

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 9 JANUARY 2014**

The meeting commenced at 8.00 p.m.

Present:

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

In attendance: Mrs. C. Irwin (Clerk)
Mrs. S. Kolien (RFO)

Not present: Councillor Mr. M. Amor
Councillor Mr. R. Pickett

315. APOLOGIES AND REASONS FOR ABSENCE.

315.1 Apologies for absence were received from Councillors Amor and Pickett and the reasons were accepted.

316. DECLARATIONS OF INTEREST.

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

317. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

317.1 There were no members of the public present at the meeting.

318. MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 28 NOVEMBER 2013.

318.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 28 November 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

319. CHAIRMAN'S ANNOUNCEMENTS.

319.1 The Chairman had nothing to report under this item.

320. ACTION LIST.

320.1 The action list was **NOTED**.

320.2 Review of Standing Orders and Financial Regulations (Minute 249.1). It was **NOTED** that the review of Standing Orders and Financial Regulations was outstanding and it was **AGREED** that these should be reviewed as soon as possible.

321. GRANTS AND DONATIONS.

321.1 Grants and donations budget - available funds. It was **NOTED** that there was a balance of £500 in the grants and donations budget, with one more meeting scheduled for the current financial year.

321.2 Grant request from CPRE Sussex Countryside Trust. A circular letter had been received requesting a donation to help "build up a fighting fund to defend against Mayfield [new town] and other inappropriate development in Sussex and to support local democracy against predatory speculators". Councillor Allen reported that the CPRE [Campaign to Protect Rural England] benefited from the Council's annual membership subscription, as did the Open Spaces Society which regularly made requests by circular letter for funding towards specific

LINDFIELD PARISH COUNCIL

campaigns. It was **AGREED** not to support this application. It was **NOTED** however that CPRE had written an excellent letter in support of the campaign against the Wates development in Gravelye Lane.

321.3 Acknowledgement of grants made. **NOTED:** a card of thanks had been received from the Lindfield Arts Festival Committee for the grant of £250.00.

322. BUDGET 2013/14

322.1 The reports to 31 December 2013 were tabled.

322.2 Finance and General Purposes Committee - to review payments made to 31.12.13. **NOTED:** that the F&GP Committee's budget progress to 31.12.13 showed that from a budget of £119,675, a total of £95,839 had been spent.

322.3 Analysis of Administration Budget to 31.12.13. **NOTED:** that the breakdown of the Administration Budget showed that to 31.12.13, from the budget total of £104,675, the sum of £85,973 had been spent.

322.4 Overall Council Budget 2013 – 14: to review expenditure to 31.12.13. **NOTED:**

<u>Environment and Amenities</u>	-	£25,020 had been spent from the budget of £64,150
<u>Planning and Traffic</u>	-	£14,095 had been spent from the budget of £20,200
<u>Overall</u>	-	£138,192 had been spent from the total budget of £242,025
<u>Outstanding projects and reserves</u>	-	£4,301.00 had been spent from the total of £166,689.

323. BUDGET AND PRECEPT 2014 / 15.

323.1 Budget. The RFO had prepared a draft budget to include the recommendations from each of the Committees.

- F&GP Committee budget proposals. The Chairman reported that a number of items in the F&GP spreadsheets had remained outstanding pending clarification, following the discussion at the meeting held on 28 November. The spread sheets circulated for the present meeting had been amended by the RFO accordingly. The revised spreadsheets for the Administration Sub Committee and the Finance and General Purposes Committee were **AGREED**.
- E&A Committee budget proposals. It was **NOTED** that that the proposed new item for a bus shelter had been taken out as the E&A Committee had agreed at the meeting held on 5 December not to take this project forward. With this amendment, the Environment and Amenities Committee had agreed its draft budget proposals at the meeting held on 5 December.
- P&T Committee budget proposals. It was **NOTED** that the Planning and Traffic Committee had agreed its draft budget proposals at the meeting held on 4 November 2013 and that a new item for a traffic study had been added.

323.2 It was **AGREED** to **RECOMMEND** to Full Council the following Committee budgets, making up a total of £263,220.00, as set out in Sheet 1 of the budget pack:

- F&GP - £123,020.00, of which £108,520.00 was under the Administration budget.
- E&A - £70,000.00, including new projects: reprint of the Lindfield leaflet, replacement of York stone paving near the Post Office and upgrading of the Hickmans Lane playground.
- P&T - £40,200.00, including a new project: Traffic Study
- The total Designated Reserves came to a total of £128,161.00.

Sheet 1 showing the full final draft budget is appended to these minutes as Appendix A.

323.3 Precept.

From the Calculation of the Funding of the Budget Requirement (Sheet 8) it was **NOTED** that the funding requirement was £235,738.00, (anticipated income subtracted from the total of the in-year budget and reserves). It was **AGREED** to **RECOMMEND** to Full Council that, because the reserves were considered to be

LINDFIELD PARISH COUNCIL

sufficiently healthy, there should be no increase in the current precept of £152,000.00 for the coming year. It was **NOTED** that the amount received as precept for 2013 / 14 was actually £148,600.00 and that this had been made up to the requested sum of £152,000 by means of a Council Tax Support Grant of £3,400.00. This Grant was not available to Town and Parish Councils for 2014 / 15 so to receive the same income through the Council Tax, it would appear that the Parish Council had increased the precept.

