

**MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 27<sup>th</sup> APRIL 2021 VIA ZOOM AT 7.30PM.**

**PRESENT:** Cllrs. R.Lewin (Chair), Josephson, T Lewin, Spackman & Wogan

**APOLOGIES:** Cllrs. Davies, McNally & Williams

**NOT PRESENT:** Cllrs. Hill (Late apologies) & Moore

**IN ATTENDANCE:** The Clerk and Asst. Clerk. and Parish Cllr. Pritchitt as a member of the public

**126/21 PUBLIC QUESTIONS**

None

**127/21 APOLOGIES FOR ABSENCE**

Apologies were given and accepted from Cllrs. Davies, McNally (work) and Williams (work)

**128/21 TO DECLARE ANY INTERESTS OR REQUEST DISPENSATION PERTAINING TO THE ITEMS BELOW**

<b>Name</b>	<b>Min. No.</b>	<b>Category of Interest</b>	<b>Reason</b>
Cllr. Josephson	135/21	Personal	Trustee of Ashdown Hub

**129/21 MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> JANUARY 2021.**

The minutes of the meeting held on 26<sup>th</sup> January 2021 were proposed for acceptance by Cllr. R Lewin seconded by Cllr. T Lewin and signed as a true record.

No objections were made to deletion of the digital transcripts of the above meetings.

**130/21 CLARIFICATION OF (NON-CONFIDENTIAL) ACTIONS FROM LAST MEETING**

None.

**131/21 CLERKS REPORT ON MATTERS NOT REQUIRING A DECISION**

1. Arrangements for year-end & audit: The accountant attended remotely on 13<sup>th</sup> April to close down the accounts for the year and the internal auditor completed his inspection on 26<sup>th</sup> April. The auditors report had been circulated. Cllr. T Lewin proposed a vote of thanks for the Asst. Clerk for her diligence working on the accounts. This was seconded by Cllr. Josephson and AGREED.
2. Staff arrangements for emergence from pandemic restrictions: The Community Centre had re-opened to personal callers from 12<sup>th</sup> April. The staff had attended a meeting to discuss matters. The Clerk, asst Clerk and reception staff were now mostly working normally. Sara Smart & Sue Young were working splitting their time between working from home and attending the office. There had been a visit from an HSE representative who had been satisfied with all precautions taken in the Community Centre. NOTED
3. Staff adjustments for litter issues: One member of staff had been offered extra hours to clear the litter during the pandemic. If necessary, the possibility of employing another person would be discussed in the future, along with the budget implications. NOTED
4. New contracts for HR & Health & Safety: Separate organisations to deal with each aspect had been appointed. NOTED

**132/21 FINANCIAL REPORT** to year end.  
This had been circulated in advance and was NOTED.

**133/21 LIST OF PAYMENTS**

The List of Payments had been circulated in advance. There were a few queries which the Asst. Clerk answered, and the list was **APPROVED**.

Unity Trust from 13 <sup>th</sup> January 2021 to 31 <sup>st</sup> March 2021	£ 108,314.92
Pockit Card – David O’Driscoll 1 <sup>st</sup> Jan 2021 – 31 <sup>st</sup> March 2021	£ 985.29
Pockit Card – Carolyn Coomber 1 <sup>st</sup> Jan 2021 – 31 <sup>st</sup> March 2021	£ 1,239.42
Pockit Card – Gages 1 <sup>st</sup> Jan 2021 – 31 <sup>st</sup> March 2021	£ 2,519.48
Pockit Card – Youth 1 <sup>st</sup> Jan 2021 – 31 <sup>st</sup> March 2021	£ 81.02
<b>TOTAL</b>	<b>£ 113,140.13</b>

**134/21 BANK RECONCILIATION & COUNCIL INVESTMENTS**

The bank reconciliation and Council investments as at 31<sup>st</sup> March 2021 had been previously circulated and were NOTED. It was NOTED that the Chairman of Finance & Policy Committee had not been able yet to check and sign the last few reconciliation statements due to the office being closed to visitors during the pandemic. This would be done shortly.

**135/21 TO CONSIDER GRANT APPLICATIONS**

An application for a grant had been received from Forest Row Tennis Club for extra floodlighting.

Cllr. R Lewin proposed that this grant be refused at the present time. The Council needs to understand future fund-raising plans to raise the balance of the monies needed. This was seconded by Cllr. Wogan and **AGREED**.

Cllr. Josephson left the meeting.

An application for a grant had been received from Ashdown Hub. Cllr. T Lewin proposed that a grant be given in the sum of £ 300. This was seconded by Cllr. Spackman and **AGREED**. The possibility of offering this group preferential rates for room hire would be discussed at a future date if desired.

**136/21 CORRESPONDENCE**

None

**137/21 TO NOTE ITEMS TO BE REFERRED TO COMMITTEE OR FULL COUNCIL**

Cllr. Wogan asked that the matter of litter picking should be discussed before any decision is taken on employing another person.

The meeting closed at 8.15pm.

SIGNED:..... DATE.....

(Chairman)