

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 01 MARCH 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. M. Damsell  
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)

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

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

315.1 All members were present.

### **316. DECLARATIONS OF INTEREST.**

316.1 Grants and donations. Councillor Allen declared a personal interest in item 7.ii on the Agenda (grant application from St. Catherine's Hospice) in view of his wife's involvement in fund raising for this establishment.

316.2 Review of Licence Fee Re: 21 Denmans Lane and to consider the Fee for 2019/20. Councillor Allen declared a personal interest in item 23. on the Agenda in view of the fact that he was an acquaintance of the licensee.

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

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

### **318. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11 and 18 JANUARY 2018.**

318.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 11 January 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

It was **NOTED** that the Minutes of the meeting of the Finance and General Purposes Committee that was held on 18 January 2018 were being prepared.

### **319. CHAIRMAN'S ANNOUNCEMENTS.**

319.1 The Chairman made no announcements.

### **320. ACTION LIST.**

320.1 This was **NOTED**.

### **321. GRANTS AND DONATIONS.**

321.1 i) Grants budget. It was **NOTED** that £850 remained in the budget of £2,000.

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ii) Grant request from St Catherines's Hospice. Councillor Allen, having declared a personal interest in this item, as stated in Minute 316.1, remained present.

Councillor Upton reported on behalf of the Grants Panel and recommended that a grant of £250 be paid.

A letter of request had been received from St Catherine's Hospice dated 4 January 2018, who were a registered charity, seeking a grant towards the cost of providing nursing care to patients living in Lindfield at the end of their life.

**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 £250 towards the work of the St Catherine's Hospice.

iii) Letters of thanks received. **NOTED:** that no letters of thanks had been received.

iv) To consider the use of an application form. The Parish Clerk had suggested use of a standard application form by organisations wishing to apply for a grant or donation. A sample copy had been circulated with the Agenda.

It was **RESOLVED** that the application form would be used and forwarded to organisations upon receipt of a letter of request. The GDPA consent wording would be included on the form.

### 322. BUDGET 2017/18.

322.1 The budget progress reports to 31.01.18 were **NOTED:**

Finance and General Purposes Committee: a total of £97,531.04 had been spent from the budget of £139,130.

Analysis of Administration Budget: a total of £86,801.88 had been spent from the budget of £123,130.

Overall Council Budget 2017/18: a total of £129,189.07 had been spent from the budget of £197,080, of which £27,004.90 had been spent from the Environment and Amenities Committee's budget of £47,750. A total of £4,653.13 had been spent from the Planning and Traffic Committee's budget of £10,200.

Reserves: £3,503.30 had been spent from the Designated Total Reserves of £176,267.64.

### 323. INVESTMENT OF FUNDS.

323.1 The Chairman made reference to a report that had been prepared by the RFO dated 1 March 2018 which had been circulated with the Agenda. An additional savings account was being considered to deposit £85,000 of surplus funds to take advantage of the protection offered under the current FSCS limit. Research had indicated that very few instant access savings deposit accounts were currently available to parish councils. The majority of high street banks required a business current account to be in place in order to facilitate a deposit savings account, which would incur charges. HSBC were the exception currently offering a Business Money Manager instant access savings account without the requirement to hold a Business Current Account.

It was **AGREED** to **RECOMMEND** to Full Council that an application be submitted to HSBC in respect of a Business Money Manager instant access savings account for a deposit of £85,000.

### 324. BARCLAYS BANK UPDATE.

324.1 The Chairman referred to a report that had been prepared by the RFO dated 1 March 2018 which had been circulated with the Agenda in relation to the Barclays Bank Business Current Account and Business Premium Account. The following was **NOTED:**

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1. The F&GP Committee had previously agreed to recommend to Full Council that the RFO be given authority to have "view only" online access. This item remained outstanding and would be presented to Full Council at their next meeting due Thursday 15 March 2018.
2. The Clerk and RFO were now authorised to draw petty cash by cheque up to a limit of £250.00.
3. It had previously been resolved by the F&GP Committee to recommend to Full Council for Lindfield Parish Council to use a debit card. This item remained outstanding and would be presented to Full Council at their next meeting due Thursday 15 March 2018. It was further **AGREED** to recommend to Full Council that the Clerk be registered as an authorised signatory under the debit card.
4. The bank mandate had been updated to reflect the recent change of Clerk.
5. In support of Lindfield Parish Council progressing towards online banking, and with a view to protecting the Clerk and RFO against the possibility of fraudulent activity, Barclays Bank had offered in their capacity as Bank Official to witness any such Declaration that may be drawn up between the officers and council members.

