, seconded Cllr Harber and agreed by all.

F:1119:05 Actions from the minutes

None

Cllr Garrod joined the meeting @7:25pm

F:1119:06 Internal Audit Report

The internal audit report was circulated to prior to the meeting, this was reviewed and the three minor recommendations noted with actions agreed. It was resolved to present the report to the full Council for ratification.

F:1119:07 [Budget](#)

The year to date expenditure against budget was reviewed and noted with no concerns.

F:1119:08 [2020/21 Budget](#)

The proposed 2020/21 budget was reviewed and discussed. The minor amendments agreed at the November Council meeting have been actioned and it was resolved that the Finance Committee recommend approval of the proposed budget at the December Council meeting.

Proposed Cllr Birnstingl, seconded Cllr Garrod and agreed by all.

F:1119:09 Strategic Planning

The Chairman highlighted the need to improve the Council's long term strategic planning process presenting useful guidance to the committee ([SDNP CiL guidance](#) and [Business Planning](#)). He proceeded to give an example of the areas that should be considered when planning, for example, a riverside walk project. These principles should be engaged for all proposed projects including the sports hall and skatepark.

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The next step is for the Chairman and Clerk to work on a draft process for agreement by the Council.

F:1119:10 Chairman's Announcements

The Chairman reported his attendance at a Finance and Budgeting update session organised by SSALC. He noted the auditor's positive comments about our own processes and reported that our systems are sound.

F:1119:11 Matters raised by councillors

Cllr Garrod suggested that allotment holders could be charged a modest deposit, which would be returned when the tenancy ended if the Council were happy with the condition in which the allotment is left. It was agreed that this should be considered by the Amenities Committee at a future meeting.

Cllr Garrod requested an addition to the September Finance Committee minutes, however since these had already been approved it was agreed to include the comment in this meetings minutes: viz:.

F:0919:10 The need to build reserves was also discussed and Cllr Garrod proposed a year on year percentage increase as opposed to a one-off large increase in the next precept to meet the reserving requirements so as to be fairest to taxpayers. All agreed to discuss this further during the budget setting process.

There being no other business the meeting concluded at 8:15 pm

The next meeting of the Finance Committee will be on Tuesday 17th March 2020 in Beeding and Bramber Village Hall.

Minutes signed by:

Date: