

Minutes of a meeting of the **FINANCE and GENERAL PURPOSES** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 9th May 2017 at 7.30pm

Present	Councillors	Quentin Burch* Peter Ellefsen Martyn Garrett* David Larkin Kay Moss Ron Reed Greg Rose Sandra Timms* Neil Waller	Chairman Vice - Chairman
Also present		Andy Beams Amanda Negus	Town Clerk Committee Clerk

*Denotes non attendance

PUBLIC PARTICIPATION

APOLOGIES

Cllr Quentin Burch
Cllr Sandra Timms
Cllr Martyn Garrett

DECLARATIONS OF INTEREST

None.

MINUTES

Minutes of the meeting held on the 7th March 2017

- 8052** **RESOLVED** that the Minutes of the meeting held on 7th March 2017 as confirmed be signed by the Chairman.

Update on actions (attached to Agenda)

The Financial Regulations wording has been amended and they will be put on the website shortly.

FINANCE

Management Accounts to 28th February and 31st March 2017

- 8053** **RESOLVED** to adopt the management Accounts as presented, with the exception of the sheets entitled "Financial Statement" and "Reserve".

Income and expenditure and payment summary from 1st April 2017 to 3rd May 2017
(attached to Agenda)

This document shows all entries to the RBS system, although due to processing dates items such as salaries may not show. The annual cost of the Pine Grove rates shown has been amended to show one month paid at a time.

Aged debts

An updated record of debts is to be sent with each F & GP agenda to be as relevant as possible for the meeting. The Whitehill Centre rental agreement is to be updated.

Annual governance statement and annual return (attached to Agenda)

Cllr Peter Ellefsen to review with the Clerk and then copies of the checked paperwork to be distributed to all members with next Full Council agenda.

Clerk to suggest alternative internal auditors at next F & GP meeting.

BORROWING

PWLB (summary attached to Agenda)

The summary was reviewed. Research is ongoing to establish purposes for all loans.

GOVERNANCE

Document Retention Scheme (attached to agenda)

8054 RESOLVED to adopt the Document Retention Scheme including noted amendments.

General Data Protection Regulations (GDPR) (attached to agenda)

The GDPR will come into effect in 12 months time. Actions are to start being implemented during that time period. Regular updates of progress to be provided at F&GP meetings.

APPLICATION FOR FINANCIAL SUPPORT FROM THE CONSERVATORS OF ASHDOWN FOREST

The Conservators have been asked to provide more detailed financial information. Once this has been received they will be given a CTC grant application form to apply for consideration in the normal way. The deadline for CTC grant applications is by the end of September, with the decision making meeting taking place in November.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

None.

The meeting closed at 8.20 pm.