



## WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Document Reference 1939

### Minutes of the Meeting of West Hoathly Finance Committee held on Monday 2<sup>nd</sup> December 2019 at 7:30pm in West Hoathly Village Hall

#### Members

Ken Allfree

Kevin Gould (Chairman)

Douglas Denham St Pinnock (Vice Chairman)

Jenny Edwards \*

Anne Halligey

\* denotes absence

#### Also present:

Helen Schofield (Clerk)

**There were no members of the public present**

#### 250) To receive apologies for absence

Apologies were received from Jenny Edwards.

#### 251) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none.

#### 252) To approve the minutes of the Meeting of the Finance Committee held on 9<sup>th</sup> September 2019 ([Document Reference 1928](#))

The minutes were **approved** and the Chairman signed them as a true record.

#### 253) To monitor [expenditure against budget to the 31<sup>st</sup> October 2019](#)

The expenditure against budget to the end of October was noted.

#### 254) To consider the following cost proposals for the pavilion planning application

##### a) To pay fee with staged payments

The Finance Committee reviewed the contract and the accepted proposal. The proposal stated that a payment schedule was recommended and the contractor had provided a monthly schedule based on the anticipated end date of May 2020. The Finance Committee agreed to recommend acceptance of the proposal subject to the first payment being after work had commenced and be paid against a written report of progress.

##### b) To pay for a proposed topographical survey of the area.

The accepted proposal had identified the need for a topographical survey and stated that the proposal assumed one had been carried out and if not that the Parish Council would pay for one. It was **agreed** to recommend acceptance of the slightly higher quote to ensure inclusion of a mapping of the sewers.

**255) To prepare the Administration Budget**

An initial draft was reviewed. With amendments it was **agreed** to present the draft to the Parish Council for review.

**256) To prepare the budget for projects and ear marked reserves**

The identified projects and future reserves budget figures were reviewed. With amendments it was **agreed** to present the draft to the Parish Council for review Discussion took place on the costs associated with employing an assistant clerk and the impact on the budget.

**257) To consider the draft consolidated budget for presentation to the Parish Council on 16<sup>th</sup> December.**

Based on the draft Administration and Projects and Ear Marked Reserves budgets, with an amended Asset & Highways budget the committee **agreed** a draft consolidated budget to present to the Parish Council for consideration.

Date of next meeting 20<sup>th</sup> April 2020

There being no further business the meeting closed at 21:15

Chairman-----