

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 07 JANUARY 2016**, 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. A Gomme
Mr. R. Plass (Vice Chairman)
Mr. S. Shortland

In attendance:

Mrs C. Irwin (Clerk)
Mrs. T. Ely (Responsible Financial Officer)

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

75. APOLOGIES AND REASONS FOR ABSENCE.

75.1 Apologies were received from Councillor Upton and the reason was accepted.

76. DECLARATIONS OF INTEREST.

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

77. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

78. MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 DECEMBER 2015.

78.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 10 December 2015. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

79. CHAIRMAN'S ANNOUNCEMENTS.

79.1 There were no Chairman's announcements.

80. ACTION LIST.

80.1 The Action List was **NOTED**.

81. GRANTS AND DONATIONS.

81.1 Grant Budget. It was **NOTED**: The unspent balance on the grants register currently stood at £1,050.00.

81.2 Councillor Allen reported on behalf of the Grants Panel as follows:

Grant request from Outset Youth Action.

NOTED: Outset Youth Action was a registered charity which had been established to provide volunteering opportunities to young people aged 13-25, encouraging and supporting a wide range of young people to volunteer for the benefit of their local community. Activities had included assisting the elderly, supporting local schools, hospitals, hospices and nursing homes. Central to Outset's work was the continuous support given to volunteers by their team of Youth Advisers. A grant of £350 had been requested to support the work they carried out, to cover their costs and to ensure continuation of a free service to West Sussex. Councillor Allen

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had requested further information to identify the number of local members in the community that would benefit using this service.

It was **AGREED** to defer consideration of this grant request to the next committee meeting Pending receipt of a reply from Outset Youth Action.

81.3 Letter of thanks received. A letter of thanks had been received from 4Sight for a grant of £150.

82. **BUDGET 2015/2016 (Budget Progress Reports to 30 November 2015).**

82.1 It was **NOTED** that the budget progress reports to 30 November 2015 had been circulated and that the budget progress reports to 31 December 2015 had not yet been completed.

82.2 Finance and General Purposes Committee: to review payments made to 30 November 2015.

NOTED: That the F&GP Committee's budget progress to 30 November 2015 showed that from a budget of £128,020 a total of £75,644 had been spent

82.3 Analysis of Administration Budget to 30 November 2015.

NOTED: That analysis of the Administration budget had showed that to 30 November 2015, from the budget of £112,520 a total of £71,899 had been spent.

82.4 Overall Council Budget 2015 / 16: to review expenditure to 30 November 2015.

It was **NOTED:**

- £40,467 had been spent from the total Environment and Amenities Committee budget of £75,400.
- Nothing had been spent from the total Planning and Traffic Committee miscellaneous budget of £200 and designated reserves of £35,000.
- From the overall budget total of £203,620 the total spent had been £116,111.
- From the designated reserve £12,000 had been spent for upgrading street lighting and from the general reserve £1,143 had been spent to accommodate the increased cost that had been incurred to upgrade the street lighting.

83. **PROPOSED PUBLIC CONVENIENCES ON THE COMMON: TO NOTE THE RECEIPT OF THE COST PLAN.**

83.1 It was **NOTED** that a cost plan had been received. It was also **NOTED** that the Clerk had placed an order in respect of a model of the proposed building which will be put on view at the public consultation. A date for the public consultation had not yet been agreed.

84. **BUDGET 2016/2017: TO CONSIDER AND AGREE RECOMMENDATIONS TO BE MADE TO FULL COUNCIL ON THE COUNCIL'S BUDGET AND PRECEPT.**

84.1 The Chairman had reported that copies of the following papers and spreadsheets had already been circulated by the Clerk, setting out the budget proposals and funding calculations:

Policy Paper

Draft budget 2016/2017 (Sheet 1)

Breakdown of Finance and General Purposes Committee Budget (Sheet 2)

Breakdown of Administration Budget (Sheet 3)

Breakdown Environment and Amenities Committee Budget (Sheet 4)

Breakdown of Planning and Traffic Committee Budget (Sheet 5)

Anticipated Receipts to 31.03.16 and Income Analysis (Sheet 6)

Anticipated Funds as at 31.03.16 (Sheet 7)

Calculation re. funding of Budget Requirement (Sheet 8)

The total draft budget proposed for 2016/17 was £183,580.00, compared with £203,620.00 for 2015/16. The three Committees had all considered their respective budgets in detail at recent meetings. The Chairman took Members through each of the numbered spreadsheets and it was **AGREED** to confirm the budget proposals for the final draft as follows:

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	<u>2016/17</u>	compared with	<u>2015/16</u>
Finance and General Purposes Committee (of which the Administration budget accounted for £115,780 (£112,520 in 2015/16))	£131,780		£128,020
Environment and Amenities Committee	£ 51,600		£ 75,400
Planning and Traffic Committee	<u>£ 200</u>		<u>£ 200</u>
	£183,580		£203,620

Unspent balances were to be added to the general and specific reserves, as recommended by each of the Committees. The total shown as reserves was estimated at £201,610 but it was **NOTED** that this section of sheet 1 would have to be reviewed when the funds in hand at year end had been confirmed.

