

# GRAFFHAM PARISH COUNCIL

## MINUTES OF THE INFORMAL FINANCE COMMITTEE MEETING OF THE GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 17th JANUARY 2020 AT 6.45PM AT THE EMPIRE HALL, GRAFFHAM

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

Cllr. Charman, Chairman of the Finance Committee, noted that due to the unavoidable absence of Cllr. John Uphill, this meeting was inquorate and therefore would continue only as an informal meeting. It was noted that the approval and acceptance of the draft budget 2020/21 and the setting of the precept 2020/21 were agenda items for the full Graffham Parish Council Meeting which would commence at 7.00pm immediately following this meeting.

- 1. Apologies:** Cllr. John Uphill
- 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 2020-21. To Consider the draft budget for 2020-21 and to agree a recommendation to make to Graffham Parish Council (GPC) at its January 17th 2020 Meeting as to the precept request to Chichester District Council**

The Finance Committee (comprised of Cllrs. Charman, Mackie and Uphill) had previously considered the following documents

- Statement of Accounts as at 10th October 2019
- Bank reconciliation as at 10<sup>th</sup> October 2019
- Receipts/Payments list as at 10<sup>th</sup> October 2018
  
- Second draft Budget 2020-21 (Dated 23.10.19). This comprised two documents: "Second draft budget 2020/21" and "Calculation of Revenue Balance to support precept request for 2020/21"
- Email dated 06/01/20 entitled GPC Budget by Cllr. Charman (Being an Explanation of the Second Draft Budget and Related Precept Request Calculation).
- It was noted that both of the above documents had been issued to all GPC Councillors stating that "the Finance Committee has met and has agreed both a Budget and related Precept for 2020/21, attached, which are recommended to the full Council for approval. I am setting out below the process followed by the Committee and any pertinent features of the 2020/21 Budget compared to that for 2019/20, the current year"
- Clerk's note: These documents are all included within the minutes of the GPC Meeting held on 17 January 2020.

Due to the meeting being inquorate, and there being no need to discuss anything further to that noted above, the meeting was suspended.

The meeting finished at 6.48pm

These minutes are an accurate record of events.

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**Graffham Parish Council Finance Committee Chairman**

**Cllr. Howard Charman.**

**Date**