These recommendations on the budget and precept as agreed by the Finance and General Purposes Committee would be considered for approval by Full Council on 16 January.

324. LINDFIELD PARISH DIRECTORY AND YEAR BOOK

324.1 A full report had been circulated with the Agenda. **NOTED:**

- Printing costs - £4950.00 (plus VAT)
- Income from advertising - £4085
- Shortfall (printing less advertising income) - £865.00
- Estimated administration costs (staff hours, postage, stationery) - £1057.00
- The directories were of good quality and delivered in good time and Truprint Media had been efficient and helpful throughout.

AGREED:

- To proceed with the Directory for 2015
- To place the order with Truprint Media / Nordic Press (it was **NOTED** that they had agreed not to increase the price.
- To make no changes to the format and that the print run should remain at 3,600
- To authorise the Clerk/Deputy Clerk in consultation with the working group to make editorial changes and
- To hold the prices of advertisements at the same rate as the preceding edition
- To withdraw the fifth of a page size advertisement
- To invite Lindfield Rural Parish Council to make a contribution of £360.00, calculated on the basis of 18.7% of the total loss of printing costs against advertising income plus 18.7% of the administration costs. (18.7 being the percentage of directories delivered within the Rural Parish).

325. PARISH OFFICE.

325.1 Electricity meters. The wiring had been altered to enable a separate meter to be installed to serve the first floor. The tenants were making arrangements for a separate account and meter.

325.2 Lighting. Three of the lights in the reception area had been replaced with fluorescent units and a quotation had been requested for the remaining pendant fittings to be replaced and for pull cords to be fitted to enable individual lights to be turned off when not needed. **AGREED:** to authorise the Clerk in consultation with the Chairman and Vice Chairman of the F&GP Committee to confirm the order subject to receipt of a reasonable quotation.

325.3 6 Denmans Lane. There was brief discussion on the plans for renting out the former Parish Office.

326. PROPOSED PUBLIC CONVENIENCES ON THE COMMON UPDATE.

326.1 A meeting was being arranged with David Harper, Chris Coppens and Pru Moore at MSDC to clear up any issues prior to public consultation. This meeting was likely to be on either 3 or 4 February.

327. INSURANCE

327.1 The Council's insurance provision was last reviewed in 2010 when it was agreed for the next review to take place in four years' time, at the end of the long term agreement. It was **NOTED** that there were only a few companies specialising in policies for local councils and that the current policy from Zurich appeared to cover the Council's needs. It was **AGREED** that, subject to receipt of an acceptable quotation for the premium, the Council should continue to insure through Zurich Municipal.

LINDFIELD PARISH COUNCIL

328. TRAINING AND CONFERENCE EVENTS.

328.1 Members **NOTED** the list of training and briefing events for Councillors and staff published by SALC for 2014 and it was **AGREED** to authorise attendance by Councillors and staff at appropriate events.

329. REPORT OF THE INDEPENDENT MEMBERS' ALLOWANCES PANEL

329.1 The Report of the MSDC Independent Panel on Members' Allowances was **NOTED**. The Panel had recommended no increase to Members' Allowances for the coming year. **RESOLVED:** to recommend that Full Council accept this recommendation.

330. RISK MANAGEMENT.

330.1 No matters were raised under this item.

331. ANY OTHER BUSINESS.

331.1 No other items of business were raised.

The meeting ended at 8.42 p.m.

