

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 03 MAY 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
Mrs. S. Richmond
Mrs. V. Upton

In attendance: Mr A. Funnell (Clerk)
Mrs T. Ely (Responsible Financial Office)

Also present: One member of the public

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

339. APOLOGIES AND REASONS FOR ABSENCE.

339.1 Apologies were received from Councillors Damsell and Plass (Vice Chairman) and their reasons were accepted.

340. DECLARATIONS OF INTEREST.

340.1 Grants and donations. Councillor Blunden declared a personal interest in item 7.ii on the Agenda (grant applications received from Lindfield Branch of the Royal British Legion and Lindfield Bonfire Society Ltd) in view of his membership of these establishments.

Grants and donations. Councillor Upton declared a personal interest in item 7.ii on the Agenda (grant application received from Lindfield Branch of the Royal British Legion) in view of her membership of this establishment.

341. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

341.1 A member of the public expressed concern regarding underspend in previous year's Budgets and the potential impact this might have on future precept requests. With regard to the proposed Toilets on the Common project, assurance had been sought that Lindfield Parish Council had been cognizant of all associated fees and legal costs in support of a possible planning application. The Chairman confirmed that these had all been fully understood and taken into account.

342. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 01 MARCH 2018.

342.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 01 March 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

342.2 It was **NOTED** that the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 18 January 2018 had been submitted to Full Council prior to having received approval by the F&GP Committee. The Chairman therefore called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 18 January 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

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343. CHAIRMAN'S ANNOUNCEMENTS.

343.1 The Chairman made no announcements.

344. ACTION LIST.

344.1 This was **NOTED**.

345. GRANTS AND DONATIONS.

345.1 i) Grants budget. It was **NOTED** that £2,100 remained in the budget of £2,350.

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

ii) Grant request from St Peter & St James Hospice.

It had been recommended that a grant of £250 be paid.

A letter of request had been received from St Peter & St James Hospice dated 4 March 2018, who were a registered charity, seeking a grant towards the cost of providing patient transport to attend their Wellbeing Centre. This service supported patients living in the Lindfield area.

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 St Peter & St James Hospice.

Grant request from Lindfield Arts Festival.

It had been recommended that a grant of £250 be paid.

A letter of request had been received from Lindfield Arts Festival dated 14 March 2018, who were a registered charity, seeking a grant towards the cost of providing providing a Community Table at their Festival that would be taking place on 21 -23 September 2018. This facility would be used to assist groups with special needs and elderly members of the community to benefit from the complimentary entertainment programme that would be provided.

RESOLVED: to award a grant of £250 to the Lindfield Arts Festival under the powers granted by Section 145 of the Local Government Act 1972 to contribute towards that the work of the Lindfield Arts Festival.

Grant request from Lindfield Branch of the Royal British Legion. Councillors Blunden and Upton, having declared a personal interest in this item, as stated in Minute 340.1, remained present.

It had been recommended that a grant of £250 be paid.

A letter of request had been received from the Lindfield Branch of the Royal British Legion dated 10 April 2018, who were a registered charity, seeking a grant towards the cost of providing marshalling and road closure signage in respect of the 2018 Remembrance Sunday Parade in Lindfield village.

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 Lindfield Branch of the Royal British Legion.

Grant request from Lindfield Bonfire Society Ltd. Councillor Blunden, having declared a personal interest in this item, as stated in Minute 340.1, remained present.

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It had been recommended that a grant of £250 be paid.

A letter of request had been received from Lindfield Bonfire Society Ltd dated 13 April 2018, who were a limited company for insurance purposes but run as a non-profit making organisation with all members being volunteers, seeking a grant towards the cost of running the annual Lindfield village Bonfire Night celebration. The aim was for the event to remain free for the public, and to support local children's charities by street collection on the night.

RESOLVED: to award a grant of £500 to the Lindfield Bonfire Society Ltd under the powers granted by Section 145 of the Local Government Act 1972 to contribute towards expenses related to Bonfire Night celebration.

It was **AGREED** that this grant should be used specifically towards the cost of providing medical support and to be monitored in accordance with the Council's Grants and Donations Policy.

346. BUDGET 2017/18.

346.1 The budget progress reports to 31.03.18 were **NOTED:**

Finance and General Purposes Committee: a total of £112,380.60 had been spent from the budget of £139,130.

Analysis of Administration Budget: a total of £99,751.24 had been spent from the budget of £123,130.

Overall Council Budget 2017/18: a total of £152,965.27 had been spent from the budget of £197,080, of which £35,676.04 had been spent from the Environment and Amenities Committee's budget of £47,750. A total of £4,908.63 had been spent from the Planning and Traffic Committee's budget of £10,200.

Reserves: £14,634.29 had been spent from the Designated Total Reserves of £176,267.64.

