

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 28th March 2018, commencing at 7.30pm
Unit 32, Lymington Barns, Medstead**

Members Present: Cllr Janet Foster (Chair), Cllrs John Davis, Simon Thomas, Anne Tomlinson
Attending: S Goudie (Clerk), no members of the public
Apologies: None

18.12 FGP OPEN SESSION

The Clerk advised members that she was in receipt of the Surrey Hills Solicitors invoice with reference to officially registering the Village Hall land with Land Registry. Payment of the invoice was discussed, and it was agreed that the Parish Council should pay the legal costs, but the Village Hall Committee should be invoiced separately for the Land Registry fees.

Cllr Foster advised members that the Chairman of Medstead Parish Council had agreed to a meeting between the two Finance Committees to discuss financial assistance using developers contributions/CIL payments with projects south of the railway line. Cllr Foster asked members to get back to her with possible dates, and to think of potential projects, that would benefit both sides of the railway line for discussion.

Cllr Thomas advised members, upon investigation, that Kitfield Emporium had not been 'shut down', but the owner had been sent a letter from EHDC asking for a meeting to discuss a potential planning breach, which involved a caravan, not the business itself. Both Cllr Thomas and the Clerk had offered support and assistance to the proprietor of the business but had not received a response.

There were no further issues raised during the Open Session, the meeting commenced at 7.55pm. Standing Orders were applied.

18.13 FGP APOLOGIES FOR ABSENCE

There were no apologies for absence.

18.14 FGP DECLARATIONS OF INTEREST

There were no declarations of interest.

18.15 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Wednesday 10th January 2018 were proposed as accurate by Cllr Tomlinson, seconded by Cllr Davis, and were duly signed by the Chairman.
- Matters arising:
 - The Clerk confirmed that the larger Hi Viz vests had now been received.
 - The Clerk also advised she had now made some progress with new website, but due to end of year, audit and now office move, it is likely to be put on hold for a short while.
 - Formal notification of the appointment of PKF Littlejohn as External Auditors had finally been received today. The Clerk agreed to circulate the details and would spend some time perusing the documents to ensure that there was full understanding of the new system prior to completing the end of year accounts.
 - The Clerk confirmed that the CCLA Deposit Fund had now been opened but asked for clarification as to how much should the initial transfer be from the Deposit Account. It was RESOLVED to transfer £70,000 to ensure that neither account would be at risk financially. The Clerk asked for advice on how subscriptions and redemptions should be made, to which Cllr Tomlinson responded and advised on the procedure after perusal of the relevant paperwork.

18.16 FGP COMMUNITY AWARD NOMINATIONS

The Chairman detailed the three candidates that had been shortlisted from the Full Council meeting, and taking all the points into consideration, a unanimous final decision, was made.

It was agreed to write to all the shortlisted nominees inviting them to the Annual Parish Meeting, the winner would receive a trophy and certificate and the two runners up, certificates.

18.17 FGP GENERAL DATA PROTECTION REGULATIONS (GDPR)

- Data Protection Policy. Small amendments were agreed, although it was recognised that the document could do with modernising. However, with the GDPR date approaching it was agreed to propose the document as discussed and amended for adoption at the April Full Council meeting with a note to review in May, or soon thereafter.
- Data Retention Policy. Amendments were made to the draft, and the amended document would be proposed for adoption at the April Full Council meeting.
- Privacy Notice. It was agreed that as this document needs to be available on the website, the version circulated, with a few minor amendments, should be put forward for adoption at the April Full Council meeting, and updated at a later date.

The Clerk agreed that an update should be given on GDPR to date at the April meeting to advise that steps had been taken to ensure compliance. It was also agreed to ask Cllr McCarthy for assistance with encryption of Parish Council devices.

18.18 FGP BUDGET AMENDMENTS

- Parish Office. It was agreed to budget £4,000 for parish office rental, and an additional £1,500 for electricity costs. It was agreed that reserves may need to be used later in the year to cover any additional costs, as the budget had been set prior to the office move and this expenditure had not been anticipated. It was agreed that this should be a temporary move and a more permanent solution should be sourced as soon as possible. The Pavilion appears to be the most logical solution, and discussions need to take place with the Benians Committee to discuss proposed expansion plans.
- Defibrillator batteries. Members agreed that the batteries should be tested before any replacements are purchased and would look at expenditure of these items as and when required.

18.19 FGP EHDC

- Precept percentage increase calculations. The Clerk said that she had not received the calculations as requested, and the Committee agreed that a strong email should be sent, expressing the Council's displeasure at the lack of response, and ask again, of a detailed breakdown and the calculation of how the precept was calculated.
- CIL payments. It was agreed not to open a separate account for CIL payments but just ring fence the funds received.

18.20 FGP NEXT MEETING

Wednesday 25th July 2018, 7.30pm, venue to be confirmed,

18.21 FGP The Chairman closed the meeting at 9.20pm.

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Chairman