

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 06 SEPTEMBER 2018** at the King Edward Hall, Lindfield.

The meeting began at 20.00 hours.

### **Present:**

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

**In attendance:** Mrs T. Ely (RFO)

The Chairman opened the meeting, welcomed those present, and announced the emergency procedure for the King Edward Hall.

### **386. APOLOGIES AND REASONS FOR ABSENCE.**

386.1 Apologies for absence were received from Councillors Mr. M. Damsell and Mrs. V. Upton and their reasons were accepted.

### **387. DECLARATIONS OF INTEREST.**

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

### **388. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

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

### **389. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 05 JULY 2018.**

389.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 05 July 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **390. CHAIRMAN'S ANNOUNCEMENTS.**

390.1 The Chairman made no announcements.

### **391. ACTION LIST.**

391.1 This was **NOTED**.

### **392. GRANTS AND DONATIONS.**

392.1 i) Grants budget. It was **NOTED** that £450 remained in the budget of £2,350.

392.2 ii) To consider Grant requests.

Councillor Allen reported on behalf of the Grants Panel and had raised concern regarding the smaller than usual balance of spend remaining and increase in the number of grant requests being received.

Consideration had been given towards the following grant requests:

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a. Victim Support.

It had been recommended that a grant of £100 be paid. An application had been received from Victim Support dated 6 August 2018, who were a registered charity, seeking a grant towards the cost of recruiting, training and supervision of volunteers. Volunteers provided emotional and practical support, and facilities to victims and witnesses of crime in the Lindfield Parish.

**RESOLVED:** that in accordance with the recommendation of the Grants Panel and the Council's powers under Section 137 of the Local Government Act 1972, the following expenditure should be incurred which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £100 be made towards the work of Victim Support.

b. Kent Surrey and Sussex Air Ambulance Trust.

It had been recommended that a grant of £250 be paid. A letter of request had been received from the Kent Surrey and Sussex Air Ambulance Trust dated 27 June 2018, who were a registered charity, seeking a grant towards the cost of buying aircraft fuel for two life-saving missions, protective footwear for crews or a bespoke kit bag for transporting equipment to patients at the scene.

**RESOLVED:** that the Council, in accordance with its powers under Section 137 of the Local Government Act 1972, the following expenditure should incur which, in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £250 towards the work of 4Sight.

392.3 iii) Letters of thanks received.

It was **NOTED** that letters of thanks had been received from:

- Mid Sussex Older Peoples Council
- 4Sight

**393. BUDGET 2018/19.**

393.1 The budget progress reports to 31.07.18 were **NOTED:**

Finance and General Purposes Committee: a total of £50,471.29 had been spent from the budget of £159,230.

Analysis of Administration Budget: a total of £45,801.96 had been spent from the budget of £142,780.

Overall Council Budget 2018/19: a total of £65,656.21 had been spent from the budget of £216,330.00 of which £13,816.17 had been spent from the Environment and Amenities Committee's budget of £46,600.00. A total of £1,368.75 had been spent from the P&T Committee's budget of £10,500.

Reserves: a total of £8,385.50 had been spent from the Designated Reserves of £138,953.42.

**394. BUDGET 2019/20. TO NOTE PREPARATIONS FOR NEXT YEAR'S BUDGET.**

394.1 The Chairman said that the process for the preparation of the 2019/2020 budget would be started earlier this year so as to avoid last minute hastily made alterations as had occurred last year. The intention was to introduce a more formal process under which all new proposals would require proper written papers. Such papers to include: a justification for the project; the resources required both financial and human and the name of a "Lead Councillor" for the project.

The above was **NOTED** and it was **AGREED** to recommend to Full Council that members give some thought now (and not at the year end) to any new proposals they would like to be considered for next year's budget. The Clerk and/or Chairman of this committee to be advised accordingly.

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### 395. TO NOTE THAT THE VAT REFUND HAS BEEN RECEIVED INTO THE BARCLAYS BUSINESS PREMIUM ACCOUNT.

395.1 It was **NOTED** that the VAT refund of £5,627.40 had been received 11 June 2018 into the Barclays Business Premium Account. Written notification of refunds was no longer being issued to Parish Councils.

### 396. ANNUAL RETURN: UPDATE.

396.1 The Chairman reported that the external auditor had sought clarification in relation to the Explanation of Variances, confirmation that the Risk Register had been updated on an annual basis as recommend by the Internal Auditor and minuted accordingly, and clarification in respect of the Internal Auditor's response to question J relating to preparation of the accounting statements.

It was **NOTED** that the Parish Clerk and Deputy Parish Clerk had spoken to both the Internal and External Auditors in order to assist with these queries.

### 397. BARCLAYS BANK UPDATE.

397.1 The Chairman reported that the debit card had been used successfully for the first time.

It was **NOTED** that future lists of cheques that wre presented to Full Council will be updated to include debit card payments.

### 398. TO NOTE AMENDMENT TO THE TRANSFER OF SURPLUS FUNDS TO THE GENERAL RESERVE.

398.1 The Chairman reported that papers presented at recent F&GP and Full Council meetings had incorrectly included SIDS as a new Designated Reserve for £6,000. A correction had been made and the balance of £6,000 transferred to General Reserve

The above was **NOTED**.

