

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 8 JANUARY 2015** 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. M. Amor
Mr. W. Blunden
Mr. R. Pickett
Mr. R. Plass
Mrs. V. Upton

In attendance: Mrs. C. Irwin

The Chairman welcomed those present and wished them a Happy New Year.

431. APOLOGIES FOR ABSENCE.

431.1 All Members were present.

432. DECLARATIONS OF INTEREST

432.1 Councillor Upton declared a personal interest in item 7(ii) as she was the Parish Council's representative on the Mid Sussex Older People's Council.

433. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

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

434. MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 4 DECEMBER 2014.

434.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 4 December 2014. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

435. CHAIRMAN'S ANNOUNCEMENTS.

435.1 Proposed public WCs on the Common. The Chairman reported that the Working Group would be meeting on 14 January.

436. ACTION LIST.

436.1 Policies. It was suggested that the policies listed on the Action List should not be given high priority. However it was **AGREED** that the Equality Policy should have first priority of the three listed.

437. GRANTS AND DONATIONS.

437.1 Grant budget: available funds. **NOTED:** that the balance in hand was £700, including the £400 in the reserve.

437.2 Grant request from Mid Sussex Older People's Council. Councillor Upton declared a personal interest in this item as stated at Minute 432.1 and did not take part in the discussion or vote.

Councillor Allen reported that this request was for a small amount towards a celebratory lunch held for Lindfield and Haywards Heath residents on 27 October, many of whom were from Lindfield. Although the event had now taken place, it was **AGREED** to make a donation of £50.

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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 or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £50 towards the expenses of the Mid Sussex Older People's Council's celebratory lunch for residents of Lindfield and Haywards Heath.

437.3 Grant request from the Lindfield Arts Festival, 2015. The Arts Festival Directors had requested a donation to support the 2015 event, in particular towards the cost of workshops led by professional actors, musicians, artists, dancers, authors and designers which would be offered free of charge to participants. Councillor Allen had written a review of this application which had been circulated to Members. He reported that the application conformed to the main criteria in the Parish Council's Grants Policy. It was **RESOLVED** to award a grant of £250 to the Lindfield Arts Festival 2015 under the powers granted by Section 145 of the Local Government Act 1972 to contribute towards expenses related to entertainment and the arts.

438. BUDGET 2014/15.

438.1 The December financial reports were not yet available. The budget progress to 30.11.14 was **NOTED**.

438.2 Finance and General Purposes Committee – payments made to 30.11.14. **NOTED:** that the F&GP Committee's budget progress to 30.11.14 showed that a total of £77,237 had been spent from the budget of £123,020 – a variance of £45,782 which was 37% underspent at eight months). There had been no expenditure on the capital projects.

438.3 Analysis of Administration budget progress to 30.11.14. **NOTED:** that the breakdown of the Administration Budget showed that to 30.11.14, £72,655 had been spent from the budget of £108,520 - a variance of £35,865 (33% underspent).

438.4 Environment and Amenities Committee budget progress to 30.11.14. **NOTED:** that £15,386 had been spent from the budget total of £70,000 (a variance of £54,613 (78% underspent).

438.5 Planning and Traffic Committee budget progress to 30.11.14. **NOTED:** that £18 had been spent from the budget of £40,200.

438.6 Overall Council budget progress to 30.11.14. **NOTED:** that £92,642 had been spent from the total in year budget of £263,220 – a variance of £170,577 (65% underspent). From the reserves £1,500 had been spent from the total of £259,152.

439. LINDFIELD PARISH DIRECTORY AND YEAR BOOK: REPORT ON 2015 EDITION.

439.1 The clerk had circulated a written report on the 2015 edition with recommendations in respect of the 2016 edition. **NOTED:**

- Printing costs (2015 edition) - £4,950.00 (plus VAT)
- Income from advertising - £3,540.00
- Shortfall (advertising income less printing) - £1,410.00
- Estimated administration costs (staff hours, postage, stationery) - £1,065.20
- Loss - £2,475.20
- The directories were of good quality and the service from Truprint Media had been very good.
- Printing for 2016 edition had increased slightly: £5,050 for 3,600 copies and £5,440 for 3,900 copies.

AGREED:

- To proceed with the Directory for 2016
- To place the order with Truprint Media
- To make no changes to the format
- The print run to be confirmed later in the year
- 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
- To increase the prices of advertisements by 10% rounded up to the nearest £5:

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Full page	– £160.00
Half page	– £90.00
Third page	– £70.00
Quarter page	– £55.00
Sixth page	– £45.00

- To ask Lindfield Rural Parish Council for contribution of 18.7% of the total loss, 18.7% being the percentage of directories delivered within the Rural Parish. This percentage would be recalculated for the 2016 edition to take into account the new homes in Gravelly Lane.

440. BUDGET AND PRECEPT 2015/16.

440.1 A full set of papers and spreadsheets had been circulated, setting out the budget proposals and funding calculations. The Finance and General Purposes Committee's task was to consider these proposals and agree the recommendations on the budget and precept to be put before Full Council on 22 January for approval.

The total draft budget proposed for 2015/16 was £203,620, compared with £263,220 for 2014/15. 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:

	<u>2015/16</u>	compared with	<u>2014/15</u>
Finance and General Purposes Committee (of which the Administration budget accounted for £112,520 (£108,520 in 2014/15))	£128,020		£123,020
Capital projects	£ - - - - -		£ 30,000
Environment and Amenities Committee	£ 75,400		£ 70,000
Planning and Traffic Committee	£ 200		£ 40,200
	<u>£203,620</u>		<u>£263,220</u>

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 £376,581 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.

The Chairman reported that the terms of partial repayment of the loan from the Public Works Loan Board would not be favourable and it was therefore **AGREED** that the £84,170 capital receipt from the sale of 6 Denmans Lane should be retained as a capital reserve for suitable projects such as the public WCs on the Common.

It was also **AGREED** that the two items in the reserves for Public Toilets on the Common shown as Capital Project and Sinking Fund should be merged as Capital Project.

From Sheet 6 (Anticipated Receipts and Income Analysis) it was **NOTED** that the anticipated receipts to 31.03.15 came to £113,169.55, plus the precept of £152,000, making a total of £265,169.55 and that the budgeted income for 2015/16 was £26,545.00.

Sheet 8 gave the calculation for the funding of the budget requirement. The budget total of £203,620 for 2015/16, plus reserves of £376,581.77, less anticipated funds in hand of £251,625.52, anticipated income of £26,545 and a precept of £152,000 would result in a deficit of £150,000. However it was **NOTED** that because it was highly unlikely that all the amounts shown as reserves would be spent, and Members were satisfied that there should be adequate funds to cover expenditure in 2015/16.

It was **AGREED** to recommend to Full Council that the budget should be approved.

It was also **AGREED** to recommend to Full Council that the precept should remain at £152,000 for 2015/16.

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

441. ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

441.1 It was **AGREED** to authorise the Clerk and Deputy Clerk to attend the SSALC Clerks' Networking Day on 4 March (£60 plus VAT each).

442. RISK MANAGEMENT.

442.1 There was nothing to report at this meeting.

443. ANY OTHER BUSINESS

443.1 No other items of business were raised.

The public part of the meeting ended at 8.35 p.m.

444. EXCLUSION OF THE PUBLIC [AND PRESS]

444.1 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.

445. STAFFING.

445.1 Arrangements were discussed regarding the recruitment of a new staff member.

The meeting concluded at 8.40 p.m.