

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 18 JULY 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

Parish Councillors Mr. S. Henton (Chairman)
 Mr. M. Amor
 Mr. M. Allen
 Mr. R. Pickett
 Mr. R. Plass (Vice Chairman)

In attendance: Mrs. C. Irwin

262. APOLOGIES AND REASONS FOR ABSENCE.

262.1 Apologies for absence were received from Councillors Blunden and Upton and the reasons were accepted.

263. DECLARATIONS OF INTEREST

263.1 There were no such declarations.

264. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

265.1 There were no members of the public present.

266. MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 23 MAY 2013

266.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 23 May 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

267. CHAIRMAN'S ANNOUNCEMENTS.

268. ACTION LIST.

268.1 Minute 215.1 (10.01.13) – liaison with Lindfield Rural Parish Council. It was **AGREED** to delete this action to make an informal approach to Lindfield Rural Parish Council about a possible merger from the Action List, although it was acknowledged that it was in the Five Year Plan.

268.2 Minute 249.1.2 (23.05.13 – asset register). It was **NOTED** that the RFO had now brought the asset register up to date with recent purchases in the format recommended by the Internal Auditor.

268.3 Minute 253.2 (23.05.13) – photocopier. **NOTED** that the agreement for the photocopier had not yet been signed as the Clerk had queried certain details in the terms and conditions which were to be covered by means of an addendum listing the variations. The company used a standard contract but some of the conditions did not apply to public sector customers. **NOTED:** Image Runner, the current provider had been taken over by Balreed in Maidstone.

LINDFIELD PARISH COUNCIL

269. GRANTS AND DONATIONS.

- 269.1 Grants budget: available funds. **NOTED:** £900 had been spent leaving a balance of £1,100. The RFO had indicated that she would not be adjusting the budget figure to include the additional £500 which it had been agreed to vire from the General Reserve. There were no current applications for consideration
- 269.2 Letters of thanks received. Letters of thanks for grants made had been received from the Lindfield Arts Festival, Mid Sussex Older People's Council, Lindfield Bonfire Society and the West Sussex Mediation Service.

270. BUDGET 2013/14

- 270.1 Finance and General Purposes Committee - payments made to 30.06.13. **NOTED** that the F&GP Committee's budget progress to 30.06.13 showed that from a budget of £119,675, a total of £36,342 had been spent.
- 270.2 Analysis of Administration Budget to 30.06.13. **NOTED** that the breakdown of the Administration Budget showed that to 30.06.13, from the budget total of £104,675 the sum of £33,094 had been spent.
- 270.3 Overall Council Budget to 30.06.13. **NOTED:**
- Environment and Amenities £7,843 had been spent from the budget of £64,150
£2,650 had been spent from the outstanding project sum of £2,500 for bus stop poles, which was therefore £150 overspent,
£369 had been spent from the designated reserve for litter bins
 - Planning and Traffic Committee £620 had been spent from the total budget of £20,200.
 - Council's in-year budget £44,806 had been spent from a total of £242,025 and a further £3,019 from outstanding projects and reserves of £166,689.

271. ALLOCATION OF UNSPENT FUNDS AND TRANSFERS TO RESERVES.

- 271.1 The RFO had prepared a short paper summarising the recommendations of the E&A and P&T Committees and setting out the F&GP's unspent funds from the last financial year. The paper was accepted and the recommendations as set out below were **AGREED:**

Finance and General Purposes Committee

Outstanding Projects – None

General Reserve	Remain at	50,000.00
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Designated Reserves:

Sinking Fund – Denmans Lane	Remain at	3,600.00
New Premises	Removed	
Election	Remain at	3,121.00
Capital Project: Toilets on Common	Remain at	30,000.00
Public toilets on Common: Sinking fund	Remain at	<u>20,000.00</u>
		56,721.00

On 7 March 2013 (Minute 224.3), the F&GP Committee agreed that £500 should be vired from the General Reserve to increase the Grants and Donation budget to £2,000. This will not be shown in the budget heading, but will be reflected in the budget progress sheet at the appropriate time.

LINDFIELD PARISH COUNCIL

Environment and Amenities Committee

Outstanding Projects

On 6 June 2013 (Minute 263.2), the E&A Committee agreed the following should be carried forward as outstanding projects:

Street map of Lindfield	3,816.25
Bus Stop Poles refurbishment	<u>2,500.00</u>
	6,316.25

Designated Reserves:

Street Lighting	7,404.88
Allotments	1,312.84
Denmans Lane toilets: maintenance sinking fund	5,000.00
Repair/maintenance of community assets – sinking fund	3,000.00
Maintenance of King Edward Hall clock	900.00
Christmas Lights	2,100.00
Replacement of litter bins	2,831.00
Tree Pollarding	<u>2,500.00</u>
	25,048.72

Planning and Traffic Committee

Outstanding Projects – None

Designated Reserves:

On 21 May 2013 (Minute 332.1), the P&T Committee agreed that the sum of £28,603.71 be transferred into a designated reserve – Professional Fees/Neighbourhood Plan.

In summary:

Outstanding Projects:	6,316.25
General Reserve	50,000.00
Designated Reserves:	
Finance & General Purposes Committee	56,721.00
Environment & Amenities Committee	25,048.72
Planning & Traffic Committee	<u>28,603.71</u>
	110,373.43
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272. AUDIT.

