

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **Administration Sub Committee** held on **MONDAY 9 NOVEMBER 2015** at the Parish Office, commencing at 2.30 p.m.

**Present:** Mr. S. Henton (Chairman)  
Mr. M. Allen  
Mr. W. Blunden  
Mrs. V. Upton

**In attendance:** Mrs. C. Irwin (Clerk)  
Mrs. T. Ely (Responsible Financial Officer)

**Not present:** Mr. R. Plass

Councillor Blunden, Chairman of Council, opened the meeting.

### 1. ELECTION OF CHAIRMAN

1.1 Councillor Henton was **ELECTED** as Chairman of the Administration Sub Committee.

### 2. APOLOGIES FOR ABSENCE

2.1 Apologies for absence were received from Councillor Plass and the reasons were accepted.

### 3. DECLARATIONS OF INTEREST

3.1 There were no declarations of interest from Members in respect of any items on the Agenda.

### 4. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

4.1 There were no members of the public present.

### 5. MINUTES OF THE MEETING OF THE ADMINISTRATION SUB COMMITTEE HELD ON 22 OCTOBER 2014

5.1 The Chairman called for approval of the Minutes of the Administration Sub Committee held on 22 October 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### 6. TERMS OF REFERENCE

6.1 The Terms of Reference for the Administration Sub Committee were **NOTED**.

### 7. PARISH OFFICE

7.1 Electricity. **NOTED:** the Clerk had instructed an energy negotiator to review the electricity contract which was coming due for renewal. It was **AGREED** to authorise the RFO and Clerk to make the decision and confirm acceptance of the quotation when received, subject to the quotation appearing to be reasonable by comparison with the terms offered by the Council's current energy provider.

7.2 Clock repair. **NOTED:** the clock specialist had arranged to undertake the repair of the tower clock starting with the removal of the hands on 10 November and he anticipated replacing them the following week. Having received a quotation for scaffolding which was over £800, a further quotation had been obtained for use of a cherry picker and operative which was charged at £180 for each two hour visit.

### 8. ADMINISTRATION BUDGET 2016/17

8.1 Members considered the Administration Budget for 2016/17 for each heading. Subject to further checks on certain items it was **AGREED** to **RECOMMEND** the draft Administration Budget to the F&GP Committee as follows:

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ITEM (2015/16 budget)	PROPOSED BUDGET 2016/17 £	NOTES
1 Salaries (£52,000)	52,000.00	NJC were in negotiation about proposals to add a flat rate of £1 to all pay points. The salary total together with the administration fee charged by WSCC would still come within the £52,000 budget. <b>No change.</b>
2 NIC paid by Parish Council (£2,600)	2,700.00	NIC was to increase: a rebate for members in the LGPS (a contracted-out pension scheme) would no longer apply from April 2016. <b>£100 increase</b>
3 Pension paid by Parish Council (£5,000)	7,200.00	2 staff members now in the LGPS and employers' contributions were steadily rising. In 2016-17 this would be 21.7% of pensionable pay, an increase of 1.2% on the current rate. Contributions would be in the order of £7,140. <b>£2,200 increase.</b>
4 Insurance (£2,000)	2,000.00	2016/17 would be the third year of a 3 year agreement <b>No change</b>
5 Postage (£600)	600.00	<b>No change</b>
6 Stationery (£500)	500.00	<b>No change</b>
7 Photocopier: Rental/copies (£1,650)	1,650.00	<i>(to be checked)</i> <b>No change</b>
8 Travel Expenses (staff) (£200)	200.00	<b>No change</b>
9 Training (£2,500)	2,500.00	<b>No change.</b>
10 Room Hire (£750)	750.00	<b>No change</b>
11 Auditor (£1,500)	1,700.00	<b>£200 increase</b>
12 Councillors' Travelling Expenses (£300)	300.00	<b>No change</b>
13 Catering/cleaning (£200)	200.00	<b>No change</b>
14 Christmas Boxes (£30)	30.00	<b>No change</b>
<b>Clock Tower House</b>		
15 PWLB: Repayment of Loan (£26,800)	26,800.00	<b>No change</b>
16 Business Rate (£4,500)	2,000.00	Small Business Rate Relief now applied. <b>Reduced by £2,500</b>
17 Electricity (£800)	800.00	<b>No change</b>
18 Water (£150)	250.00	<b>£100 increase</b>
19 Telephone/Broadband/ADSL (£2,000)	2,000.00	<i>bills to be reviewed</i> <b>No change</b>
20 Security System (£370)	400.00	<b>£30 increase</b>
21 Fire Extinguishers/Fire Alarm system (£220)	250.00	<b>£30 increase</b>
22 Office Equipment (£2,500)	2,500.00	outstanding items: fire proof cabinet and shelving for filing room <b>No change</b>
23 Sinking Fund (£2,000)	5,000.00	to include completion of repainting of roof <b>£3,000 increase</b>
24 Service charge:Lindfield Enterprise Park Ltd. (£600)	600.00	<b>No change</b>
25 Health & Safety (£250)	250.00	<b>No change</b>
26 Publications (£200)	200.00	<b>No change</b>
27 Web Site Maintenance (£500)	600.00	(includes remote computer back up) <b>£100 increase</b>
28 Miscellaneous (£200)	200.00	<b>No change</b>
29 Additional Staffing costs (£1,000)	1,000.00	Contingency for recruitment costs. <b>No change</b>
30 Rental of additional space at Clock Tower House ((£600)	600.00	<b>No change</b>
TOTAL 2015/16 - £112,520.00		
<b>TOTAL PROPOSED 2016/17</b>	<b>£115,780.00</b>	Overall increase: £3,260

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### 9. EXCLUSION OF THE PUBLIC (AND PRESS)

- 9.1 Although there were no members of the public or press present at the meeting it was **AGREED** that the following item, which related to staff matters should be taken as a confidential item. It was therefore **AGREED** in accordance with the Parish Council's Standing Order 1 (c) that in view of the confidential nature of the business about to be transacted, it was desirable in the public interest that the press and public be excluded.

### 10. STAFFING MATTERS

- 10.1 The Clerk gave a verbal report which was **NOTED**.

The meeting ended at 3.10 p.m.