

Bramber Parish Council
Finance & General Purposes Committee Meeting
Beeding & Bramber Parish Hall
Wednesday 31st October 2018 at 6.30pm

Present: Cllrs Nick Stubbs (Chair), Roger Potter, Mick Tilley, Mike Croker.

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

Apologies for absence were received and accepted from Cllr Bignell.

2. Declarations of interest

a) Cllr Stubbs declared a personal interest, as an H&S Advisor to Blockbusters Ltd, who had provided a quote for consideration.

3. Minutes of the previous meeting – 5th September 2018

a) The minutes of the previous meeting were approved as a correct record of the meeting and duly signed by the Chairman. **Agreed.**

4. Matters arising

a) Contribution to Steyning PC swimming pool - £200 paid and £500 provision included in draft budget for 19/20.

b) GDPR – Action Plan and Policies amended and re-circulated. Draft General Privacy Notice approved by the Data Protection Officer (DPO) - Agenda item.

c) HDC S106 Funds for public toilet improvements – Options had been discussed at the meeting of 14th March 2018, but no decision reached. HDC advised that funds could not be spent on repairs or maintenance. The proposed project will be clarified and supported by Cllr Coldwell (HDC); the Neighbourhood Plan is expected to provide evidence that improvements to the public toilets are required.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Finance

a) Committee Members agreed to recommend to Full Council, the approval of payments since the previous meeting – a cheque list for 31.10.18 for the value of £6,089.35 (List of payments to be attached as an appendix to these minutes).

b) Bank Reconciliations for 30th August (£35,856.31) and 28th September (£36,074.88) were noted and signed by Committee members.

c) Councillors to consider the appointment of the Internal Auditor for 18/19 (Scope of Service Letter circulated). The Clerk confirmed that the current Internal Auditor, Mr Mark Mulberry, was a qualified, competent and independent auditor. His services were recommended by SALC and he had provided prompt advice and support throughout the year. Committee Members agreed to recommend to Full Council that Mr Mark Mulberry should be appointed.

d) Q2 Income & Expenditure Report (Circulated prior to meeting). Councillors noted the I&E Report for the first six months of the financial year.

e) Draft budget for 19/20 (Circulated prior to meeting). Using the Q2 I&E Report, the Clerk had drafted an initial budget. Cllr Potter advised that The Bramber Society should be re-charged for all invoices regarding the watering of flower displays.

Action Invoice Bramber Society Clerk

f) Councillors reviewed the External Auditor's Report (original document tabled at the meeting). Moore Stephens had queried the increase in the value of assets between March 2017 and March 2018. The Clerk had explained that previously the value of assets had been understated and had provided an updated Asset Register to the External Auditor. The explanation was accepted; the External Auditor had agreed that the Asset Register should have been updated previously. There were no recommendations going forward. The Committee will recommend to Full Council that the report is accepted.

Action Pdf Auditor's report and upload to website Clerk

G) Following works to drainage from the public toilets, Councillors considered a quote for further improvement works - £1,370.00+VAT. Cllr Stubbs will liaise with contractor to understand the severity of the problem. Item for the next agenda.

Action Liaise with contractor regarding quote for works Cllr Stubbs

Action Item for the next agenda Clerk

7. General Data Protection Regulations (GDPR) (Copies circulated to Councillors prior to the meeting)

a) Committee Members considered the General Privacy Notice and Internal Privacy Notice (Copy approved by DPO).

Cllr Stubbs **proposed** that the document be accepted. **Seconded** by Cllr Potter. **Agreed.**

Action Circulate as required and upload to website Clerk

b) Committee Members considered the Breach Notification Policy. Cllr Stubbs **proposed** that the document be approved. **Seconded** by Cllr Potter. **Agreed.**

Action Circulate as required and upload to website Clerk

c) GDPR Training for Councillors – the Data Protection Officer had offered to meet with Councillors on 9th January, prior to Full Council, to train Councillors for one hour.

Action Confirm training date with DPO and Steyning PC Clerk

Cllr Tilley arrived at 7.10pm

8. Risk Assessment Review (including GDPR Risk Assessment)

Committee Members agreed to defer the item to the next meeting due to lack of time.

Action **Item for the next agenda**

Clerk

9. Correspondence

a) 29.10.18 – HDC update on unspent S106 funds.

10. Items for inclusion on the next Agenda

a) Interim Internal Audit – to take place at end of October.

b) VAT reclaim to be submitted shortly.

c) Budget

11. Date of the next meetings – 6.30pm, Wednesday 28th November 2018, 2nd January 2019

The Chairman closed the meeting at 7.12pm

Signed:
Chairman

Date: 28th November 2018

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2179	Steyning Parish Council	£200.00	Swimming pool contribution agreed 05.09.18
2180	Matt Foster	£79.47	Cleaning of public toilets
2181	Business Stream	£74.39	Water supply to toilets 04.06.18 – 03.09.18
2182	B&B Village Hall	£85.50	Hall hire Sept 2018
2183	Steyning PC	£80.50	NP Newsletter printing
2184	Blockbusters	£3,468.00	Drain repairs agreed 20.06.18
2185	Rebecca Luckin	£46.00	Expenses
2186	Horsham Matters	£1096.58	Youth Worker 01.10.18 – 31.12.18
SO	Rebecca Luckin	£407.01	October salary
2187	Moore Stephens	£240.00	External auditor fee
2188	Viking Supplies	£47.95	Loo rolls
2189	Cllr R Potter	£125.00	Expenses
2190	B&B Village Hall	£88.95	Hall hire Oct 2018
2191	Beeding & Botolphs	£50.00	Flood light contribution
	Total	£6,089.35	