

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 6 JULY 2017** at the King Edward Hall, Lindfield.

The meeting began at 8.00 p.m.

Present:

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

Also present: 1 member of the public

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

229. APOLOGIES AND REASONS FOR ABSENCE.

229.1 Apologies for absence were received from Councillor Mrs. V. Upton and the reasons were accepted.

230. DECLARATIONS OF INTEREST.

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

231. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

231.1 There were no questions or comments from members of the public.

232. MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 4 MAY 2017.

232.1 The following amendments, to correct numbering errors, were **AGREED**: 2131 was amended to 213; 194.1 was amended to 216.1 and 208 and 208.1 were amended to 228 and 228.1. The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on 4 May 2017, as amended. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

233. CHAIRMAN'S ANNOUNCEMENTS.

233.1 The Chairman made no announcements.

234. ACTION LIST.

234.1 It was **NOTED** that getting a new cleaner for the Parish Office was still outstanding.

235. GRANTS AND DONATIONS:

235.1 Grants budget: available funds. It was **NOTED** that there was a balance of £1,500 in the grants and donations budget and that no grant requests had been received since the last meeting.

235.2 Letters of thanks received. It was **NOTED** that letters of thanks had been received from St. Peter and St James Hospice and St. Catherine's Hospice, both for donations of £250.

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236. BUDGET PROGRESS 2017/18.

236.1 The budget progress reports in respect of payments made to 31.05.17, which had been circulated, were **NOTED** as follows:

- Finance and General Purposes Committee: £27,933 had been spent from the budget of £139,130.
- Analysis of Administration Budget: £25,268 had been spent from the budget of £123,130
- Overall Council Budget 2017 / 18: a total of £36,649 had been spent from the budget of £197,080, of which: £8,716 had been spent from the Environment and Amenities Committee's budget of £47,750. There had been no expenditure from the Planning and Traffic Committee budget total of £10,200.
- Reserves: £181 had been spent from the Clock Tower House sinking fund reserve.

237. REVIEW OF THE UNSPENT BALANCES AND TRANSFERS TO RESERVES.

237.1 The Chairman stated that this review took place annually after the year-end figures had been finalised, in order to re-allocate to the reserves the funds held by the Council over and above the amount needed to fund the current year's budget and general reserve. The F&GP Committee considered the spreadsheet which had been considered by the E&A Committee at the meeting held on 8 June.

It was **NOTED** that the amount for consideration had been calculated by adding the cash in hand at year-end to the precept and anticipated other income. From this was deducted: the amount required to fund the 2017 / 18 budget; the capital reserve which could not be absorbed into the general funds and the nominal amount of £50,000 as the minimum to be held as a general reserve. The balance available for adding to the designated reserves was £97,127.63 and the amount remaining after this exercise would be added to the General Reserve.

The E&A Committee had agreed the revised amounts for the designated reserves under its remit and these were accepted by F&GP for recommendation to Full Council.

It was **AGREED** that there should be no new proposals in respect of F&GP reserves.

A suggestion from Councillor Blunden to create a reserve of £15,000 for Traffic Study / Calming expenses under the P&T Committee was considered. Councillor Blunden explained that having commissioned a Traffic Study, the Council had nothing specifically in the budget with which to commence any work on traffic calming measures. Section 106 may be available from recent and planned development but Haywards Heath Town Council was likely to be claiming a considerable amount to fund the schemes in their Travel Plan, which was already in place. The updated report from the Parish Council's consultant was expected shortly and with nothing in the budget to implement even the bare minimum traffic calming measures, it would give residents the impression that the Council was not taking the Traffic Study seriously. It was **AGREED** to propose to Full Council that a new designated reserve of £15,000 should be created to cover any further expenses on the Traffic Survey and to start building a fund for any traffic calming measures which may be agreed after consultation and consideration by the Council.

