

# FAIRLIGHT PARISH COUNCIL

Website: [www.fairlightparishcouncil.org.uk](http://www.fairlightparishcouncil.org.uk)

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## Minutes of Finance and Administration Committee Meeting held on Tuesday 10<sup>th</sup> November 2020 at 2.45pm via Zoom

**Present:** Councillors – Ms I Horsley (Chair), Mr S Leadbetter, Mr S Stewart. Also, Parish Clerk Mrs P Collins

### 20016 Apologies for absence (including resolutions to accept reason for absence by Councillors)

None

### 20017 Code of Conduct and Disclosure of Interests

a) To receive any disclosures by members, of personal or prejudicial interest in matters on the agenda

None

### 20005 Public questions in respect of items on the agenda

None

### 20018 To discuss and review the current year's budget

The current expenditure to date was review. The overall forecast is an underspend of the budget.

The emergency radios and consultancy budget to be carried forward as ear-marked reserves for 2021/22

### 20019 To discuss and consider the allocation of earmarked reserves for 2020/21

Current reserves have been allocated. Additional for 2021/22 are emergency radios, consultancy fees, contested election costs for 2022 and replacement of fixed assets fund.

### 20020 To discuss proposed budget for 2021/22

Items have been requested for inclusion by the Land Management Group – Cllrs Smith and Slack.

Fixed assets which require repairs or replacement are included on the register - £1200 for repairs.

Replacement costs of the Waites Land and Channel Way noticeboards were discussed and a decision to be made by the Full Council.

The precept/budget of £63000 to be presented to Full Council for discussion and approval.

### 20021 To discuss and approve quotations for work requested by the Land Management Group

a) Twittern from Woodland Way - to repair old steps and install a handrail (Countrymans to install handrail and ESCC to improve steps)

**Resolved** to agree a budget of £1000 for work to be carried out in this financial year.

### 20022 To review policies and practices

(a) Grants policy and application form

(b) Adverse Weather

(c) Child Protection

(d) Risk Assessment

(e) Email

Policies were reviewed and approved for adoption by the Full Council. A website site policy is required. Cllr Horsley to source and circulate to councillors prior to the Full Council meeting.

### 20023 Future agenda items

To review the Action Plan

**20024 Any other business**

(a) Caretaker tender specification

**Resolved** to approve the tender specification and advertise on website, facebook and around the village.

(b) Councillor for internal controls

Due to the resignation of Cllr Richards who held this responsibility a vacancy has occurred. It was suggested that Cllr Sharpe should not be a cheque signatory and be nominated to the position.

**20025 Close of meeting**

Meeting closed at 3.30pm

**20026 Date of next meeting**

Tuesday 12<sup>th</sup> January 2021 at 2.45 pm

Signed \_\_\_\_\_ (Chair) Dated \_\_\_\_\_