

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 28 July 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. R. Pickett
Mr. R. Plass (Vice Chairman)
Mr. S. Shortland
Mrs. V. Upton

In attendance: Mrs. C. Irwin (Clerk)
Mrs. T. Ely (RFO)

129. APOLOGIES AND REASONS FOR ABSENCE.

129.1 All members were present.

130. DECLARATIONS OF INTEREST.

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

131. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

132. MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26 MAY 2016.

132.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on 26 May 2016. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of that meeting.

133. CHAIRMAN'S ANNOUNCEMENTS.

133.1 The Chairman advised that the matter concerning splitting the Council's funds would be referred to the next Full Council meeting.

134. ACTION LIST.

134.1 The Action List had been previously circulated and was **NOTED**.

135. GRANTS AND DONATIONS.

135.1 Grant budget.

NOTED: that the budget for the current financial year was £2,000 and that the total spent to date had been £600.00.

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

Grant request from West Sussex Mediation Service.

NOTED: West Sussex Mediation Service provided a free community and Intergenerational Mediation service to anyone living or working in West Sussex, using trained and accredited local volunteer mediators. Local venues to hold the actual mediation sessions were also provided and paid for by this charity. The charity had launched their Elder Mediation service and Conflict Coaching service this year.

Lindfield Parish Council would be recognised, as a funder, in their Annual Report, website and via social media.

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A grant of £75.00 had been requested. It was **RECOMMENDED** and **AGREED** that an increased grant of £100 be considered.

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 £100 towards the work of West Sussex Mediation Service.

135.3 Letters of thanks received.

Letters of thanks had been received from St Catherine's Hospice for a grant of £250, St Peter and St James Hospice for a grant of £250 and Home Start for a grant of £100.00.

136. BUDGET 2016/17.

136.1 The overall total expenditure to 30 June 2016 was £38,459, of which:

- £31,167 had been spent from the F&GP budget of £131,780, including £28,049 from the Administration budget total of £115,780.
- £5,900 had been spent from the E&A budget of £51,600.
- £50 had been spent from the P&T Miscellaneous budget of £200.
- £1,341 had been spent from the General Reserve.

137. ADMINISTRATION SUB COMMITTEE: TO RECEIVE THE MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 7 JULY 2016.

137.1 These were received and **AGREED**.

138. PARISH OFFICE: PHOTOCOPIER.

138.1 The Chairman had confirmed that a Delegated Decision Report from the Clerk had been previously circulated and had invited the Clerk to give a verbal update. Quotations had been received from Direct Tec with renegotiated terms and costs, and two from other companies in respect of comparable new equipment. A decision had been agreed between the Clerk and Chairman of the Finance and General Purposes Committee to remain with Direct Tec. This had taken into consideration price, favourable renegotiated terms, difficulties incurred with restricted access to the office premises, saving time and hassle with returning existing equipment, reliability of existing equipment and offer made by Direct Tec to replace the machine free of charge in the event that it could not be repaired.

The decision to accept and agree a renegotiated contract with Direct Tec to rent a photocopier was **NOTED**.

139. PROPOSED PUBLIC CONVENIENCES ON THE COMMON: TO NOTE THE RESPONSE FROM THE LINDFIELD CRICKET CLUB COMMITTEE.

139.1 Councillor Blunden reported on behalf of the Working Group for the proposed public conveniences on the common project as follows:

A copy of an e-mail dated 23 June 2016 received from Les Andrews on behalf of the Lindfield Cricket Club had been circulated. On consideration the Cricket Club had felt unable to accommodate the suggestions that had been put forward by the council in view of the fact that the pavilion was occupied by the Montessori Nursery, impact on drainage and impingement on their ability to extend the pavilion. Should the area no longer be used for practice, concern had been raised regarding safety issues when cricket was in progress as well as the visual impact.

This response was **NOTED**.

It had been **AGREED** that the Clerk would obtain a copy of a detailed plan of the area leased by the Cricket Club with a view to identifying any possible suitable site.

140. ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

140.1 It was **NOTED** that Councillors Blunden and Upton had booked to attend the SSALC Chairs Networking Day on 27 September 2016.

141. HEADLINE REPORT FROM RFO ON MATTERS ARISING AT THE SSALC LEGAL AND FINANCE DAY.

141.1. The RFO had circulated a report at the meeting. Matters arising had included a general legal update, finance update and contract presentation.

142. RISK MANAGEMENT.

142.1. The Clerk had reported that a review of the accounting system was under way and that the RFO was hoping to arrange a visit to Lindfield Rural Parish Council to view their computer finance system.

These items were **NOTED**.

143. ANY OTHER BUSINESS.

143.1 No other items of business were raised.

The meeting concluded at 8.30 p.m.