

GRAFFHAM PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 18th JANUARY 2019 AT 6.30PM AT THE EMPIRE HALL, GRAFFHAM

Present: Cllr. S Mackie, (Chairman), Cllr. H. Charman & Cllr. J. Uphill
In Attendance: Tracy Rowe, Clerk and RFO

Cllr. Simon Mackie, Chairman, opened the meeting and welcomed those present.

- 1. Apologies:** There were no apologies. All members of the Finance Committee were present.
- 2. To receive any Declarations of interests from members:** There were none.
- 3. Public questions.** There were no members of the public present.
- 4. Draft Budget 2019-20. To Consider the draft budget for 2019-20 and to agree a recommendation to make to Graffham Parish Council (GPC) at its January 18th 2019 Meeting as to the precept request to Chichester District Council**

The Finance Committee had previously considered the following documents

- Statement of Accounts as at 15th October 2018
- Bank reconciliation as at 15th October 2018
- Receipts/Payments list as at 15th October 2018

The above documents had also been considered by all GPC Members at the 9^h November 2018 GPC meeting.

- Third draft Budget 2019-20 (revised 26.11.18). This comprised two documents: "Third draft budget 2019/20" and "Calculation of Revenue Balance to support precept request for 2019/20"
- Explanation of 2019/20 Budget and Related Precept Request Calculation. Paper written by Cllr. Charman dated 08.01.19

The Chairman, Cllr. Mackie, stated that the purpose of the meeting was to consider the draft budget and to agree a recommendation to make to GPC at its meeting on the 18th January 2019 as to the precept request to CDC for 2019-20.

Cllr. Mackie drew attention to the Third draft budget 2019-20 dated 26.11.18 and the Calculation of Revenue Balance to support the proposed precept request for 2019/20, making particular reference to the anticipated cash balance/reserves position at the 31 March 2019. (£4,566.99). Cllr. Mackie noted that without any precept and excluding exceptional grant aided items, the Budget 2019/20 shows receipts of £407 and payments of £14,174 resulting in a net excess of payments over receipts of £13,767.00. Taking into account the anticipated cash balance/reserves position at 31.3.19 (£4,566.99), less the net excess of payments over receipts as per the budget, GPC would be in a deficit of £9,200.01 as at 31 March 2020. (£4,566.99 add £407 less £14,174 equals £-9,200). Discussion followed as to the proposed precept request for 2019/20 of £13,000 resulting in an anticipated cash balance at 31.03.20 of £3,799.99.

The meeting reviewed the individual budget lines and confirmed that there were no known changes.

Discussion ensued as to whether GPC should continue with the Data Protection Officer services supplied by DM Payroll Services (named DPO - Ben Malley), in order to comply with General Data Protection Regulations. A quote had been received for a three-year contract from January 2019, being a total for three years of £714, i.e.. £238 per annum.

The Chairman noted that under EU Regulations GPC should have a DPO as it is a public body and that Article 37 stated that the DPO should have expert knowledge of data law. As no councillor had that expert knowledge it was **UNANIMOUSLY** agreed that the Clerk be instructed to notify DM Payroll Services that GPC would accept its quote and contract for the next three years.

Action: Clerk

Discussion ensued as to amount allowed for the election costs in May 2019 and it was **UNANIMOUSLY** agreed that the budgeted amount of £200 would be left as stated.

It was unanimously **RESOLVED** that this committee would recommend to GPC at its meeting on the 18th January, that it adopt the proposed budget and submit a precept request to CDC for £13,000 for 2019/20.

The meeting finished at 6.45pm

These minutes are an accurate record of events.

.....

.....

Graffham Parish Council Finance Committee Chairman

Clr Simon. Mackie

Date