

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 28 NOVEMBER 2013** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

Present:

Parish Councillors: Mr. S. Henton (Chairman)
Mr. M. Allen
Mr. M. Amor
Mr. W. Blunden
Mr. R. Plass (Vice Chairman)
Mrs. V. Upton

In attendance: Mrs. C. Irwin

Not present: Mr. R. Pickett

The Chairman welcomed all those present.

300. APOLOGIES AND REASONS FOR ABSENCE.

300.1 Apologies for absence were received from Councillor Pickett and the reasons were accepted.

301. DECLARATIONS OF INTEREST.

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

302. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

302.1 There were no members of the public present.

303. MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26 SEPTEMBER 2013.

303.1 The Chairman called for approval of the Minutes and Confidential Minutes of the meeting of the Finance and General Purposes Committee held on 26 September 2013. These were **AGREED** and the Chairman **SIGNED** the Minutes and Confidential Minutes as being a true record of the meeting.

304. CHAIRMAN'S ANNOUNCEMENTS.

304.1 The Chairman had no announcements to make.

305. ACTION LIST.

305.1 The Action List was noted without comment.

306. GRANTS AND DONATIONS.

306.1 Grants and donations budget – available funds. It was **NOTED** that there was a balance £1,000 in the grants and donations budget, including the £500 it had been agreed to vire from the General Reserve.

306.2 Grant applications received

Lindfield History Project Group. The History Project Group had applied for a grant of £250 towards the costs of a public exhibition "Lindfield and the Great War" to commemorate the centenary of World War 1 in 2014. Councillor Allen, on behalf of the Grants Panel, reported that the application met the criteria and recommended a donation for £250, as requested.

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

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or its inhabitants and will benefit them in a manner commensurate with the expenditure: a grant of £250, towards the Lindfield History Project Group's Public Exhibition "Lindfield and the Great War".

Lindfield Arts Festival 11 – 14 September 2014. The Lindfield Arts Festival was an annual community based event within the village which engaged the whole community in a weekend dedicated to the arts and celebrating the full extent of the creative talents within the local community. Councillor Allen had circulated a review of the application, recommending a grant of £250 as requested. During discussion it was noted that the event was becoming increasingly more commercial, however the Arts Festival did not make a profit, any surplus funds being used to seed the next event. It was also noted that in the first years, the Arts Festival had benefited from a significant donation from Barratts, which was no longer the case. It was **AGREED** to award the grant, which was half the amount requested for 2013 event and to consider future requests on the basis of the accumulated funds shown in the accounts.

RESOLVED: to award a grant of £250 to the Lindfield Arts Festival towards the 2014 event (Section 145, LGA 1972 - power to contribute towards the expenses for the provision of an entertainment of any nature).

306.3 To note letters of thanks received. **NOTED:** a letter of thanks had been received from Victim Support for the grant of £100.

307. BUDGET 2013 / 14.

307.1 Due to the RFO's recent leave, the October reports were not yet completed. The reports to the end of September had been received and noted by Full Council on 14 November.

307.2 Finance and General Purposes Committee - to review payments made to 30.09.13. **NOTED:** that the F&GP Committee's budget progress to 30.09.13 showed that from a budget of £119,675, a total of £58,074 had been spent and a further £3,237 from the Capital Projects budget of £38,000.

307.3 Analysis of Administration Budget to 30.09.13. **NOTED:** that the breakdown of the Administration Budget showed that to 30.09.13, from the budget total of £104,675, the sum of £53,853 had been spent.

307.4 Overall Council Budget 2013 – 14: to review expenditure to 30.09.13. **NOTED:**

- Environment and Amenities £11,329 had been spent from the budget of £64,150
£2,650 from the outstanding project sum of £2,500 for refurbishment of bus stop poles had been spent
£369 had been spent from the designated reserve for litter bins
- Planning and Traffic Committee £8,785 had been spent from the total budget of £20,200.
- Council's in-year budget £81,426 had been spent from a total of £242,025
- Outstanding projects and reserves £3,019 had been spent from the total of £166,689.

308. BUDGET 2014 / 15.

308.1 It was **NOTED** that the papers submitted with the agenda were a work in progress and would be completed for the F&GP meeting on 9 January and for approval by Full Council on 16 January. The Environment and Amenities Committee would be considering its budget on 5 December.

308.2 Finance and General Purposes Committee Budget for 2014/15. It was **NOTED** that further work on the Administration Budget breakdown was needed before that sheet could be finalised.

During discussion it was **NOTED** that further work on the roof and clock, replacing the loft ladder and the separation of the electricity supply would use a considerable amount of the remaining fund for repairs and remedial work to the Clock Tower House. It was **AGREED** to budget a further £10,000 under this heading and allocate the surplus from the current year to a designated reserve for maintenance of the Clock Tower House and the Parish Council's share of any costs associated with the Enterprise Park. In view of the decision to retain ownership of 6 Denmans Lane and to rent it out, it was **AGREED** that a sum should be held to meet

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expenditure that the Council may incur as landlords and therefore it was suggested that the Denmans Lane sinking fund be increased to £3,000 and the other budget items for Denmans Lane removed.

