

## Finance & GP report for Warbleton Parish Council – October 2021

### Agenda item 7.2 - Finance

The bank reconciliations and budget monitors for September 2021 have been checked and agreed.

In terms of the 20/21 budget, key items are:

- All expenditure continues in line with budget.
- National pay award to Parish Clerks has yet to be finalised. The final offer is 1.75% but this has been rejected by the unions. Once finalised any increase will be backdated to April 2021.
- For first 6 months, of financial year, there have been 42 paid hours of overtime vs budget of 65 hours
- Infrastructure budget yet to be prioritised – agenda item for Environment Committee on 4<sup>th</sup> November 2021
- Election expenses budget will be reviewed in January 2022, with a view to carrying forward if not required in 2020/21 (“virement”)
- 2<sup>nd</sup> precept payment received of £10,001
- Receipt of additional CIL monies will mean the Council is in receipt of income in excess of £25,000 and therefore will need to complete an AGAR 3 and submit to an external audit.

### Agenda item 11.1 - Terms of Hire of Rushlake Green Village Green

At the last Council meeting, a question was raised about the Council’s insurance policy due to expire on 16<sup>th</sup> October 2021, with regards to Fetes and Galas as this was relevant to the Autumn Show to be held on Rushlake Green.

It was confirmed that the policy had the same requirements as the renewal documentation for 2021/22. As previously advised to councillors, the key aspects were:

#### Fetes and Galas

- a) Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and again, their recommendations strictly adhered to (The Parish Clerk contacted our PCSO and the Heathfield Fire Brigade this week and their response is awaited. If any issues are raised these will be take forward with the Show organisers
- b) There should be at least 1 steward in attendance for every 100 spectators for the duration of the event. This has been advised to the Show organisers and acknowledged. The event form presented to the Council suggest up to 500 people may attend, although actual numbers at any one time may vary
- c) Qualified First Aid personnel must be in attendance with the means available to summon the Emergency Services. This has been advised to the Show organisers and acknowledged.

- d) All independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance. **We have a copy of the Horticultural Society's public liability insurance certificate**
- e) The Policyholder must ensure that all areas where events are to take place are suitable for their intended purpose

Following discussions between the Parish Clerk and the Chairman of FGP Committee, it was agreed that the requirements of the insurance policy had been met. Going forward the terms for the use of the green would need to be updated to reflect the

### **Grants**

The window for grant applications continues to run to 15<sup>th</sup> November 2021. Applications will be reviewed by the FGP Committee on 25<sup>th</sup> November 2021 and submitted to January Council for approval. Grants approved by Council will be paid in 2022/23 financial year.

### **Defibrillators**

Contact has been made with the Heathfield and Waldron First Responders and a report on servicing/maintenance of the 4 defibrillators has been received.

### **Review of Historic Files**

Following the resignation of the previous Parish Clerk, a filing cabinet with historic papers was moved to the garage of the new Parish Clerk. During the past 2 weeks, an examination of the papers has commenced. It is evident that:

- Paper Minutes of Council meetings are held up to 2015. No minutes were found of any Committee meeting.
- Electronic copies of Council minutes were downloaded from the old website before it closed in 2020. There were some gaps between 2011-2015 which have been filled. It is believed that electronic copies of all Council minutes from 2010 to date are now held.
- Historic Council minutes pre 2010 are held in paper form and electronic copies will be made over the next few months before moving them to the County Archives
- **No** papers were found dated after 2010/11 – ie the point at which the previous Parish Clerk was recruited, including invoices, audit, insurance etc

The review of papers held will continue and be reported to the next F&GP Committee to decide next steps.

Steve Williamson  
Chairman  
F&GP Committee  
17<sup>th</sup> October 2021