### 325. CLOCK TOWER HOUSE: PROPERTY REPORT.

#### 325.1 a) Clerks Report.

The Clerk advised that a six month service in respect of the emergency lights and fire detecting equipment had been carried out in February 2018. This had resulted in one faulty smoke detector having to be replaced.

The above was **NOTED**.

#### b) Review of Quotations Received for Work.

The Clerk advised that three quotations had been requested in relation to improvements that had been agreed to be carried out on the WC and kitchenette areas of Lindfield Parish Office. This had also included additional shelving in the store room cupboard and replacement of the entrance step to the front door. Only two quotations had been received to date and it was anticipated that the third quote would be received in time for the next Full Council meeting.

The above was **NOTED**.

#### c) To Consider Upgrading the Current Broadband Service to Fibre Optic.

The Clerk expressed concern that the current speed of broadband was struggling to support existing demand and would be insufficient to support future use. BT were able to provide fibre broadband direct to the premises, and this would provide increased download and upload performance speeds. A summary of plans available and their monthly costs had been circulated with the Agenda for consideration.

After discussion it was **RESOLVED** to place an order with BT in respect of their two year BT Business Infinity Premium plan for a cost of £43 per month.

### 326. LINDFIELD PARISH DIRECTORY AND YEAR BOOK 2018 EDITION REPORT.

- 326.1 The Chairman referred to copies of a written report that had been prepared by the Clerk and which had been attached to the agenda. This related to the 2018 edition and included recommendations in respect of the 2019 edition for consideration.

It was **NOTED** that:

- Truprintmedia/Nordic Press had continued to provide a helpful and efficient service. The number of 2018 diaries that had been printed remained the same as last year at 3,800 copies.

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- Printing costs in respect of the 2018 edition for 3,800 copies were £5,240 plus VAT. A total number of 72 pages had been printed.
- Income from advertising had increased slightly to £3,275. An increase of £145 compared to the 2017 edition, however this was the second lowest level that had been received in the past 10 years.
- Shortfall (advertising income less printing cost) - £1,965.
- Estimated administration costs (including staff hours, postage, stationery and photocopying) totalled £1,199.
- An overall total loss of £3,164.
- Quotations had been received for the 2019 edition and circulated.
- Lindfield Rural Parish Council did not wish to contribute towards the 2019 edition.

It was **AGREED**:

- To proceed with the Directory for 2019. A review would be carried out next year to consider redesigning the cover and content of the Directory.
- To place the order for the 2019 edition with Truprintmedia/Nordic Press.
- To order 2,800 copies in respect of the 2019 edition.
- The format to include the usual dark green cover with gold blocked logo and title, Lindfield signpost logo on the front cover, no ribbon and 72 pages of text and advertisements subject to confirmation of the amount of content material required.
- To authorise the Clerk/Deputy Clerk in consultation with the Editorial Group to make editorial changes and increase or decrease in the number of pages if necessary.
- Advertising rates to remain unchanged.
- To invite Lindfield Rural Parish Council to make a contribution of £666.66 towards the loss that was incurred in respect of the 2018 edition.

### **327. TO CONSIDER A REQUEST FOR EQUIPMENT PURCHASES AS RECOMMENDED BY THE PLANNING AND TRAFFIC COMMITTEE.**

327.1 The Chairman reported that a request has been received from the Planning and Traffic Committee to purchase equipment in support of the introduction by Mid Sussex District Council to switch to a paperless planning application system. A written report had been circulated with the Agenda that had been prepared by the Deputy Clerk dated 1 March 2018. The Committee had been asked to approve purchase of the following items of equipment:

- 1) Projector and Laptop for use at planning meetings.
- 2) TV and small PC to assist Councillors and members of the public to review planning applications in the Parish Office.
- 3) Given that access to Wi-Fi was not available in King Edward Hall, it would be necessary to purchase a wireless dongle and data plan.

A summary of quotations had been provided for consideration.

After discussion it was **AGREED** to place an order with Matmos to purchase the following items:

- 1) Acer Projector £359.99; HP Laptop £339.99 and Cable £5.99.
- 2) 42" LED Full HD TV, Articulating Wall Mount, Micro Desktop system and HDMI 3M Cable, including Setup and install TV Arm and System. A total cost of £780.99 plus VAT.

It was further **AGREED** to provide the Clerk with discretion to purchase a wireless dongle and supporting data plan.

