

Bramber Parish Council
Finance & General Purposes Committee Meeting
Beeding & Bramber Parish Hall
Wednesday 2nd January 2019 at 6.30pm

Present: Cllrs Nick Stubbs, Roger Potter, Mick Tilley, Trevor Bignell and Mike Croker.

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

a) There were no apologies for absence.

2. Declarations of interest

a) There were no declarations of interest.

3. Minutes of the previous meeting – 28th November 2018

a) Subject to an amendment, Cllr Croker **proposed** that the minutes of the meeting of 28th November 2018 be approved as a correct record of the meeting. **Seconded** by Cllr Bignell **Agreed.**

The minutes were duly signed by the Chair.

4. Matters arising

a) Circulation of agreed documents – actioned.

b) Draft budget – agenda item.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Finance

a) Recommendation of approval of payments since the previous meeting - cheque list for 02.01.19 for the value of £2,404.48 (List of payments to be attached as an appendix to these minutes).

Cllr Tilley **proposed** that that payments be approved. **Seconded** by Cllr Croker. **Agreed.**

b) Bank Reconciliation for 30th November 2018 (£30,044.75) noted and signed by Councillors.

c) Committee Members noted the Q3 Finance Report for 31.12.18 and considered the draft budget for 19/20 (circulated 03.12.18), prior to recommendation to Full Council that the budget be approved and precept requested from HDC. The Clerk noted that potential election costs, will be deducted from General Reserve if necessary.

7. General Data Protection Regulations (GDPR)

a) Councillor email addresses – Committee members agreed a format for Councillor email addresses.

Action Contact Councillors re email address format

Clerk

b) Councillor training to take place 9th January 2019.

8. Items for inclusion on the next Agenda

- a) Publication Scheme to be drafted and agreed.
- b) Complaints Procedure to be drafted and agreed.
- c) An Equality Policy to be drafted and agreed.
- d) A H&S Policy to be drafted and agreed.

9. Date of the next meetings – 6.30pm, Wednesday 3rd April 2019.

The Chairman closed the meeting at 7.30pm

Signed:
Chairman

Date: 3rd April 2019

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2199	Cllr Tilley	£61.20	Website improvement expenses
2200	D Flynn	£144.00	Supply and installation of Xmas tree
2201	B&B Village Hall	£94.60	Hall hire November
2202	B&B Village Hall	£27.01	Broadband charge Oct – Dec 2018
2203	Steyning Parish Council	£53.46	Newsletter photocopying
2204	D Flynn	£1,560.00	BBMC fencing and farm gate
2205	B&B Village Hall	£49.00	Hall hire December
2206	B&B Village Hall	£8.00	Showcase event
SO	R Luckin	£407.21	December salary
	Total	£2,404.48	