

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 18 JANUARY 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 (Vice Chairman)  
Mrs. S. Richmond  
Mrs. V. Upton

**In attendance:** Mr A. Funnell (Clerk)  
Mrs T. Ely (Responsible Financial Office)  
1 member of the public

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

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

308.1 Apologies for absence were received from Councillor Damsell and the reasons were accepted.

### **309. DECLARATIONS OF INTEREST.**

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

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

310.1 A member of the public had commented on the anticipated spend for salaries under the proposed budget for 2018/2019 and underspend in previous years especially regarding Member's Allowances.

These comments were **NOTED**.

### **311. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11 JANUARY 2018.**

311.1 It was **NOTED** that the Minutes of the meeting of the Finance and General Purposes Committee that had been held on 11 January 2018 were being prepared.

### **312. CHAIRMAN'S ANNOUNCEMENTS.**

312.1 The Chairman apologised for the delayed preparation of the Budget for 2018/2019. This had not run as smoothly as usual as one or two late amendments had been raised. The process of Budget preparation would be reviewed for next year. The Chairman of the Council apologised for not having had the opportunity to consider the proposed Budget due to health reasons and other commitments.

### **313. BUDGET 2018/19.**

313.1 Proposed Budget 2018/19. The Chairman reported that the three Committees had considered their respective budgets in detail at recent meetings and these had been pulled together and were now detailed in the spreadsheets now before the meeting numbered 1 to 8 setting out the budget proposals, funding calculations and policy paper which had given an explanation for the separate items of expenditure.

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The Chairman then took the meeting through the spreadsheets, the details of which are summarised below:

	2017/18	2018/19
<b>SHEETS 1 - 5</b>		
	£	£
Administration budget (including new items totalled £21,000)	123,130	142,780
Finance and General Purposes Committee (including Administration budget)	139,130	159,230
Environment and Amenities Committee (including new items totalled £5,573)	47,750	46,600
Planning and Traffic Committee (including new item for £6,000)	10,000	10,500
	<u>197,080</u>	<u>216,330</u>
<b>SHEET 6</b>		£
Estimated Cash required to Support Total Budget Reserves		188,953.42
<b>SHEET 7</b>		£
Anticipated Receipts and Income Analysis (excluding Precept)	29,075	23,708
<b>SHEET 8</b>		
Calculation of Precept Required for Proposed Budget 2018/19		
Income:		£
Anticipated funds in hand as at 31.03.18	223,581	
Plus budgeted income in forthcoming year	<u>23,708</u>	247,289
Less Anticipated expenditure:		
Revenue budget 2018/19	216,330	
Funds required to support reserves	<u>188,953</u>	<u>405,283</u>
Precept required		<u>157,994</u>
		Say 158,000

The Chairman reported on the following proposed new items:

### F&GP Committee – Administration Budget 2018/2019 (Sheet 3)

The salaries budget had been reduced by £4,000 reflecting current staffing and an allowance had been given towards the cost of enlisting the assistance of a Planning Assistant in relation to the Traffic Study and for any potential significant planning applications that may arise.

The cleaning/catering budget had been increased to £2,000 to reflect appointment of a new contract cleaner. The current Website Maintenance budget had been revised to IT & Website Maintenance with an increased budget of £2,000 to allow for an upgrade of the Website and IT equipment and a new budget of £3,000 had been recommended for Data Protection to reflect the Parish Council's obligations in meeting forthcoming legislation requirements.

At the proposal of the Chairman of Council a new budget had been included for £18,000 with a view to employing a Village Orderly & Community Warden in light of the imminent withdrawal of the Haywards Heath Town Council cluster group arrangement. The Chairman of Council advised that this new appointment would reflect public comment regarding the state of the village and would include assistance with general maintenance work. Many Parish Councils had embraced this post and Lindfield Parish Council had previously employed a Village Orderly.

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The above was **NOTED** and it was **AGREED** to accept the proposed changes for the Administration Budget for 2018/2019.

### Planning & Traffic Committee Budget 2018/2019 (Sheet 5)

Following consultation with the Chairman of the P&T Committee, and the Chairman of Council, an amended proposal to include a new budget item for Speed Indicator Devices had been proposed totalling £6,000. The Chairman of Council reported that the Traffic Study Public Consultation had highlighted speeding problems and this would help to address these concerns as early as possible. Members of the Committee had been reminded that West Sussex Highways had a three week waiting period to request use of this equipment and Lindfield Parish Council had applied 20 months ago for this facility. This budget would support purchase of two devices and the associated deployment costs.

The above was **NOTED** and it was **AGREED** to accept the proposed changes for the P&T Budget for 2018/2019.

### Budget Reserves 2018/2019 (Sheet 6)

The E&A Committee had proposed a new budget for Village Archives totalling £200 representing the unspent balance from 2017/2018. A new maintenance budget for the Joint Project with MSDC/WSCC Post and Rail Fencing including Lindfield Pond and Lindfield Common totalling £5,373 had also been proposed.

The P&T Committee had withdrawn budget headings in respect of the Professional Fees/ Neighbourhood Plan and Traffic Study.

The above was **NOTED** and it was **AGREED** to accept the proposed changes for the Reserves Budget for 2018/2019.

It was **PROPOSED** by Councillor Blunden, **SECONDED** by Councillor Plass and unanimously **AGREED** that a budget of £216,330 be recommended for 2018/2019. It was also **AGREED** to recommend to Full Council that a precept of £158,000 be submitted to MSDC for 2018/2019.

## **314. ANY OTHER BUSINESS.**

314.1 No other items of business were raised.

The meeting concluded at 20.36 hours.