

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **Administration Sub Committee** held on **WEDNESDAY 9 NOVEMBER 2016** at the Parish Office, commencing at 9.30 a.m.

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

In attendance: Mrs. C. Irwin (Clerk)
Mrs. T. Ely (RFO)

9. APOLOGIES FOR ABSENCE.

9.1 All members were present.

10. DECLARATIONS OF INTEREST.

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

11. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

11.1 There were no members of the public present.

12. MINUTES OF THE MEETING OF THE ADMINISTRATION SUB COMMITTEE HELD ON 7 JULY 2016.

12.1 The Chairman called for approval of the Minutes of the Administration Sub Committee held on 7 July 2016. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

13. ADMINISTRATION BUDGET 2017/18.

13.1 Members considered the Administration Budget for 2017/18 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:

ITEM	2016/17 BUDGET £	PROPOSED BUDGET 2017/18 £	NOTES
1 Salaries	52,000.00	58,000.00	1% salary increase w/e from 01.04.17 already agreed. Budget to allow for possible staff changes during 2017/18 FY £6,000 increase
2 NIC paid by Parish Council	2,700.00	5,000.00	Additional costs incurred because of end of contracted-out scheme (LGPS) – will be over budget 2016/17. Also NI contributions will increase as result of April pay rise. Also possible additional salary costs to be covered (see above) £2,300 increase
3 Pension paid by Parish Council	7,200.00	12,000.00	3 staff members now in the LGPS. No increase in percentage for Employers' contributions for 2017/18 (21.7% of pensionable pay). Increase recommended to cover cost of 3 rd member and possible staff changes. £4,800 increase.
4 Insurance	2,000.00	2,500.00	Current 3 year agreement expires May 2017. Also may need to insure Wilderness Field. £500 increase

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ITEM	2016/17 BUDGET £	PROPOSED BUDGET 2017/18 £	NOTES
5 Postage	600.00	600.00	No change
6 Stationery	500.00	500.00	No change
7 Photocopier: Rental / copies	1,650.00	1,600.00	To be reviewed - new 3 year contract 2016 – 2019I with lower charges £50 reduction
8 Travel Expenses (staff)	200.00	200.00	No change
9 Training	2,500.00	2,500.00	Possible staff changes – training costs. No change.
10 Room Hire	750.00	800.00	Anticipated 3% increase in KEH hire charges 2017/18 plus allowance for extra meetings if required £50 increase
11 Auditor	1,700.00	1,700.00	Allowance for possibility of intermediate audit No change
12 Councillors' Travelling Expenses	300.00	300.00	No change
13 Catering/ cleaning	200.00	450.00	Office cleaner at £10 a week. £250 increase
14 Christmas Boxes	30.00	30.00	Review pending No change
Clock Tower House			
15 PWLB: Repayment of Loan	26,800.00	26,800.00	Review recommended
16 Business Rate	2,000.00	2,500.00	Now eligible for Small Business Rate Relief . Budget retained with increase as contingency in case this is withdrawn £500 increase
17 Electricity	800.00	900.00	£100 increase
18 Water	250.00	250.00	Noted: there will be a choice of supplier for supply and waste water from 01.04.17 No change
19 Telephone/ Broadband/A DSL	2,000.00	1,500.00	£500 reduction
20 Security System	400.00	400.00	No change
21 Fire Extinguishers /Fire Alarm system	250.00	300.00	To include further fire training on recruitment of new staff. £50 increase
22 Office Equipment	2,500.00	2,500.00	outstanding items: fire proof cabinet and shelving for filing room Recommendation: separate headings for purchase and maintenance No change
23 Sinking Fund	5,000.00	5,000.00	No change

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ITEM	2016/17 BUDGET £	PROPOSED BUDGET 2017/18 £	NOTES
24 Service charge:Lindfield Enterprise Park Ltd.	600.00	650.00	£50 increase
25 Health & Safety	250.00	250.00	Recommendation: to purchase a door bell for disabled people to ring for attention. No change
26 Publications	200.00	200.00	No change
27 Web Site Maintenance	600.00	600.00	No change
28 Miscellaneous	200.00	200.00	No change
29 Additional Staffing costs	1,000.00	1,000.00	Contingency for recruitment costs. No change
30 Rental of additional space at Clock Tower House	600.00	600.00	No change
TOTAL	115,780.00	£129.830.00	Overall increase: £14,050

13.2 During discussion it was **NOTED** that the lease agreement for the first floor tenant needed to be reviewed as soon as possible to establish the basis of shared expense.

14. ANY OTHER BUSINESS.

14.1 No other items of business were raised.