
MINUTES OF THE MEETING OF ASHURST WOOD FINANCE AND ADMINISTRATION COMMITTEE MEETING held on Tuesday 19th November 2019, 7.45 pm at Council's Meeting Room.

PRESENT: Cllrs Phillips (Chairman), Draper, Forbes, Haite, Spoor and Tyrrell.

IN ATTENDANCE: Rebecca Roberts (Clerk)

MEMBERS OF THE PUBLIC: 1

The Chairman opened the meeting and welcomed the new Assistant Clerk and Responsible Financial Officer (RFO), Sam Booker

1. **Public Questions** – None
2. **Apologies for absence** – None
3. **To receive Declaration of Interests from Members in respect of any matter on the Agenda** – None
4. **To confirm the Minutes of the meeting of the Committee held 15th October 2019**
The minutes were approved as an accurate account of the meeting.
5. **Clerks Report** – the Clerks report was received
6. **Audit**
The Clerk had agreed with the internal auditor to wait until the new RFO had settled in before having the second internal audit. It is anticipated that the next internal audit will be in February 2020. Following telephone support from RBS, bank reconciliations now balanced
7. **Budget 2019/20**
 - 7.1. **Any changes made or required for predicted year end 2019/20** - The income and expenditure report up to 12th November was received; some changes to the projected end of year were agreed.
 - 7.2. **To receive the first draft of the 2020/21 budget**—A suggested draft budget was received.. It was agreed to change the descriptions of some codes for clarity. After discussion some figures were changed. It was agreed to put forward a precept for 2020/2021 of £69,500 (2.2%) Noting that the percentage seen on residents Council Tax bills will only be known when Mid Sussex calculate the Taxbase) The draft could now be put to the full Council and be published on the Council's website.
8. **Accounting for, and payment of staff for events**
It was agreed to differentiate regular staffing costs and staffing for events so an accurate cost of organising events could be ascertained. An additional line has been added to cost centre 110, Community Events, as code 3005.
9. **Review software package options and back-up procedures**
It was agreed that the office needs a better back-up system. An external hard-drive is currently used to back up all files weekly. It was agreed that Councillor Phillips will research cloud storage to make back up procedures more efficient and safer.
10. **Any items for reporting or inclusion on future agenda** – None
11. **Date of next meeting** – 21st January 2020 (3rd quarter review)



The meeting closed at 9.13pm

Chairman.....

Date.....

