**Minutes of the Finance Committee meeting held at the**

**Beeding and Bramber Village Hall on**

 **Tuesday 18th June 2024 at 7pm**

**Present:** **Councillors:** B. Harber (Chair) F Bull, T Kardos and C Warren.

**Also present:** Clerk: Stephen Keogh

**Members of the public:**  None

**F: 0624:01 Apologies for absence**

 There were apologies received from Cllr S Birnstingl.

**F: 0624:02 Declaration of Councillors personal or prejudicial interest**

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

There were no additional Declarations of Interest.

**F: 0624:03 Minutes of the last meeting**

The minutes of the Finance Committee meeting held on [9th April 2024](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EUip5qHwGiJDlffRDaXYzTEBd0St0lTpkZmoT4UjZfYezQ) were approved as a true record. Proposed: Cllr Warren; seconded: Cllr F Bull & agreed.

**F: 0624:04 Public Adjournment** – to receive questions & comments from members of the public.

There were no public present.

**F: 0624 :05** **Data Protection Policy**

It was **AGREED** to **RECOMMEND** to Full Council to adopt the [policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EbPTwmAHqPJOu8jJ4YYCSEoBmSIqe8DU2P881W1UW4bVfw) with no alterations.

It was **AGREED** to **RECOMMEND** to Full Council that the Parish Clerk be confirmed as the Date Protection Officer

**F: 0624 :06 Publication Scheme –** To review the agreed [policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ect1YnuUR_lOuCN9Q5TMmsoBqC28NAvjOdxREIDlMecvNw)

It was **AGREED** to **RECOMMEND** to Full Council to adopt the policy with the following minor amendments:

1. The class 2 section the Annual Return should have (Final Accounts for the Year) added for clarity.
2. In class Three an added line – “any other plans the Council uses to measure progress”
3. The cost per A4 sheet would increase to 15p

**F: 0624 :07** **Reserves Policy**

The policy document circulated with the agenda was discussed and the levels of reserves considered. The WSALC recommended amount and the JPAG recommended level of reserve.

 It was **AGREED** to **RECOMMEND** to Full Council to adopt the  [policy](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/EUtbioQUJfhKnYdXoGjFHvEBAYfOvPczZNtn3O8AXJ7iGQ) with no alterations

 It was **AGREED** that the Council would adhere to the policy of 4 months reserves which would be approximately £77,000 this year.

**F: 0624: 08 Finance Report** –

The Clerk’s [Report](https://upperbeedingpc.sharepoint.com/%3Aw%3A/s/UBPC/Ec2S-xAUpL9Pp3vC5SOkpQwBkuGFId7lKvUM4dNGiO-31g) circulated with the agenda was **NOTED.**

Members discussed the items on the report in particular some of the longer-term issues.

The members recommended that the Facilities Committee start to progress a strategy for the replacement play equipment at both play areas.

The Clerk reported that the litter warden had given her resignation in, this would be back dated to May 1st as her advice was given before the

**F: 0624 :09 Expenditure Year to Date**–

The [Income and expenditure](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/ESWrrCUfx6FNm_4E_96ATdoBwkGvfGKW8Za06ic4cGvEZw) ([Detail)](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EUeDjlhT9iZIjsMoLGZumkQBcgoYsAieFrHqLtkJ00AXNw) to date ([Balance Sheet](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EfFT1Ol0uv1Bp7-3_H3oVbkBkxLbQ-53bggYsWy55Yy-7w)) were **NOTED.**

**F: 0624: 10 Grants Requests –**

The requests for [funding](https://upperbeedingpc.sharepoint.com/%3Ab%3A/s/UBPC/EUp-N44-bWFChvr3FCxwEEsBPi0I-1xt8DYqA7lymT70tQ) circulated with the agenda were discussed.

Cllr F Bull asked of there was any way to consider grants art set dates through the year rather than the current way of dealing with them as they are received.

This would require some form of annual call for grants at a certain time of the year.

The system for grants will be added to a future agenda.

Cllr Warren commented that the Air Ambulance hadn’t asked for some years for a grant.

The Clerk advised that they send out their circulars each year, but it may mean that they miss out some Councils if there is no reply.

1. **Sussex Air Ambulance.**

It was **AGREED** to **RECOMMEND** to Full Council that the Sussex Air Ambulance should receive grant of £500.00

Proposed by Cllr C Warren, seconded by Cllr F Bull and Agreed.

Cllr Kardos asked that this item be discussed at a future meeting to decide whether this should be regular award.

The Clerk commented that this may be added to the discussion at budget time.

1. **Citizens Advice Bureau – In West Sussex.**

It was **AGREED** to **RECOMMEND** to Full Council that the CAB in West Sussex should receive a grant of £250.00.

Proposed by Cllr T Kardos, seconded by Cllr F Bull and Agreed.

Cllr. F Bull asked if the two grant recipients could ensure that they acknowledge the funds and report on the success of the project.

**F: 0624: 1 Matters raised by Councillors** - to receive matters for information or for discussion in future agendas.

 There were no matters raised on this occasion.

There being no other business the meeting closed at 7.46pm

 Signed: Dated: