

MINUTES of a Finance Committee Meeting of Tatsfield Parish Council held on the 28th October 2019 in the Parish Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 08.00 p.m.

Present: Mr Stephen Mittins (in the Chair) Mr Jason Syrett Ms Alex Davies Ms Kim Jennings

In Attendance: Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 08.03 p.m.

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST (relating to items on the agenda)

None

3. Approve and sign the MINUTES of the previous meeting held on 30th September 2019

055F/1019 It was resolved that the minutes reflected a true and accurate record of the meeting held on 30th September 2019. They were duly signed by the Chair.

4. Review of Parish Council's Grant Awarding Policy and set deadline for grant applications for financial year 2020-21

Members discussed the current policy and agreed that whilst no major changes were needed, the Parish Council should follow similar procedures to those of the CC and DC and request an outline of what the grant money will be spent on and then evidence of that the monies have been spent as per the outline.

056F/1019 Members agreed to amend the grant awarding policy to include an outline for spending the grant monies.

057F/1019 Members resolved to set 15th November 2019 as the deadline for grant requests.

5. Approve new expenses claim form

058F/1019 Members approved the new expenses claim form. The Clerk would circulate to all councillors.

6. Crossways / Westmore Road pavement rebuild

This item had already been discussed and agreed at the October main meeting. No further action needed at present.

7. Review TIB expenditure for current year and last year

Members discussed that whilst being extremely supportive of all volunteer work in the parish, there was some concern about how much extra was spent following TIB requests throughout the year. Looking at the basic income / expenditure figures, it appeared that a large amount was spent on plants, some of which were displayed for a short period.

059F/1019 Members agreed that additional expenditure above the agreed grant would not be approved next year.

8. Plaque for Royal Oak

060F/1019 Members resolved to purchase a commemorative plaque. A maximum budget of £100 was agreed. The size would be no bigger than A4 and the text should be engraved not printed.

9. Flowerbed edging (VH) and sign for VH

Alex Davies and Kim Jennings had measured the around the edge of the flowerbed. It measured 13m. 8 rolls of edging were required at an approximate cost of £80 plus postage.

061F/1019 Members approved a maximum budget of £100. Alex Davies agreed to order.

Kim Jennings proposed a sign for the VH and AMB to go in the bed directly behind the edging. Jason Syrett agreed to look at planning restrictions regarding the size. A quote would then be sought from Thinkpad. This item would be considered at the next Finance Committee meeting.

10. IT expenditure re: new website

Alex Davies outlined that there would be some expenditure but there were no concrete figures yet. A new domain name needed to be set up and 7 councillor email addresses and one for the Clerk.

062F/1019 Members agreed a £500 budget for 2020/21.

11. Priorities for future spending: AMB redecoration; Millennium Wood (management proposal); wildflower meadows; trees (ornamental) on Westmore Green; Tatsfield Pride

063F/1019 Members agreed a £3,000 budget for AMB redecoration. The meeting room would be the primary focus and the other rooms, corridor and kitchen would be considered the following year.

Other items would be considered at a later date.

12. Review of budget lines for 2020-21

Budget lines were discussed. Adjustments were made to several lines.

064F/1019 Members resolved to budget £5,000 for the Neighbourhood Plan for 2020-21. This was conditional on recouping costs this financial year in the form of a grant.

Members discussed the precept for 2020-21. A figure of £48,000 was suggested for 2020-21 and this would be confirmed at the next Finance Committee meeting.

13. Items for Discussion or Referral to Future Agendas

- Beer Festival
- Tenants' associated costs
- Tenancy Agreements

14. Date for next meeting

The date for the next meeting of the Finance Committee was set for Wednesday 27th November 2019 at 8.00 p.m.

The meeting closed at 09.41 p.m.