



RUDGWICK PARISH COUNCIL

Minutes of the Finance, Policies and Human Resources Committee Meeting of Rudgwick Parish Council held on Monday 5th July 2023 at 1.30pm.

Present: Councillors D Buckley, R Burse, P Kornysky (Chair), S Kornysky, P Thompson, R Wild (Vice)

Also, taking part: Parish Clerk Anna Clayton and Assistant Clerk Sarah Hall.

FPHR 001-23/24	Apologies for Absence No apologies for absence were received.
FPHR 002-23/24	Declarations of Interest It was resolved unanimously to note that no declarations of interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.
FPHR 003-23/24	Minutes of Finance, Policies and Human Resources Committee Meeting of 21st November 2022 It was resolved unanimously to approve Minutes of the Finance, Policies and Human Resources Committee Meeting held on 21 st November 2022 as an accurate record and for the chairman to sign these.
FPHR 004-23/24	Public Speaking Session There were no public speakers.
FPHR 005-23/24	2022/23 Final Results and Review The Chairman of the Finance Committee explained the contents of the year end reports. There were no significant variances and it was resolved unanimously to note the end of year budget analysis and the assessment of the 1 st quarter of the current year. The sum of £20,000 was identified as being available to be transferred from General Reserves to EMRs. Summary Receipts and Payments 31.03.2023 Detailed Receipts and Payments by Budget Heading 31.03.2023 Summary Analysis RPC Accounts 2022/23 Detailed Receipts and Payments by Budget Heading 30.06.2023
FPHR 006-23/24	Projects Review It was Resolved unanimously to note the project review data detailed below. • Skatepark – Installation of 2 x steel benches required • Kitchen – Purchase 1 x microwave and perspex sheet below serving hatch. Kitchen project under budget, transfer £4,000 to Jubilee Hall EMR. • Youth Centre – Refurbishment nearly complete, ensure all S106 funds are drawn down • Churchyard Extension – Ongoing but EMR sufficient to cover original project scope. N.B. Garden of remembrance walls are addition to original scope.

FPHR 007-23/24	Earmarked Reserves It was Resolved unanimously to note the contents of the; • EMR report • CIL, S106 report
FPHR 008-23/24	Business Plan Review It was resolved unanimously to note the details Business Plan Review .
FPHR 009-23/24	General Reserve Transfers to EMRs It was Resolved unanimously to recommend to Full Council to resolve: • Transfer a total of £20,000 from General Reserves to EMRs • Comprising £3,0000 Cemetery Extension, -£4,000 RH Kitchen, £5,000 Zero Carbon, £2,000 RH Lobby/Office entrance, £9,000 JH Refurbishment, £5,000 KGV Building Refurbishment.
FPHR 010-23/24	Policies It was resolved unanimously to recommend to the Full Council to resolve; • Updated Terms of Reference for the Finance Committee. • Appointment of Cllr R Wild to check the bank reconciliations quarterly
FPHR 011-23/24	Office Staff Roles and Responsibilities It was resolved unanimously to recommend to Full Council to resolve; • Cllr P Kornicky and Cllr R Wild to discuss the Office Staff Roles and Responsibilities with the Clerk at a later date • Office Opening Hours to the public – Monday, Thursday, Friday 10.00-13.00 • Clerk and Assistant Clerk's email signature Anna Clayton Clerk to Rudgwick Parish Council Telephone: 01403 822678 Email; clerk@rudgwickpc.co.uk Clerk &/or Assistant Clerk are contactable Mon-Fri within normal office hours In the event of an emergency please call 07927 702321. Parish office open to the public Mon, Thu & Fri 10.00am-1.00pm Sarah Hall Assistant Clerk to Rudgwick Parish Council Telephone: 01403 822678 Email; assistant.clerk@rudgwickpc.co.uk Clerk &/or Assistant Clerk are contactable Mon-Fri within normal office hours In the event of an emergency please call 07927 702321. Parish office open to the public Mon, Thu & Fri 10.00am-1.00pm
FPHR 012-22/23	Resolution to exclude the public and press from the business about to be transacted It was resolved unanimously to exclude the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.
FPHR 013-22/23	Little Street Lease Review

	It was resolved unanimously to note a meeting has been arranged with Little Street on 17 th July 2023 at 8.00pm to discuss the lease.
FPHR 014-23/24	Date of next meeting: November 2023 date to be agreed It was resolved unanimously for the next Finance, Policies and Human Resources Committee meeting to take place in the Autumn 2023 and for the date to be advised.

There being no other business, the Chairman closed the meeting at 3.35pm

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Chairman P Kornycky

Date