272.1 Internal Auditor's report. The Internal Auditor's report which had been appended to the Annual Return to the External Auditor, had highlighted four items, the first two of which were for further consideration:

- Financial Regulations and Standing Orders – the Council had deferred the review pending the new model Standing Orders to be published by NALC and further guidance following the repeal of the requirement for two signatures on all financial transactions.

LINDFIELD PARISH COUNCIL

- Risk Assessment. The Internal Auditor had drawn attention to the risk assessment documents that had not yet been scored as low, medium or high risk and he had put in his statement that the annual review in Council was outstanding. As the Council had to confirm on the Governance Statement in the Annual Return that the Risk Assessment was being done, it was **AGREED** that in the future, this should be routinely put on the agenda with the Annual Review of Internal Audit and Controls at a Council meeting held in the Spring before the meeting when the Annual Return was due to be agreed.

The other two items were **NOTED**:

- that the Accounting System had been changed for the year ending 31.03.13 from Income and Expenditure to Receipts and Payments and the figures on the return for 31.03.12 had been restating in the new format..
- that Boxes 1,7 and 8 of the Annual Return 31.03.11 had been amended in accordance with instructions given by the External Auditor to include the Petty Cash in the figures.

272.2 To confirm the appointment of the Internal Auditor for the Financial Year 2013/14. **NOTED** that Mr. Frost's fees had increased. **AGREED** to confirm the appointment of Peter Frost as the Parish Council's Internal Auditor for 2013/14.

273. PARISH OFFICE UPDATE.

273.1 General Meeting of the Shareholders of Lindfield Enterprise Park Ltd. It was **AGREED** to defer consideration of this item to the confidential session.

273.2 Meeting with tenant. A meeting had been arranged with the Tenant on 5 August to discuss the lease and other matters.

273.3 Clock. The Clerk had arranged for a clock specialist to inspect the clock in the tower on 19 July. If the repair could be carried out during the inspection, the normal call out charge would apply and an estimate had been requested for any other work required. It was **AGREED** to authorise the Clerk, in consultation with Councillor Henton and either Councillor Blunden or Councillor Plass to arrange for any further work to the clock on receipt of an estimate, subject to an upper limit of £500.

273.4 Sign. The Lindfield Parish Council sign was now in place over the door.

274. PUBLIC TOILETS ON THE COMMON UPDATE

274.1 Goulds had been contacted to arrange a meeting with the Working Group at the end of July and they had been informed of the initial views of the Council on the first set of plans.

275. ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

275.1 LGPS AGM It was **NOTED** that the AGM of the West Sussex Pension Scheme was to take place in Chichester on Wednesday 24 July at 2.15pm. The agenda was to include the impact of the changes taking place from April 2014 under Lord Hutton's reforms to pension entitlement. It was **AGREED** not to send a representative to this meeting.

276. RISK MANAGEMENT.

276.1 A professional fire risk assessment of the Clock Tower House had been carried out by Phoenix Risk Assessment, following an inspection of the premises before the Parish Council moved in. The actions required were being addressed: two new fire extinguishers had been ordered and additional fire exit signage put up. The under-stairs cupboard, which housed the electricity meters, had been cleared of flammable items, tidied and cleaned. Councillor Plass explained that this very comprehensive risk assessment had been necessary in order to obtain a fire certificate, which was required because of the building's dual occupancy by two groups of people operating independently of each other. Phoenix would re-inspect when the remedial work was completed and they would be asked to reassess some of their requirements in the context of how the building was used now that it was in full occupation.

LINDFIELD PARISH COUNCIL

It was **AGREED** that the remaining actions should be completed before the next F&GP Committee meeting.

277. ANY OTHER BUSINESS.

- 277.1 NJC Pay Scales 2013/14. **NOTED** that SALC had, that day, circulated a notice that the NJC had confirmed that the pay scales for 2013/14 had been agreed by the Local Government Employers and trade unions, with a pay increase of 1% with effect from 1 April. NALC and the Society of Local Council Clerks would shortly confirm the national salary award for clerks, deputies and RFOs employed under the model employment contract. This would be on the agenda for the next F&GP Committee meeting on 26 September.

The confidential part of the meeting commenced at 8.30 p.m.

278. EXCLUSION OF THE PUBLIC AND PRESS.

- 278.1 Although there were no members of the public present, because of the confidential nature of the business to be transacted, it was **AGREED**, in accordance with the Public Bodies Admission to Meetings Act 1960 (section 1(2)) and the Parish Council's Standing Order 1(c), that it was advisable in the public interest that the press and public be excluded.

279. MATTERS RELATING TO PROPERTY AT 6 DENMANS LANE.

- 279.1 Members **NOTED** an update on legal advice and valuations received.

280. MATTERS RELATING TO THE CLOCK TOWER HOUSE (*deferred to confidential session – Minute 273.1*).

- 280.1 A notice had been received of a general meeting of shareholders of Lindfield Enterprise Park Ltd. It was **AGREED** that the Parish Council should be represented by a staff member and a Councillor and that these should be the Deputy Clerk and Councillor Blunden, with Councillors Henton and Plass as reserve Councillors.

The meeting concluded at 8.40 p.m.