Subject to completion of the Administration Budget and any further adjustment by the RFO, it was **AGREED** that the F&GP budget for 2014/15 should be as follows:

Administration	-	(to be completed by RFO)
Chairman's Fund	-	£ 500
Grants/donations	-	£1,500
Annual Memberships/subscriptions	-	£2,500
Village Directory	-	£5,500
Newsletter/Annual Report	-	£2,000
Members' Allowances	-	£2,500
Repairs and remedial work to Clock Tower House	-	£10,000
Capital Project: Toilets on Common	-	£20,000

It was suggested that the designated reserves headed Capital Project: toilets on Common and Public Toilets on Common – sinking fund should be merged under one heading.

308.3 Preliminary consideration of Council's overall budget.

The E&A Committee would be considering its budget at the meeting to be held on 5 December, but at the meeting held on 3 October it was proposed to budget for four new projects: reprint of the Lindfield leaflet; replacement of the York Stone paving at the Post Office corner; upgrading Hickmans Lane playground and a new bus shelter in the High Street. The Chairman of the E&A Committee asked any members with strong reactions to any of the proposed new projects to make it known straight away. In response to Members' questions, the Chairman of the E&A Committee explained that :

- the suggested location for the bus shelter was outside Mark Revill and if it were glass fronted it would not obscure the shop fronts to the same extent as a solid one.
- the paving at the Post Office corner should be replaced with York Stone as the Parish Council had paid to have that laid when the traffic calming measures were implemented following the 1996 Traffic Study report.

The P&T Committee had agreed to make the following recommendations for their budget:

Miscellaneous - £200 with any unspent balance at end of current financial year to the General Reserve

Professional fees - £20,000 with any unspent balance to the existing Designated Reserve of £20,000 which

was to

remain for 2014/15

New project for 2014/15 - £20,000 for a Traffic Study

Members discussed the matter of a traffic study and it was **NOTED** that what was needed was an objective traffic study whereas other recent studies had been linked to development proposals. There had been several approaches to the Council regarding traffic speeds and other issues including a petition from residents of High Beech Lane, representations from residents in the High Street, Hickmans Lane and Finches Gardens and traffic proposals from Lindfield Primary School. A new traffic study would assess the impact of the Haywards Heath relief road and recent development and additional traffic movements resulting from other proposed larger development could be taken into the modelling and it would help provide evidence for schemes for which developer funding could be sought. The Planning and Traffic Committee had been fully in support of undertaking this study.

309. LINDFIELD PARISH DIRECTORY AND YEAR BOOK.

309.1 Update on debt recovery - 2013 edition. It was **NOTED** that, further to Minute 290.1, of the F&GP meeting held on 26 September 2013, Councillor Allen had been successful in recovering the outstanding debt from the 2013 edition.

309.2 Update on 2014 edition. The diaries had been delivered from the printers in good time and delivery to residents was nearing completion. The quality appeared to be much better than the previous edition and there had been no problems. A full report would be prepared for the next meeting. The printer's invoice for £5,940 including VAT had been paid.

310. PARISH OFFICE.

310.1 NOTED:

- The electrical work to enable the electricity to be metered separately for the tenant would be carried out the following weekend along with upgrading the lights in the reception area.
- Full Council had agreed, at the meeting on 14 November, to rent out the Denmans Lane premises initially and to put all the ongoing administration into the hands of an agent. Three agents had been approached for quotations and Full Council had authorised the Clerk, in consultation with the Chairman of Council and the Chairman and Vice Chairman of the F&GP Committee to make the necessary arrangements.
- The Denmans Lane office had been put to good community use on 23 November when All Saints Church had been permitted to use it for a fund raising event, which had been very well supported.

311. PUBLIC CONVENIENCES ON THE COMMON.

311.1 The Chairman reported that the Working Group had met with Nick Rowe from Goulds who had redrawn the plans to show the building the preferred way round and Members of the Working Group were now happy with the design. A budget estimate had been given for the building work and fitting of the units. Goulds' fees and the costs associated with obtaining planning and Commons Act permissions would be additional. It was **AGREED** that at this stage, these estimates should be recorded in a separate confidential minute.

The next step would be to approach MSDC for a meeting before consultation with residents early in the New Year.

The Clerk had been informed by the Assistant Planning Policy Officer at MSDC that £8,875 in S 106 money from the Blackthorns Nursing Home redevelopment was intended for the WCs and that sums from the Local Community Infrastructure contribution of £76,232 from The Limes could potentially be allocated to this project as well. He had confirmed that this would not be limited by the amounts available from other sources.

312. TRAINING AND CONFERENCE EVENTS.

312.1 There were no events coming up in the near future.

313. RISK MANAGEMENT.

313.1 **NOTED:** Councillor Plass and the Clerk had conducted an internal review of the requirements for the fire risk assessment for the Clock Tower House and Phoenix would be invited to return to review their risk assessment in the near future.

314. ANY OTHER BUSINESS.

314.1 No other items of business were raised.

The meeting concluded at 8.52 p.m.