

Bramber Parish Council
Finance & General Purposes Committee Meeting
Beeding & Bramber Parish Hall
Wednesday 3rd April 2019 at 6.30pm

Present: Cllrs Roger Potter, Trevor Bignell and Mike Croker.

Members of the public: 0

Minutes: Rebecca Luckin (Clerk)

MINUTES

1. Apologies for absence

a) Apologies for absence were received and accepted from Cllr Mick Tilley.

2. Declarations of interest

None for this meeting.

3. Minutes of the previous meeting – 2nd January 2019

a) Cllr Croker **proposed** that the minutes of the meeting of 2nd January 2019 be approved as a correct record of the meeting and duly signed by the Chairman. **Seconded** by Cllr Potter. **Agreed.**

4. Matters arising

a) Councillor email addresses – actioned.

The Chairman adjourned the meeting

5. Open Forum

The Chairman reconvened the meeting

6. Finance

a) Committee Members agreed to make recommendation to Full Council regarding approval of payments since the previous meeting - cheque list for 03.04.19 for the value of £4,484.42.
(List of payments to be attached as an appendix to these minutes).

b) Bank Reconciliation for 28.02.19 (£16,716.91) noted and signed by Councillors.

c) Cllr Potter **proposed** that Committee Members agreed to a request from B&B Village Hall for a £32 contribution towards AiRS annual subscription. **Seconded** by Cllr Bignell. **Agreed.**

Action	Send payment to B&B VH	Clerk
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d) Walks for All – Committee Members agreed that the Clerk should obtain S106 funds for the purchase and installation of six benches, with anchoring kits.

Action	Obtain full costs	Clerk
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Action	Contact HDC again and request assistance from Cllr Coldwell, if emails to HDC remain unanswered	Clerk
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e) Infrastructure Delivery Plan (IDP) – Committee Members considered and agreed additions and amendments to the IDP.

Action	Add fence and kissing gate on north side of footpath over A283	Clerk
Action	Send IDP to HDC	Clerk

f) Audit update - Internal Audit to take place 29th April. Councillors invited to attend.

7. General Data Protection Regulations (GDPR)

a) Nothing to report for this meeting.

8. Policies

a) Publication Scheme to be considered and agreed by Councillors.

b) Complaints Procedure to be considered and agreed by Councillors.

c) An Equality Policy to be considered and agreed by Councillors - **defer to next meeting**.

d) A H&S Policy to be considered and agreed by Councillors.

Subject to agreed amendments, Cllr Bignell **proposed** that the policies be approved and adopted, with the exception of the Equality Policy, which will be considered at the next meeting.

Seconded by Cllr Potter. **Agreed.**

Action	Amend policies and circulate	Clerk
Action	Upload policies to website	Clerk

9. Items for inclusion on the next Agenda

a) An Equality Policy to be considered and agreed by Councillors

10. Date of the next meeting – 6.30pm 12th June 2019.

The Chairman closed the meeting at 7.04pm

Signed:
Chairman

Date:

Appendix One

Payments for approval (circulated to Councillors)

Chq no	Supplier	Value	Notes
2220	Community Minibus	£50.00	Donation agreed 20.02.19
2221	P Kirchel	£175.00	February salary
2222	B&B Village Hall	£28.86	Jan, Feb, March phone and broadband
	B&B Village Hall	£58.80	Hall hire February 2019
2223	HMRC	£68.60	Q4 PAYE & NIC
2224	Steyning PC	£18.90	NDP Photocopying
2225	Business Stream	£49.71	Water supply 09.01.19 – 11.03.19
2226	R Luckin	£66.05	Expenses 20.03.19
2227	P Kirchel	£175.00	March salary
2228	PW Bourne	£200.00	Public Convenience repairs
2229	Alison Eardley	£1222.48	NDP Consultant
2230	B&B VH	£19.60	Hall hire March 2019
SO	R Luckin	£407.21	Clerk salary (net)
19/20:			
2231	Jenny Flake	£200.00	Bridleway #3189 (previously agreed)
2232	SALC	£264.21	Subs 19/20
2233	Came & Co	£280.00	Insurance 19/20
2234	Sussex Clubs for Young People	£1,200.00	Youth service provider
	Total	£4,484.42	