RUDGWICK PARISH COUNCIL

Minutes of the Finance, Policies and Human Resources Committee Meeting of Rudgwick Parish Council held on Wednesday 17th July 2024 at 1.30pm.

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

Also, present Sarah Hall – Assistant Clerk and one member of the public.

FPHR 001-24/25	**Apologies for Absence** Apologies were received from Anna Clayton (Clerk) and **noted.**
FPHR 002-24/25	**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 003-24/25	**Minutes of Finance, Policies and Human Resources Committee Meeting of 29th November 2023** It was **resolved** unanimously **to approve** minutes of the Finance, Policies and Human Resources Committee Meeting held on 29th November 2023 as an accurate record and for the chairman to sign these. FPHR021-23/24 – Summary & Analysis of RPC Income & Expenditure Profile included in the minutes.
FPHR 004-24/25	**Public Speaking Session** There were no public speakers.
FPHR 005-24/25	**General Reserves** It was **resolved** unanimously to **recommend** to the Full Council to **note**; The Chairman of the Finance Committee provided an explanation to the Summary Receipts and Payments for Year Ended 31st March 2024. The General Reserves (GR) had increased to £90,487.40 (GR plus Current Year Fund). The Summary General Reserve Analysis (item FPHR 007-24/25) supported an operational result of £30,116.11. Due to the year end procedures and the Parish Council changing from receipts and payments to income and expenditure accounting, the first quarter figures will not be available until September 2024.
FPHR 006-24/25	**Earmarked Reserves (EMR)** The Chairman of the Finance Committee provided an explanation to the Earmarked Reserves at 31st March 2024.

	It was **resolved** unanimously to **recommend** to Full Council to **resolve**; To rename Extra Defibrillator EMR **(SF) Defibrillator**. It was **resolved** unanimously to **recommend** to Full Council to **note;** Additional codes have been added to the EMRs. (CP) Capital Project – closes when project completed (S106) Foxholes maintenance fund – money will be spent within a few years (SF) Sinking Fund – expenditure which will not occur on a regular basis (TP) Third Party – other parties money ie: Deed deposit
FPHR 007-24/25	**Review Business Plan/Project Checklist** It was **resolved** unanimously **to recommend** to the Full Council to **resolve**; The Chairman of the Finance Committee provided an explanation to the **Business Plan/Project Checklist**. • Office to `take over' the Business Plan/Project Checklist • Separate page to be created for `closed' projects • Business Plan/Project Checklist to be included on RPC website
FPHR 008-24/25	**General Reserve Transfers to EMRs** The Chairman of the Finance Committee provided an explanation to the available **S106/CIL funds** and **Summary General Reserve Surplus**. It was **resolved** unanimously **to recommend** to Full Council to **resolve**; To transfer **£30,000** from GR to the following EMRs; • £5,000 (SF) KGV Building (patio) • £10,000 (CP) RH Roof and Solar • £15,000 (CP) JH Roof and Annexe It was **resolved** unanimously **to recommend** to Full Council to **note**; • If S106/CIL Funds not shaded in yellow there is no spending deadline • CHS should all be funded by £62,280 (WSCC Traffic Calming marker) • CHS applications must be submitted to WSCC by 31st July 2024 • RPC have absolute control over £8,244 (JH Roof/Lean to project) • No CIL funds received in 2023/24
FPHR 009-24/25	**VAT for Parish Councils** It was **resolved** unanimously **to recommend** to the Full Council to **note**; If an organisation makes sales of goods and services it usually has to charge VAT to its customers and can reclaim the VAT it pays on its expenditure. Some things are classified as exempt (including commercial property) and in relation to sales of those things no VAT is charged on sales but no VAT can be reclaimed on purchases. Partial exemption is when an organisation supplies both normal and exempt things. In such a case it can reclaim the VAT it pays on expenditure relating exclusively to supplying the normal things, cannot reclaim and VAT paid relating to the exempt things and can reclaim a percentage of overheads and other expenditure that can't be allocated to one or the other. There is a special rule (section 33) that applies to local councils which allows them to reclaim any VAT they have paid that relates to their "non business" activities, irrespective of the normal VAT rules. The definition of non-business in this context is complicated but roughly speaking, something is non businesses if it relates to one of the council's statutory functions and either: • Is provided free of charge, or • Relates to sporting facilities or activities, or

	• The use of the special rules would not unfairly affect competition with the private sector. The parish council is therefore partially exempt as it makes both exempt supplies (business activity relating to our halls) and non-exempt supplies (all non-business activities plus any business activities that don't relate to hiring halls). Determining what proportion of our expenditure relating to the halls is exempt is not a simple matter as some uses of the halls are exempt and some are not, therefore, a percentage needs to be worked out and agreed with HMRC. Similarly, a percentage of the councils' overheads should be attributed to the exempt use of the halls and thus also be exempt. There is a further rule which states that if the total amount of exempt VAT spent by the council is less than 5% of the total VAT spent or less than £7,500 a year, then it is permitted to reclaim all of it. If the limits are exceeded in any tax year, then no exempt VAT can be reclaimed.
FPHR 010-24/25	**Business Rates Rudgwick Hall, KGV and Tennis Club** The Chairman of the Finance Committee explained that RPC have been paying the rates on all of the changing rooms and the tennis courts. Without the separation RPC lost the rate relief on RH in 2024/25. This has now been reinstated and HDC have agreed to refund the over payment of the rates, backdate to 2023, hopefully this will be extended to 2019. It was **resolved** unanimously to **recommend** to Full Council to **note**; The update on the Rudgwick Hall, KGV and Tennis Club rates.
FPHR011-24/25	**Staffing Committee** It was **resolved** unanimously to **recommend** to Full Council to **note**; The creation of two Finance, Policies and Human Resources (FPHR) Sub-committees. These will deal with non-financial matters and report to the FPHR committee. • HR Sub-committee - Cllr P Thompson (Chairman), Cllr S Torn (Vice Chairman), Cllr P Kornycky and Cllr S Kornycky • Policies Sub-committee – Committee members to be agreed. Cllr R Wild to look into the RPC policies. Assistant Clerk to forward details.
FPHR 012-24/25	**Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed**
FPHR 013-24/25	**Staff Roles and Responsibilities** It was **resolved** unanimously to recommend to Full Council to **note**; The HR Sub-committee will arrange to meet in September 2024 and report to the FPHR Committee in November 2024. The Sub-committee will discuss; • Payment Scales/Ranges (all office staff at the top of their salary ranges) • Contracts of Employment • Other Stafffing Matters/Roles & Responsibilities Cllr P Thompson, Chairman of the HR Sub-committee will circulate the agenda, it will not be necessary for a member of the office staff to attend.
FPHR 014-24/25	**Date of next meeting: Next 2024 date to be agreed** It was **resolved** unanimously for the next Finance, Policies and Human Resources

	Committee meeting to take place in the November 2024 and for the date to be advised.

There being no other business, the Chairman closed the meeting at 15.35pm

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Chairman P Kornycky **Date**