

**Bramber Parish Council**  
**Finance & General Purposes Committee Meeting**  
**Beeding & Bramber Parish Hall**  
**Wednesday 25<sup>th</sup> July 2018 at 6.00pm**

**Present:** Cllrs Nick Stubbs (Chair), Roger Potter, Mick Tilley, Mike Croker and Trevor Bignell

**Members of the public:** 0

**Minutes:** Rebecca Luckin (Clerk)

**1. Election of Chairman**

a) Cllr Croker **proposed** that Cllr Stubbs be elected as Chair of the Committee.

**Seconded** by Cllr Tilley. **Agreed.**

**2. Election of Vice-Chairman**

a) Cllr Potter **proposed** that Cllr Croker be elected as Vice-Chair of the Committee.

**Seconded** by Cllr Stubbs. **Agreed.**

**3. Apologies for absence**

None for this meeting.

**4. Declarations of interest**

None for this meeting.

The Chairman adjourned the meeting

**5. Open Forum**

The Chairman reconvened the meeting

**6. Finance**

a) Cllr Potter **proposed** the approval of payments since the previous meeting (a cheque list for 25.07.18 for the value of £ 3,516.68 will be attached as an appendix to these minutes).

**Seconded** by Cllr Croker. **Agreed.**

**Action**                      **Request a detailed breakdown on invoices from Alison Eardley**                      **Clerk**

b) The Bank Reconciliations for June was noted and signed by the Chairman - £37,408.34 (including £10,000 Bramber Brooks grant funding received).

c) Q1 budget report to 30<sup>th</sup> June 2018 (*circulated to Committee members prior to the meeting*)

Committee Members noted that expenditure for first quarter of the year was at 26.8% of the agreed budget. Potential overspends were identified; It was noted that Youth Provision payments during the year had included an invoice issued in January 2018. Committee Members will continue to monitor the Youth budget.

d) Committee Members to consider and agree a request from Steyning Parish Council for a donation toward the cost of the Leisure Centre Swimming Pool.

Committee Members agreed to defer the item to the next agenda, to allow the Clerk to check how much was donated previously and the current balance of the donations budget.

<b>Action</b>	<b>Check value of previous donations</b>	<b>Clerk</b>
<b>Action</b>	<b>Report donations balance to Committee members</b>	<b>Clerk</b>
<b>Action</b>	<b>Add item to next agenda</b>	<b>Clerk</b>

**7. Approval of Standing Orders - (circulated to Committee members prior to the meeting)**

Cllr Potter **proposed** that the Standing Orders be approved. **Seconded** by Cllr Tilley. **Agreed.**

<b>Action</b>	<b>Send pdf of Standing Orders to all Councillors</b>	<b>Clerk</b>
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**8. General Data Protection Regulations (GDPR) (circulated to Councillors prior to the meeting)**

a) Committee members to receive the GDPR Audit provided by the Bramber Parish Council's Data Protection Officer, June 2018, and agree Action Plan.

Committee Members noted the GDPR audit and approved the GDPR action plan.

**Due to the lack of time, it was agreed that all other items should be deferred to the next meeting.**

**Items for the next agenda -**

b) Committee Members to consider and agree Bramber Parish Council Data Retention and Disposal Policy

c) Committee Members to consider and agree Bramber Parish Council Subject Access Request Policy

d) Committee Members to consider and agree Bramber Parish Council Data Protection Training Policy

e) Committee Members to consider and agree General Privacy Notice and Internal Privacy Notice

**9. S106 / Community Infrastructure Levy (CIL)**

a) HDC S106 schedule (circulated to Committee Members prior to the meeting)

SDNPA – confirmation received that no CIL available currently

b) HDC Infrastructure Delivery Plan (IDP) – (blank copy circulated to Councillors prior to the meeting)  
Item to be included on the next Full Council agenda. Councillors and NP Steering Group to draft document for consideration and agreement. Cllr Croker provided details of an improvement project for the footway at Clays Hill / Maudlin Lane.

**10. Items for inclusion on the next Agenda**

**11. Date of the next meeting** – 6.00pm, Wednesday 28<sup>th</sup> November, 9<sup>th</sup> January and 3<sup>rd</sup> April 2019

**12. Staff Matters**

CONFIDENTIAL SESSION - the Chairman will propose, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3 (d) to exclude the press and public on the grounds that the confidential matters to be discussed under item 20 below would be prejudicial in the public interest.

a) Update on Clerk recruitment process

b) Agree Contract for new Clerk (copy of Clerk contract circulated to Committee members prior to the meeting)

The Chairman closed the meeting at 7.53pm

Signed:  
Chairman

Date: 28<sup>th</sup> November 2018

### Appendix One

**Payments for approval** (circulated to Councillors on 25.07.18)

<b>Chq no</b>	<b>Supplier</b>	<b>Value</b>	<b>Notes</b>
2162	Rebecca Luckin	£533.41	June Salary (includes tax refund of £103.40)
2162	Rebecca Luckin	£13.92	Clerk expenses - stamps
2170	Rebecca Luckin	£120.00	Laptop repairs – Bits and PC's invoice
2163	Horsham Matters	£1096.58	Youth Service 01.07.18 – 30.09.18
2164	Beeding & Bramber VH	£27.25	Hall hire June
2171	Beeding & Bramber VH	£74.75	Hall hire July
2165	D Flynn	£225.00	Planters and weed spraying June
2166	P W Bourne	£30.00	Remove and refit MVAS
2167	WSCC	£776.57	Street lighting 01.04.17 – 31.03.18
2168	Business Stream	£67.56	Water supply - toilets 12.03.18 – 04.06.18
2169	Alison Eardley	£551.64	Neighbourhood Plan Consultant
	<b>Total</b>	£3,516.68	