

Minutes of a meeting of the **FINANCE and GENERAL PURPOSES** Committee  
held in the Town Hall, The Broadway, Crowborough on Tuesday 6<sup>th</sup> January  
2009 at 7.30 pm

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Present	Councillors	Jonathan Bryant Peter Cowie Tony Edwards Philip Fermor Kay Moss Julian Salmon * Mark Symons Sandra Timms Neil Waller *	Chairman
Also present	Councillors	George Moss Liz Scott 8pm Richard Stogdon 7.40 pm Linda Butcher Stuart Wilbur Sandra Rouse Adrian Parker	E.S.C.C. Town Clerk R.B.S. Accounts Assistant Crowborough for Young People Limited

\* Denotes on attendance

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### **APOLOGIES**

Cllr Julian Salmon

### **DECLARATIONS OF INTEREST**

Cllr Kay Moss declared a Prejudicial Interest in Crowborough for Young People as she is a Trustee.

The Chairman invited a change in the order of the agenda as Adrian Parker was present and this was agreed.

Adrian answered questions about the Clued-up Shop and the proposed revised opening times and the purpose for which the Town Council's grant is to be used. A copy of the accounts had previously been given to the Chairman and the Town Clerk had circulated to all committee members a copy of the draft Service Level Agreement.

7.50 pm Cllr Kay Moss left the meeting having previously declared a Prejudicial Interest.

- 5828**            **RESOLVED** to confirm the grant as per minute 5739 – year one £17,500, year two £18,100 and year three £18,750.

7.51 pm Cllr Kay Moss returned to the meeting. Adrian Parker was thanked for attending the meeting and then left the building.

## **MINUTES**

### Minutes –29<sup>th</sup> October 2008

- 5829**            **RESOLVED** that the minutes of the meeting held on 29<sup>th</sup> October 2008 as confirmed be signed by the Chairman.

### Matters Outstanding - Status on four Charities – minute 5576 17.06.08.

The Town Clerk distributed a letter from the Charity Commission and advised that, in view of the language used in this letter, she had sought further information from the Sussex Association of Local Councils. The recommendation is to pass this to the Town Clerk's solicitor for definitive advice on the charitable status of the recreation grounds, the Councillors' responsibilities as individuals or corporate liability and the advantages or otherwise of retaining charitable status.

- 5830**            **RESOLVED** to refer the matter to Roger Taylor of Hedleys.

### Minutes – 15<sup>th</sup> December 2008

- 5831**            **RESOLVED** that the minutes of the meeting held on 15<sup>th</sup> December 2008 as confirmed be signed by the Chairman.

## **GRANTS**

### Report on meeting with Nigel Cassford

The Chairman explained to Nigel the Council's concerns about giving money to a charity in order for that charity to make grants to other charitable causes. Nigel advised that it is the full membership at the A.G.M. which decides the organisations to receive grants from the event.

Review of grants policy - Referred from F and G.P. meeting on 15<sup>th</sup> December 2008

- 5832 **RESOLVED** to confirm that the Council's policy on grants will change to "Grants will be considered only once per year and the closing date will be 30<sup>th</sup> September."

**FINANCE**

The Chairman thanked Stuart Wilbur and Sandra Rouse for attending the meeting.

Management Account Reports to 31<sup>st</sup> October 2008 (sent to all Councillors on 19.11.08)

- 5833 **RESOLVED** to adopt the Management Account Reports.

Management Account Reports to 30<sup>th</sup> November 2008 (sent to all Councillors on 12.12.08)

Stuart Wilbur apologised that the Committee totals sheet was not available with these reports due to an oversight.

- 5834 **RESOLVED** to adopt the Management Account Reports.

Council's investments

Officer's Report : in accordance with minute 5779 £500,000 is now invested with Lloyds TSB on an annual basis at 2.4% giving an interest for the year of £12,065.75. The maturity date is 21<sup>st</sup> December 2009 so a review will need to be carried out prior to that date. Other transfers are being made but it is taking time due to the slow performance from local banks.

