

**Finance Committee Meeting**

**Draft MINUTES** of the Finance Meeting held on Monday 6th December 2021 at 7:00pm at Washington Village Hall (Dore Room).

**PRESENT:** Cllr C Beglan (CB), Cllr P Heeley (PH), Cllr G Lockerbie (GL) and Cllr A Lisher (AL)

**ALSO:** Z Savill**.** Clerk to the Council

**MEMBERS OF THE PUBLIC**: 0

**ABSENT**: 0

The Meeting was opened by the Chairman at 19:00 hrs

1. **To Elect a Chairman of the Committee**

CB proposed and it was seconded by AL that PH be elected Chairman of the Committee.

PH agreed and was duly elected for the remainder of the municipal year.

1. **Apologies for absence**

None.

1. **To record declarations of interest from members in any item to be discussed and agree**

**Dispensations**

None.

1. **To Approve Minutes of the last Finance Meeting of 15th March 2021**

The draft minutes of the meeting on 15th March 2021 were previously circulated and it was **RESOLVED** they are **APPROVED** and duly signed by the Chairman.

1. **To Report the Council’s 2021/22 Budget Position.**

This was reported under the next item.

1. **To Review and Recommend the Council’s draft Budget and Precept for 2022/23**

The Council’s current budget position (up to October) and 2022/23 precept/budget requirement with supporting papers were previously circulated and discussed. The following draft amendments to next year’s budget proposals were recommended:

* Carry forward £12,000 Capital Reserves already agreed this year towards the National Trust’s Forestry Track in the parish if unspent before April
* Increase the grant & donations allocation in the Administration budget from £500 to £2,000
* Allocate £300 to the Administration budget for website charges.
* Remove the new website costs allocation from Earmarked Reserves as this has been spent
* Transfer £300 from the Administration budget to Earmarked Reserves for the maintenance and replacement of the VAS (Vehicle Activated Sign)
* Increase the general reserves to £12,980 by adding the anticipated £1,980 2022/23 budget surplus.
* Due to the anticipated generous reserves and an increase in the 2022/23 parish tax base, it was agreed there was no justification in increasing the parish council tax next year. The shortfall of the £45,824.60 operating requirement to be funded from reserves.
* The Council to form a working party to discuss allocation of the anticipated CIL (Community Infrastructure Levy) monies for the benefit of the community.

**RESOLVED** unanimously to **RECOMMEND** the draft 2022/23 budget and amendments be **APPROVED**

**AND** that a precept of £42,347.76 is requested from Horsham District Council, the precepting authority, representing no increase in the parish council tax for 2022/23.

1. **To Review the Council’s Code of Conduct policy**

Members reviewed the Parish Council’s Code of Conduct (previously circulated)

expected of its members under the Localism Act 2011 section 27 (2). It is based on Horsham District Council’s own policy which the PC adopted in 2012. It was noted that in April this year, HDC adopted the Local Government Association’s new model code, with minor amendments recommended by the Standards Committee, and has requested that the PC and other local councils across the district adopt the new policy.

The above policies and supporting papers were previously circulated. Following a discussion it was **RESOLVED** unanimously to **RECOMMEND** to the Full Council Meeting on 10th January 2022 to amend the Parish Council’s Code of Conduct policy in line with the new HDC model document. Clerk to complete the questionnaire by HDC designed to assess the uptake of the new code across the district.

**8 To Agree date of Next Meeting**

 To be arranged as and when required.

There being no further business to conduct, the meeting was concluded at 20:15hrs.

**Signed……………………………………………………………….**

**Dated…………………………………………………………………**