### 399. VILLAGE DIRECTORY AND YEAR BOOK 2019.

399.1 The Chairman reported that progress was ongoing. Regretfully the number of companies wishing to agree paid for adverts was in decline. Production costs had continued to rise and adverts were no longer covering costs. Members were reminded that it had been agreed in March 2018 to seek public opinion on future editions and it had been proposed that a survey be included in the 2019 edition.

Consideration had been given towards a loose leaf letter being included in the 2019 edition inviting an email response, advantage of an online survey providing assistance with data collection was discussed and the possibility of including reference to the survey in a forthcoming issue of Lindfield Life was suggested.

It was **AGREED** that Councillor Richmond would assist the Parish Clerk in drafting a survey. It was further **AGREED** that a meeting of the Working Group would be arranged with a view to considering the 2020 edition.

### 400. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

400.1 Councillor Plass reported on behalf of the Working Group and referred to a paper that had been circulated. The following progress had been made:

- The site proposal had been agreed in full consultation with MSDC and WSCC. It had been recognised that this project contributed towards MSDC's vision for the Common for the future.
- An extensive tree consultant report had been completed confirming no adverse effects or problems for nearby trees.
- A full Public Consultation had been undertaken, which had also included informal discussions with the Lindfield Police representative and WSCC traffic department..

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- Taking on board suggestions that had been made following the Public Consultation, this had resulted in the design being modified to remove the male urinal and improving the disabled facility. The design would now incorporate 5 stand-alone cubicles, all with independent access – 1 male toilet, 1 female toilet, 2 unisex toilets (1 to include baby changing facilities) and 1 enlarged disabled toilet.
- The design footprint had been reduced by approximately 10% which would lessen visual impact.

Concern had been raised with regard to incorporating best practice standard in the disabled toilet.

The above was **NOTED** and it was **AGREED** to:

1. Recommend to Full Council that the Working Group be granted delegated authority to proceed with detailed plans being drawn up, to submit the appropriate planning application and if successful, seek permission from the Secretary of State, and to agree lease arrangements with MSDC.
2. Councillor Richmond to liaise direct with the architects to incorporate best practice standard in the disabled toilet.
3. A progress report would be released to the public by way of the Parish Council noticeboard, publication of a newsletter in Lindfield Life and recorded in the Parish Council minutes.

### 401. CLERK'S REPORT.

401.1 The Chairman reported on behalf of the Clerk on the following items:

#### i) Financial Software

The Chairman, Clerk and RFO had received a demonstration of a software package specifically developed for use by Parish Councils. Whilst a quotation had been received, alternative providers were being approached. Market research appeared to suggest that the demonstrated product was the favoured choice and the Internal Auditor had advised that in his opinion this was the best option available.

A demonstration had also been provided in respect of an allotment management software package.

It was intended that a full report would be presented to the F&GP Committee at their next meeting.

#### ii) Website

Work was progressing in developing the new website. Lindfield Parish Council had been very fortunate in that a member of the public had kindly agreed to provide photos for use on the website.

#### iii) Clock Tower House

A number of matters had been attended to:

- Work on the entrance step had been completed.
- The Clerk was obtaining information in respect of a step to assist disabled access to the foyer.
- The fire extinguishers, smoke detectors and fire alarm had undergone an inspection and a safety tag replaced on one fire extinguisher.
- A service of the air conditioning unit had been carried out, reporting no concern.

### 402. TO CONFIRM THAT THE CLERK WILL BE UNDERTAKING CiLCA TRAINING.

402.1 The Chairman advised that a copy of the Councillor Introduction to CiCLCA publication had previously been circulated to members for information.

It was **NOTED** that the Clerk had received agreement from the Chairman of Council and Chairman and Vice Chairman of the F&GP Committee to enrol on the course, which was due to commence 13 September 2018. The fees for this course were £570 which included a SSALC mentor support for 12 months. A learning outcome sheet had been issued to all parties concerned for signature.

### 403. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

403.1 The Chairman reported on the attendance of staff at training and conference events as follows:

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Staff/Councillor	Attended Event (s)	Forthcoming Event (s)
Parish Clerk	None reported	13 Sep CiLCA 27 Sep SSALC Legal & Finance Day 18 Oct SSALC Budget Planning & Precept Setting Workshop 26 Oct PT Mapping Training (at LPC Office) 1 Nov An Introduction to Project Management 6 Nov Clerks Technical Networking Day
Deputy Parish Clerk	None reported	26 Oct PT Mapping Training (at LPC Office)
Responsible Financial Officer	None reported	27 Sep SSALC Legal & Finance Day 18 Oct SSALC Budget Planning & Precept Setting Workshop

#### 404. ANY OTHER BUSINESS.

404.1 No other items of business were raised.

The public part of the meeting ended at 20.46 hours.

#### 405. EXCLUSION OF THE PUBLIC [AND PRESS].

405.1 It was **RESOLVED** 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 as desirable in the public interest that the public [and press] be excluded.

#### 406. VILLAGE ORDERLY.

406.1 Councillor Blunden reported that arrangements were in hand to interview applicants.

#### 407. CLOCK TOWER HOUSE LEASE.

407.1 Councillor Plass reported that progress was continuing to be made.

The meeting concluded at 20.56 hours.