From Sheet 6 (Anticipated Receipts and Income Analysis) it was **NOTED** that the anticipated receipts to the 31 March 2016 were £185,843, including the notional precept of £152,000. From Sheet 7 it was **NOTED** that the budgeted income for 2016/17 had totalled £26,595.

Sheet 8 set out the calculation for funding the budget requirement. The budget total of £183,580 for 2016/17, plus general reserves of £50,000, designated reserves of £151,610 and unallocated funds of £4,322 totalled £389,512. From this deduct anticipated income together with anticipated funds in hand which totalled £232,527; this would give rise to a funding requirement of £156,985. With a precept of £152,000 a deficit of £4,985 would be left. Accordingly, it was **AGREED** that a recommendation be made to Full Council that the budget should be approved and to increase the precept to £157,000 for 2016/17.

Members expressed their appreciation to the RFO and Clerk for the considerable amount of work put into the preparation of the budget papers.

85. LINDFIELD PARISH DIRECTORY AND YEAR BOOK: REPORT ON 2016 EDITION.

85.1 The Chairman had reported that copies of a written report on the 2016 edition together with recommendations in respect of the 2017 edition had been circulated by the Clerk. It was **NOTED** that:

- Printing costs (2016 edition) for 3,600 copies - £5,040 (plus VAT)
- Income from advertising - £3,670.00
- Shortfall (advertising income less printing cost) - £1,370
- Estimated administration costs (staff hours, postage, stationery) - £1,135
- Loss - £2,504.87
- The current years' directories were of good quality and the service from Truprintmedia had been very good. The diaries had been received a little late although this was not the fault of the printers.

AGREED:

- To proceed with the Directory for 2017 with a concerted campaign involving the team of Members to increase the level of advertising. It was **NOTED** that many businesses in Lindfield did not operate from business premises and as such did not receive a letter inviting them to advertise. It was therefore **AGREED** that Councillors would try to visit as many of these businesses as possible in April with a view to increasing the number of advertisers. Old diaries would be put to good use by being presented as examples.
- To place the order with Truprintmedia.
- To print 3,800 copies for the 2017 edition. Additional copies of the 2016 edition to be printed in multiples of 100 as required. Lindfield Rural PC to be asked to meet this cost.
- To offer Lindfield Rural PC a number of dedicated pages in the Directory for 2017 to enable organisations in Scaynes Hill to advertise in this space. Lindfield Rural PC to be charged for this space.
- To make no changes to the format.
- To authorise the Clerk/Deputy Clerk in consultation with the working group to make editorial changes and increase or decrease the number of pages if necessary.
- The prices of advertisements to remain unchanged.

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- To invite Lindfield Rural PC to make a contribution of £505 towards the loss that was incurred on the 2016 edition. A further contribution would be requested should an additional print run be necessary when homes currently under construction in Gravelly Lane subsequently become occupied.

86. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

86.1 The Chairman had reported that there no further developments had occurred since the last meeting.

87. RISK MANAGEMENT (Standing Item).

87.1 It was **NOTED** that a Fire Training had been arranged to take place on 11 January 2016 at Clock Tower House. The Clerk, Deputy Clerk and RFO would be attending. LM Associates had been invited to attend and it had been indicated that one part-time member of their staff may possibly attend.

88. ANY OTHER BUSINESS.

88.1 Councillor Gomme had reported that it had been necessary to print flyers to advertise the Pop-in Session that had been arranged to take place in advance of the Neighbourhood Plan Referendum. This was **NOTED** and in view of the limited amount of time remaining it was **AGREED** that members of the team who had assisted with the distribution of the 2016 Lindfield Parish Directory and Year Books and who would be attending the Annual Thank You Party on the 9 January 2016, would be approached to see if they would kindly offer further assistance with the distribution of these flyers.

The meeting concluded at 8.45 p.m.