

Unconfirmed minutes – to be confirmed at the next Committee meeting

Findon Parish Council

**Minutes of the Finance & Governance Committee meeting held on 17 January 2019
at 7.45pm at Findon Village Hall, Findon**

Present: Cllrs Robinson (Chairman), Gear, Carr, Barnett and Dean.

In Attendance: Clerk Miss F MacLeod, Cllr Martin (observer).

Item No		<u>Action By</u>
FG 19.01	To receive and note apologies for absence	
	Apologies were received from Cllrs Goldsworthy and Smith.	
FG 19.02	To sign as a correct record the minutes of the Finance & Governance Committee meeting held 12/11/2018	
	It was proposed and seconded that the minutes dated 12 November 2018 be approved and signed by the Chairman.	
FG 19.03	Declarations of interest	
	None.	
FG 19.04	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	None.	
FG 19.05	Public Question Time	
	There were no members of the public or press at the meeting.	
FG 19.06	Review of 2018/19 budget spend	
	The Clerk referred to the detailed budget spend documents (as previously circulated) and drew attention to the ongoing issues with BT Cloud telephony. The Clerk would set aside time in February to progress for resolution including reimbursement of some charges and compensation. The documents were reviewed and noted.	
FG 19.07	3-5 year Strategic Plan	
	In the absence of Lead Cllr Smith, the Clerk advised that the Plan would be further refined and updated, prior to presentation at a future Findon Parish Council (FPC) meeting.	SS
FG 19.08	2019/20 Precept/budget	
	The Clerk referred to the cover report, £45k precept/budget and summary figures for 2019/20 (as previously circulated) following the review by the Committee in November 2018. During discussion, the following comments were made: <ul style="list-style-type: none"> • it was appropriate for the sum of £1k for the Homewood play area to remain in Reserves in case a new volunteer was found to take the initiative forward; • the sum of £3k for Pre-School building maintenance was realistic and Men in Sheds could be invited to take part. The Clerk was thanked for well presented and comprehensive documentation. Resolved: that the £45k precept/budget request and Summary Position be brought to the Findon Parish Council meeting on 21 January 2019 for approval and the 2019/20 precept request of £45k then be sent to Arun District Council.	FM
FG 19.09	Risk Assessment	
	The Committee reviewed the updated Risk Register (as previously	

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	circulated) and agreed to lower the risk level regarding General Data Protection Regulations (GDPR) to L/M. Resolved: that the Finance & Governance Committee approves the Risk Assessment (as amended) and it be signed by the Committee Chairman.	
FG 19.10	Items to be referred to a future Committee meeting not already included in the minutes	
	None.	

The meeting closed at 8.03pm.