LINDFIELD PARISH COUNCIL

APPENDIX A

LINDFIELD PARISH COUNCIL							SHEET 1
BUDGET 2014/2015 - FINAL DRAFT							
	Per Budget 2013/14	Spend to 31.12.13.	Anticipated spend to 31.03.14.	Variance	BUDGET 2014/2015	S.137	Comments
Finance and General Purposes Committee (Sheets 2 and 3)							
A Administration	104,675.00	85,905.74	107,266.40	- 2,591.40	108,520.00	4,000.00	
B Chairman's Fund	500.00	192.20	500.00	-	500.00		
C Grants/Donations	1,500.00	1,500.00	1,500.00	-	1,500.00	1,500.00	
D Annual Memberships/subscriptions	2,500.00	2,041.92	2,500.00	-	2,500.00		
E Village Directory	6,000.00	4,950.00	4,950.00	1,050.00	5,500.00	5,500.00	
F Newsletter/Annual Report	2,000.00	1,100.00	2,000.00	-	2,000.00		
G Members' Allowances	2,500.00	150.00	500.00	2,000.00	2,500.00		
Sub Total:	119,675.00	95,839.86	119,216.40	458.60	123,020.00		
Capital Projects							
H Repairs and remedial work to Clock Tower House	18,000.00	2,237.00	18,000.00	-	10,000.00		
I Capital Project: Toilets on Common	20,000.00	1,000.00	2,000.00	18,000.00	20,000.00		£18,000 to designated reserve
Sub total:	38,000.00	3,237.00	2,000.00	18,000.00	30,000.00		
NEW FOR 2014/2015							
Environment and Amenities Committee (Sheet 4)							
1 Street Lighting - Energy/maintenance costs	3,500.00	2,432.59	3,500.00	-	3,500.00		
- Upgrading Street lights	6,000.00		5,000.00	1,000.00	6,000.00		
- Christmas Lights	6,000.00	6,000.00	6,000.00	-	3,000.00	3,000.00	
2 Maintenance	5,000.00	602.38	5,000.00	-	5,000.00		
3 Allotments	3,500.00	3,622.30	4,000.00	- 500.00	2,000.00		
4 Gardening	500.00	144.20	300.00	200.00	600.00		
5 Christmas Festival Night	1,000.00	599.56	1,000.00	-	1,000.00		
6 Village Archives	300.00	104.20	300.00	-	300.00		
7 Mobile Civic Amenity Freighter	2,000.00	-	2,000.00	-	2,000.00		
8 Denmans Lane toilets - running costs	12,000.00	8,791.47	12,000.00	-	12,000.00		
9 Street map of Lindfield	5,000.00	-	5,000.00	-	5,000.00		
10 Replacement of litter bins	2,000.00	1,545.50	2,000.00	-	2,000.00		
11 Digital mapping	250.00	200.00	200.00	50.00	250.00		
12 Joint Project with MSDC/WSCC - Post and rail fencing - Pond and Common	2,000.00	-	2,000.00	-	2,000.00		
13 Tree Pollarding	2,500.00	-	2,500.00	-	2,500.00		£2,500 to Designated Reserve
14 Removal of epicormic growth	600.00	-	-	600.00	-		
15 Grass cutting (High Street)	2,000.00	-	2,000.00	-	2,600.00		
16 Emergency Equipment	1,500.00	978.35	1,500.00	-	750.00		
17 Joint Project with MSDC: Posts around MSDC open spaces	5,000.00	-	5,000.00	-	-		
18 Joint Project with WSCC: Dropped kerbs	2,500.00	-	2,500.00	-	3,000.00		
19 Joint Project with MSDC: Replacement of floating islands on Pond	1,000.00	-	1,000.00	-	-		
Sub total:	64,150.00	25,020.55	62,800.00	1,350.00	53,500.00		
NEW FOR 2014 -2015							
Reprint of Lindfield Leaflet	-	-	-	-	1,500.00		
Replace York paving by Post Office	-	-	-	-	10,000.00		
Joint Project with MSDC: Upgrading Hickmans Lane Playing Fields	-	-	-	-	5,000.00		
Sub total:					70,000.00		
Planning and Traffic Committee (Sheet 5)							
(i) Miscellaneous	200.00	-	-	200.00	200.00		
(ii) Professional Fees	20,000.00	14,095.04	20,000.00	-	20,000.00		
Sub total:	20,200.00	14,095.04	20,000.00	200.00	20,200.00		
NEW FOR 2014/2015							
Traffic Study							
Sub total:					20,000.00		
Sub total:					40,200.00		
BUDGET TOTAL	242,025.00	138,192.45	204,016.40	20,008.60	263,220.00	14,000.00	
Outstanding Projects							
Street map of Lindfield	3,816.25	-	3,816.25	-	-		
Bus Stop Poles refurbishment	2,500.00	2,650.00	2,650.00	-	-		
Sub total	6,316.25	2,650.00	6,466.25	-	-		
NEW FOR 2014/2015							
Reserves							
General Reserve	50,000.00	-	500.00	49,500.00	50,000.00		
Unallocated funds - estimate only	50,000.00	-	500.00	49,500.00	87,000.00		
Sinking Fund - Denmans Lane	3,600.00	-	-	3,600.00	4,600.00		
Election	3,121.00	-	-	3,121.00	3,121.00		
Street Lighting	7,404.88	-	-	7,404.88	7,405.00		
Allotments	1,312.84	-	1,312.84	-	-		
Denmans Lane toilets – maintenance sinking fund	5,000.00	-	-	5,000.00	5,000.00		
Capital Project: Toilets on Common	30,000.00	-	-	-	48,000.00		
Public Toilets on Common – sinking fund	20,000.00	-	-	20,000.00	20,000.00		
Repair/maintenance of community assets – sinking fund	3,000.00	-	-	3,000.00	3,000.00		
Maintenance of King Edward Hall clock	900.00	-	-	900.00	900.00		
Christmas Lights	2,100.00	1,282.07	2,100.00	-	-		
Replacement of litter bins	2,831.00	369.00	300.00	2,531.00	2,531.00		
Tree Pollarding	2,500.00	-	-	2,500.00	5,000.00		
Professional fees	28,603.71	-	-	28,603.71	28,604.00		
Sub total:	110,373.43	1,651.07	4,712.84	45,556.88	128,161.00		
Total: Outstanding Projects and Designated Reserves	166,689.68	5,952.14	11,179.09	45,556.88	215,161.00		
Allocated Funds as at 31.12.13.	162,388.61						
Unallocated Funds as at 31.12.13.	38,715.84						
	201,104.45						