

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 4 DECEMBER 2014** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

Parish Councillors: Mr. R. Plass (Vice Chairman and Chairman for this meeting)
Mr. M. Amor
Mr. W. Blunden
Mr. R. Pickett
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Councillors Mr. M. Allen and Mr. S. Henton (Chairman)

In the absence of Councillor Henton, Councillor Plass, as Vice Chairman of the Committee, took the chair and welcomed those present.

414. APOLOGIES AND REASONS FOR ABSENCE.

414.1 Apologies for absence were received from Councillors Allen and Henton and the reasons were accepted.

415. DECLARATIONS OF INTEREST.

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

416. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

417. MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 25 SEPTEMBER 2014

417.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 25 September 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

418. CHAIRMAN'S ANNOUNCEMENTS.

418.1 There were no Chairman's announcements.

419. ACTION LIST.

419.1 The Action List was **NOTED**.

420. GRANTS AND DONATIONS:

420.1 Grants budget: available funds. **NOTED** that the balance in hand was £900.

420.2 Grant request from St Peter and St. James Hospice. St. Peter and St. James Hospice provided palliative care to approximately 600 patients and their families each year from the surrounding towns and villages, including Lindfield. A request had been received for a grant of £200 towards the cost of materials for art workshops which were offered in the Hospice Wellbeing Centre. As a member of the Grants Panel, Councillor Allen had confirmed his support, and stated that the request complied with the Council's policy criteria. It was **AGREED** to support this request for £200.

RESOLVED: that the Council, in accordance with its powers under Section 137 of the Local Government Act 1972, should incur the following expenditure, which, in the opinion of the Council, is in the interests of the area

LINDFIELD PARISH COUNCIL

or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £200 towards the work of the St. Peter and St. James Hospice.

- 420.3 To note letters of thanks received. **NOTED:** letters of thanks had been received from the 1st Lindfield Scouts, the Kent Surrey and Sussex Air Ambulance and Victim Support for donations of £250, £250 and £100 respectively.

421. BUDGET 2014/15.

- 421.1 The November figures were not yet available. Members **NOTED** the reports to 31.10.14.
- 421.2 Finance and General Purposes Committee - to review payments made to 31.10.14. **NOTED:** that the F&GP Committee's budget progress to 31.10.14 showed that from a budget of £123,020, a total of £71,850 had been spent.
- 421.3 Analysis of Administration Budget to 31.10.14. **NOTED:** that the breakdown of the Administration Budget showed that to 31.10.14, £67,692 had been spent from the budget of £108,520.
- 421.4 Environment and Amenities Committee Budget to 31.10.14. **NOTED:** that £13,593 had been spent from the total E&A budget of £70,000.
- 421.5 Planning and Traffic Committee Budget to 31.10.14. **NOTED:** that £18 had been spent from the total P&T budget of £40,200
- 421.6 Overall Council Budget 2014 / 15: to review expenditure to 31.10.14. **NOTED:** that from overall budget of £263,220 the total spent was £85,463 and a further £1,000 had been spent from the capital projects / reserves.

422. PARISH OFFICE MATTERS.

- 422.1 Replacement of desk top computers. It had been agreed by the Administration Sub Committee to budget for the replacement of the two older office computers which were approaching 5 years old. However the Clerk reported that there were now some problems with these computers and the one used by the Clerk, which acted as a server for file storage, was causing a lot of time to be lost

Matmos, who had provided the reception and public computers and installed the network at the Parish Office, had quoted £1,079.97 for two new Dell systems and a Network-Attached Storage device (NAS Drive) which acted as a separate file server and which Matmos had recommended..

As these two computers were both due to be replaced shortly, it was agreed to bring this forward and place the order immediately. It was therefore **AGREED** to authorise the Clerk to place an order with Matmos for the purchase and installation of two new Dell computers, a NAS Drive and one wide screen.

It was **NOTED** that the office equipment budget, which currently stood at £445, would then be overspent.

423. PUBLIC TOILETS ON THE COMMON.

- 423.1 Goulds were currently working on the drawings for the revised design for a toilet block with direct access cubicles and the Working Group would meet when these had been received.

424. LINDFIELD PARISH DIRECTORY AND YEAR BOOK.

- 424.1 2015 edition. The diaries had been delivered the previous week and the quality appeared to be very good. These would be distributed to the delivery team shortly. It was **NOTED** that the income from advertising was down again - £3,395.00 which was £545 less than last year. The cost of the printing was £4,950 (plus VAT) and the diaries were therefore making a loss of £1,555.
- 424.2 2016 edition. As the new housing developments were adding to the number of diaries required, the Clerk had obtained a quotation for the 2016 edition for both the usual 3600 copies and for 3900: £5,050 and £5,440 respectively. This would be considered at the next meeting of the Committee on receipt of a full report.