**NOTED**

Budget proposals 2009/10

Outturn for 2008/09 – figures were within the reports previously submitted to all Councillors.

Budgets from all other committees

The Chairman had circulated at the start of the meeting amended sheets for the budget and advised that it would be necessary to borrow funds for some of the major projects if they were all to be completed within the next financial year.

- 5835**            **RECOMMEND** to Council that up to £300,000 should be borrowed for capital projects.

There was a call for a recorded vote:-

FOR : Cllrs Jonathan Bryant, Peter Cowie, Tony Edwards, Philip Fermor, Kay Moss, Mark Symons.

AGAINST: Cllr Sandra Timms.

F and G.P. budget

A draft budget had previously been circulated to all Councillors and the Chairman had produced an up-dated one for this meeting.

It was suggested that quotations should be obtained from other insurance companies as this seemed to be a good time to make some savings.

- 5836**            **RESOLVED** to reduce the amount of interest expected to £40,000 but to suggest that the S.R.C. committee include £6,500 as income from the Wolfe Cottage within its budget.

The Sport, Recreation and Cemetery committee will hold an additional meeting on 14<sup>th</sup> January in order to finalise the budget and an meeting just to discuss the budget for this committee will be held in December 2009.

- 5837**            **RESOLVED** to accept the draft F and G.P. budget as amended with the interest change.

Budget and precept recommendation for 2009/10

Cllr Kay Moss advised that the Environment committee had discussed its budget in detail and as Chairman she was disappointed that some items had been reduced in the draft budget proposed by F and G.P., in particular bus shelters and street lighting. The budget for bus shelters was replaced by the Environment committee's original figure of £20,000. The Chairman undertook to re-examine the other changes he had proposed and answer the questions raised by Cllr Kay Moss.

- 5838**            **RECOMMEND** to Council that the precept for 2009/10 should be £879,530.

Stuart Wilbur was thanked for his input in attending the meeting and then left the building.

## **ADMINISTRATION**

Recommendation of Council for an improved system for the control and recording of documents including minutes and policies and that an improved system should be in place by the end of April 2009. It has been suggested that this should be the subject of an additional meeting in February 2009.

It was AGREED the Town Clerk would write a report having received any comments from Councillors and that this would be an item on the agenda for the next Finance and General Purposes committee meeting on Tuesday 3<sup>rd</sup> March 2009.

The chairman thanked the Town Clerk and staff for getting the office accommodation sorted out so quickly and wished good luck to the new staff. It was suggested there should be an evening hospitality event with all staff and councillors so everyone could get to know each other.

The meeting closed at 9.15 pm

UNADOPTED

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
101 Corporate Management						
4056 Bank charges	100	900				
4057 Audit Fees	12,500	8,000				
4058 Legal Expenses	5,400	5,000				
4060 Accounting Support	7,500	7,500				
SUB TOTAL		21,400				
102 Democratic Representation						
4119 Members' Allowance	19,550	20,415				
4120 Members' Expenses	500	500				
4121 Members' Courses	1,500	1,500				
4122 Mayor's Allowance	3,000	3,000				
SUB TOTAL		25,415				
105 Central Support - Admin						
4000 Salaries	112,000	131,000				
4001 Employers NI	10,000	12,000				
4002 Employers Superann	16,700	15,000				
4005 Travel & Subsistence	550	550				
4008 Conference Fees	2,000	2,000				
4020 Tele.Post.Alarm	6,700	6,700				
4021 Stationery/Printing	8,000	8,000				
4022 Insurance	24,000	26,000				
4023 Subscriptions	3,000	5,000				
4103 Advertising						
4255 Equipment	500	500				
SUB TOTAL		206,750				
107 Central Support - Town Hall						
4000 Salaries	3,000	4,000				
4001 Employers NI	0	0				
4011 Service Charges	4,300	5,000				
4012 Rates	10,000	10,000				

An additional £18,000 was added 08/09

Transferred to C and E

