

FAIRLIGHT PARISH COUNCIL

Website: www.fairlightparishcouncil.org.uk

Clerk: Mrs Pauline Collins

Tel: 07487 822729

Email: fairlightparishcouncil@gmail.com

Minutes of Finance and Administration Committee Meeting held on Tuesday 12th January 2021 at 2.45pm via Zoom

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

21001 Apologies for absence (including resolutions to accept reason for absence by Councillors)
None

21002 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

21003 Public questions in respect of items on the agenda
None

21004 Minutes of meetings held on 10th November and 15th December 2020
The minutes having been distributed prior to the meeting and made available to the Public at the meeting.
Resolved to approved, and will be signed by the Chairman as a correct record.

21005 Matters arising from the minutes not otherwise on the agenda
None

21006 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. Cllr Smith had requested funds for the repairs identified by the annual playground inspection. £400 for the swings (parts and labour) and £250 for bark chippings
Resolved to approve expenditure for the play area

21007 To discuss and consider the allocation of earmarked reserves for 2020/21
Current reserves have been allocated. Additional items can be included if approved projects cannot take place to enable funds to be ring-fenced.

21008 To discuss proposed budget for 2021/22
Councillors had not requested any additional items to be included
Resolved the precept/budget of £63000 to be presented to Full Council for final approval.

21009 To review policies and practices
(a) Website Policy
The policy was reviewed and approved for adoption by the Full Council.

21010 To consider grant/donation applications
(a) **Pett Level Rescue Boat – charitable donation**
Resolved to make a charitable donation of £250
(b) **The Archive Resource Centre (ARC) – grant**
Resolved to make a grant payment - £500 as a two-year grant to the ARC project (2020/21 and 2021/22).

21011 To discuss the village caretaker role

(a) Revised advertisement and specification

Resolved the revised advertisement and specification were approved and the position re-advertised. The payment for public liability insurance should be made only upon application and not to an individual/company who already hold such a policy.

21012 To discuss the internal auditor options for 2020/21-year end accounts

Resolved under the current Covid 19 situation to re-contract Keith Robertson. For 2021/22 accounts the position of internal auditor will be reviewed

21013 To note expenditure approved by the Committee

(a) £90 for three SSALC training events for Cllr Sharpe

Resolved this expenditure was approved and noted

21014 Future agenda items

To review the Action Plan

To review rents payable to the Parish Council

21015 Close of meeting

Meeting closed at 3.10pm

21016 Date of next meeting

Tuesday 9th February 2021 at 2.45 pm

Signed _____ (Chair) Dated _____

Draft until agreed and signed at the next meeting