It was therefore **AGREED** to **RECOMMEND** to Full Council that the £97,127.63 surplus should be allocated to reserves as follows:

		£
F&GP	Capital project: repairs and remedial work to Clock Tower House	
	<i>No change (balance retained)</i>	2,236.67
	Clock Tower House sinking fund	
	<i>No change to this new reserve added during budget setting</i>	5,000.00
E&A	Street map of Lindfield	
	<i>No change (balance retained)</i>	4,000.00
	Posts around open spaces	
	<i>No change (balance retained)</i>	4,000.00
	Emergency equipment	
	<i>No change (balance retained)</i>	1,250.00

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	Joint project with WSCC - dropped kerbs	12,500.00
	<i>No change (balance retained)</i>	
	Denmans Lane toilets - maintenance sinking fund	2,000.00
	<i>Increase balance by £1,000</i>	
	Repair/maintenance of Community Assets - sinking fund	4,000.00
	<i>increase by £1,000</i>	
	maintenance of King Edward Hall Clock	2,000.00
	<i>increase by £1,500 (repairs currently needed)</i>	
	Replacement of litter bins	4,000.00
	<i>Increase by £2,000) some currently in need of replacement</i>	
	Upgrade of Hickmans Lane playground	20,000.00
	<i>Increase by £5,000</i>	
	Christmas lights	4,000.00
	<i>New reserve for Pond lights</i>	
P&T	Professional fees / Neighbourhood Plan	12,110.97
	<i>No change (balance retained)</i>	
	Traffic Study / Traffic Calming	15,000.00
	<i>New reserve</i>	
General Reserve	<i>To be added to £50,000 allowed for in budget calculations</i>	<u>5,029.99</u>
		<u><u>97,127.63</u></u>

238. VAT RETURN.

238.1 It was **NOTED** that the half yearly VAT return had been submitted on 26 June for the period October 2016 to March 2017, claiming a refund of £4,416.93 for VAT paid.

239. APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18.

239.1 The revised audit plans from the Council's existing Internal Auditor and his fees for the 2017/18 audit period were **NOTED**. Members agreed that it was not appropriate to make a change at this time.

It was **AGREED** to **RECOMMEND** to Full Council that Mr. Peter Frost should be re-appointed as the Council's Internal Auditor for the 2017/18 audit period.

240. INVESTMENT OF FUNDS.

240.1 It was **NOTED** that the RFO was close to finalising the transfer of £85,000 of the Council's funds to Nationwide Building Society. An initial transfer of £10,000 would be made followed by the balance. The Council would then look for other banks with which to open an account in which to deposit a further sum. It was **NOTED** that transaction charges would apply, but that the Nationwide account would not be used for moving money on a frequent basis.

241. PROPOSED PUBLIC TOILETS ON THE COMMON.

241.1 Councillor Blunden read out a letter he had received from a resident with a suggestion to incorporate public toilets with a café facility. It was **NOTED** that MSDC's former Business Unit Leader for Outdoor Services had once suggested that a café alongside the public toilets might be favourably received by MSDC. As Members could see both merits and drawbacks to this suggestion, it was **AGREED** that it should be discussed by Full Council to consider whether the suggestion should be taken any further.

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242. ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

242.1 It was **AGREED**:

- to authorise staff and councillors to attend appropriate training sessions, fees to be paid from the training budget.
- to authorise the new Parish Clerk to register at the earliest opportunity for the CiLCA training and support package offered by the Sussex and Surrey Association of Local Councils (SSALC)
- to authorise the new Parish Clerk to register for CiLCA with the Society of Local Council Clerks after the first SSALC training session, as recommended
- to pay both of the CiLCA registration fees from the Parish Council's training budget (SSALC £320 and SLCC £250)
- to support the new Clerk by offering study time wherever possible.

243. ANY OTHER BUSINESS.

243.1 No other items of business were raised.

The public part of the meeting ended at 8.22 p.m.

244. EXCLUSION OF THE PUBLIC [AND PRESS].

244.1 It was **RESOLVED**, in accordance with Standing Order no. 3(d) and the Public Bodies Admission to Meetings Act 1960 section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).

245. STAFFING MATTERS.

245.1 Appointment of a new Parish Clerk. Further to Full Council's approval of the Interview Panel's recommendation at the meeting held on 29 June, it was **NOTED** that the Chairman had made an offer by telephone to Mr. Andrew Funnell, which he had accepted. This had been followed up with a letter of appointment with a starting date of 1 August, which had been accepted in writing.

245.2 Contract of employment. Members considered the draft contract and made decisions on those terms where options were given in the model. The draft was then **AGREED** and would be sent to the new Clerk the following day.

245.3 Recruitment of Deputy Clerk. It was **AGREED** to proceed with recruiting for a Deputy Clerk using the same Panel (Councillors Blunden and Henton [Councillor Plass as reserve] and the current Clerk) and to liaise with the new Clerk about his involvement, by which time he would be in post. It was **AGREED** to engage the services of SSALC, as with the Clerk's appointment, and additionally to advertise with SLCC, Lindfield Life and the Mid Sussex Times.

The meeting concluded at 8.37 p.m.