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It was **NOTED** that in purchasing these items this would result in the budget heading for Purchase of New Office Equipment being overspent in the forthcoming financial year. It had not been possible to identify this requirement during the budget review period however it was unlikely that the overall Administration budget would be compromised.

### 328. DATA PROTECTION: UPDATE FROM PARISH CLERK.

- 328.1 The Clerk reported that a meeting had been arranged with a representative of Process Matters 2 on 19 March 2018 to discuss the General Data Legislation Act and how this might impact on Lindfield Parish Council. This would also include a review of the Council to ensure their compliance with the legislation.

The above was **NOTED**.

### 329. PARISH COUNCIL WEBSITE UPDATE.

- 329.1 The Clerk reported that two quotations had been received so far with a view to updating and improving the current website, and had enquired as to whether members would prefer to receive a third quotation.

It was **AGREED** to give consideration towards the two quotations that had been received.

A summary of the two quotations had been circulated with the Agenda. The existing supplier had offered to redesign and build a completely new website for a cost of £950 plus vat (quote 1) and a second quotation had been provided by a local independent website designer for a budget cost of £6,500 with the option of a monthly site software management fee of £100. Consideration was taken into account of the fact that the existing supplier offered a proven track record and had knowledge and experience of Parish Council requirements.

It was **AGREED** to accept quote 1 which had been provided by the existing supplier for £950 plus vat.

### 330. PROPOSED TOILETS ON THE COMMON: TO NOTE ANY UPDATE.

- 330.1 Councillor Plass reported that matters were continuing to progress forward with Mid Sussex District Council.

The above was **NOTED**.

### 331. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

- 331.1 The Clerk reported on the attendance of staff at training and conference events as follows:

Staff/Councillor	Attended Event	Forthcoming Event
Parish Clerk		SLCC - Regional Seminar (21 March 2018)
Deputy Parish Clerk	SSALC - General Data Protection Regulation (30 January 2018) MSDC – Planning Briefing (1 March 2018)	
Responsible Financial Officer		SLCC - Regional Seminar (21 March 2018)

### 332. RISK ASSESSMENT.

- 332.1 There was nothing to report other than to **NOTE** that recent adverse weather conditions had necessitated use of the snow plough by Councillor Blunden.

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### 333. ANY OTHER BUSINESS.

- 333.1 Councillor Blunden reported that a query had been raised by a member of the public at the recent Full Council meeting held Thursday 25 February 2018 in respect of Standing Orders 3 (e) to (g) in relation to the time restrictions that were imposed for questions and comments to be received from members of the public. These stated that this will be limited to a maximum of 15 minutes and that each member of the public would be entitled to speak once only in respect of business itemised on the agenda, and shall not speak for more than 3 minutes. Concern had been raised as to whether the Standing Orders should be reviewed.

After discussion it was **AGREED** that a maximum of 15 minutes was a reasonable time limit and that there was the option for this to be reviewed by the Chairman at his discretion at the time of the meeting. It was also **AGREED** that this item would be reviewed on a regular annual basis.

The public part of the meeting ended at 21.05 hours.

### 334. EXCLUSION OF THE PUBLIC [AND PRESS].

- 334.1 It was **RESOLVED** 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 as desirable in the public interest that the public [and press] be excluded.

### 335. RECRUITMENT OF VILLAGE ORDERLY.

- 335.1 It was **NOTED** that matters concerning the appointment of a Village Orderly were under discussion.

### 336. TO REVIEW LGPS CONTRIBUTION BANDINGS FOR 2018/19.

- 336.1 The Chairman reported that the contribution banding thresholds for 2018/19, as provided by the Local Government Pension Scheme Administrators, were reviewed on 1 April each year in line with Pension Increase orders.

It was **NOTED** that although official notification had not been received from DCLG, a table of the expected new bands for 2018/19 had been received.

### 337. REVIEW OF LICENCE FEE RE: 21 DENMANS LANE AND TO CONSIDER THE FEE FOR 2019/20.

- 337.1 The Chairman gave a brief background to this item.

Councillor Allen, having declared a personal interest in this item, as stated in Minute 316.2, remained present.

It was **AGREED** to renew the licence for 2018/19, and the fee that had been agreed the previous year was **CONFIRMED**.

It was **AGREED** that the licence fee for 2019/20 should not be increased.

### 338. TO CONSIDER A MATTER RELATING TO THE CLOCK TOWER HOUSE TENANCY.

- 338.1 It was **NOTED** that discussions were continuing.

The meeting concluded at 21.13 hours.