LINDFIELD PARISH COUNCIL

424.3 Additional print run 2015 edition. It was **NOTED** that the first of the homes in the Barratts estate were now being sold, earlier than anticipated when the order was placed for the 2015 edition. Extra copies would therefore be required for the Road Wardens welcome packs during the course of the next year. The printer had confirmed that additional print runs in multiples of 100 copies would cost £270 plus VAT per 100 copies. It was **AGREED** to authorise the Clerk in consultation with the Chairman of the Finance and General Purposes Committee to order additional diaries if required and to liaise with Lindfield Rural Parish Council as these houses were in that Parish.

425. BUDGET 2015/16.

425.1 A set of three budget spreadsheets had been circulated. It was **NOTED** that for the January meeting there would be a policy paper and a full set of spreadsheets including the calculation of the funding for the proposed budget and the precept recommendation.

NOTED: two amendments to the spreadsheets:

- Sheet 3 (Administration breakdown) – the date in column headed “spend to” should read 31.10.14, not 31.10.15
- Sheets 1 and 3 - two items at the bottom of sheet 3 had been added into the total on sheet 3 but not included in the total carried forward to heading A on sheet 1. The amended figures on sheet 1 should therefore read:

Administration	-	£112,520
F&GP total	-	£128,020
Budget total	-	£207,870

It was **NOTED** that the RFO had recommended that the Committee should examine the reserves in the near future as these were accumulating and the Council should be satisfied that these would be spent, or that they were still being held for good reason.

425.2 Administration Budget recommendations as agreed by the Administration Sub Committee. The Administration Budget had been considered by the Administration Sub Committee on 22 October and the recommendations had been entered onto Spreadsheet 3 circulated for this meeting. Members considered the Administration budget item by item and confirmed the proposals for taking forward. **NOTED** that two new items had been added: Additional staffing costs as a contingency to cover recruitment costs and the rental of the room on the first floor at Clock Tower House which had been taken from the Miscellaneous heading this year, but should be identified in the budget under its own heading. The Administration Budget total, as proposed, would be £4,000 more than the 2014/15 total.

425.3 Finance and General Purposes Committee budget. Members considered each of the other items under the F&GP budget and agreed to increase the grants and donations and the Village Directory budgets by £500 in each case. The F&GP budget to be taken forward was as follows:

Administration	-	£112,520
Chairman’s Fund	-	£ 500
Grants/donations	-	£ 2,000
Annual Memberships/Subscriptions	-	£ 2,500
Village Directory	-	£ 6,000
Newsletter/Annual Report	-	£ 2,000
Members’ Allowances	-	<u>£ 2,500</u>
TOTAL	-	<u>£128,020</u> - an increase of £5,000

425.4 Environment and Amenities Committee budget recommendations. Members considered the proposals approved for recommendation by the Environment and Amenities Committee on 27 November 2014 and it was **AGREED** that these proposals should be taken forward. The E&A budget for 2015/16, as proposed, totalled £75,400 – an increase of £5,400.

425.5 Planning and Traffic Committee budget recommendations. Members considered the proposals approved for recommendation by the Planning and Traffic Committee on 3 November 2014. The P&T Committee had agreed to budget a small sum (£200) for miscellaneous expenditure and to retain the unspent balances from the current year’s budget as designated reserves for the traffic study and professional fees.

The overall budget total as recommended was £203,620 – a decrease of £59,600 on the total for 2014/15.

Members expressed their thanks to the RFO and the Clerk for the time spent preparing the paperwork.

426. ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

426.1 Members were encouraged to attend the SLCC Roadshow on 11 February. Also **NOTED**: a training session on Effective Volunteer Management being held at East Grinstead on 26 January. This was being run by McCrudden Training on behalf of the East Grinstead and Mid Sussex South Councils for Voluntary Services and cost £35 per person for non- members of the CVS in the not-for-profit sector.

427. RISK MANAGEMENT.

427.1 There was nothing to report at this meeting.

428. ANY OTHER BUSINESS.

428.1 There were no other items of business.

The public part of the meeting ended at 8.40 p.m.

429. EXCLUSION OF THE PUBLIC [AND PRESS].

429.1 The following item concerned staffing matters and it was therefore **AGREED** in accordance with the Public Bodies Admission to Meetings Act 1960 Section 1(2) and the Parish Council's Standing Order 3 (d) 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.

430. STAFFING MATTERS

430.1 2014 – 2016 National Salary Award: NALC / SLCC Joint Briefing. Members **NOTED** the joint briefing circular setting out the new salary scales effective from 1 January 2015 together with a non-consolidated (one-off) payment. The increases were **AGREED**.

430.2 Staff appointment. It was **NOTED** that the recruitment of a new staff member had been delegated to the Finance and General Purposes Committee by Full Council.

The meeting ended at 8.45 p.m.