347. INTERNAL AUDIT: TO RECEIVE THE INTERNAL AUDITORS REPORT OF HIS VISIT ON 25 APRIL 2018.

347.1 The Chairman reported that the Internal Auditor had carried out an Internal Audit and Annual Review of accounts on 25 April 2018.

It was **NOTED** that a report had been received from the Internal Auditor dated 25 April 2018 for the financial year ending 31 March 2018 and that a reminder had been made regarding the risk register, which should be reviewed and updated annually. The Exercise was last carried out around February 2017 and it was acknowledged that the current review would be finalised shortly.

348. TO CONSIDER THE DRAFT ANNUAL RETURN AND YEAR END ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018: TO BE PRESENTED FOR APPROVAL BY FULL COUNCIL AT THE MEETING TO BE HELD ON 10 MAY 2018.

348.1 The Chairman reported that a draft copy of the Annual Return and Year End Accounts for the year ending 31 March 2018 had been circulated. Annual Internal Audit Report 2017/18 on page 3 had been signed by the Internal Auditor and section 2 – Accounting statements 2017/18 on page 5 had been signed by the RFO. The RFO had recommended using the publication period that had been suggested by the External Auditors for the exercise of public rights which was Monday, 4 June until Friday 13 July 2018.

The above was **NOTED** and it was **AGREED** to recommend that the draft Annual Return and Year End Accounts for the year ending 31 March 2018 be presented to Full Council for approval at their annual meeting which was due to be held on Thursday 10 May 2018. It was **AGREED** to accept the RFO recommendation to use the publication period for the exercise of public rights Monday, 4 June until Friday 13 July 2018.

349. INVESTMENT OF FUNDS.

349.1 The Chairman reported that the RFO was in the process of arranging a meeting with HSBC with a view to opening a Business Money Manager instant access savings account.

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The above was **NOTED**.

350. BARCLAYS BANK UPDATE.

350.1 The Chairman reported that the RFO had successfully obtained view only internet access with Barclays Bank in respect of the Business Current account and Business Premium account.

It had also been confirmed that the Clerk had been accepted as an authorised signatory. Lindfield Parish Council would now be in a position to progress towards submitting an application for a debit card.

The above was **NOTED**.

351. CLOCK TOWER HOUSE: PROPERTY REPORT.

351.1 i) Property Report.

The Clerk reported that the following progress had been made:

- The annual alarm service was scheduled to take place 02 May 2018.
- Work continued on the refurbishment of the office WC and Kitchenette area.
- The repair of a minor leak in the roof of the building had been authorised and an invoice received.
- Fibre optic broadband had been installed in the office.
- IT equipment assisting members to view paperless plans had been purchased and installed in the office.

The above was **NOTED**.

ii) Disposal of Assets.

The Clerk had asked members to approve disposal in respect of the A4 scanner which was incompatible with the office PCs operating system, and the All in One PC which was now surplus to requirements and out of date, not being able to successfully perform Windows updates and which had been superseded by the new IT equipment.

It was **AGREED** that the A4 scanner and All in One PC could be disposed of, on condition that all data is erased from the PC hard drive. It was further **AGREED** that these items would initially be offered for return to WSCC and if surplus to requirements, the Clerk would arrange for the items to be sent to the Waste Centre.

352. VILLAGE ORDERLY.

352.1 The Chairman referred to a report that had been circulated with the Agenda, which had been prepared by the Clerk dated 03 May 2018. Consideration had been given towards the possibility of recruiting a new member of staff as Village Orderly and their role and responsibilities had been provided in a summary. Reference was made to the fact that some of the proposed duties could be provided by external contractors. A copy draft of the job description had been circulated together with a copy draft advertisement in respect of the proposed new position. Quotations were still awaited in relation to work that could be undertaken by external contractors to provide street furniture cleansing, and the potential day to day management of Speed Indicator Devices.

After discussion it was **AGREED** that the Working Group finalize a recommendation to be put to Full Council that a Village Orderly be employed. Councillor Richmond would provide further assistance to the Clerk in relation to the wording of the draft advertisement.

353. GENERAL DATA PROTECTION REGULATIONS.

353.1 a) Update from Clerk.

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The Clerk referred to his report which had been circulated with the Agenda dated 03 May 2018. It was confirmed that the Clerk and Deputy Clerk had held a meeting with the Council's external Data Protection Officer (DPO). In the event of a Subject Access Request (SAR) being received the following advice had been provided in order to protect personal information and equipment:

- Staff and Councillors should not use personal email address when processing Council data.
- Council 'Personal Data' should not be downloaded on to personal devices.
- Councillors should be issued with a @lindfieldparishcouncil.gov.uk email address.
- Council data should be stored in a secure but searchable system (Personal and Otherwise).

In order to comply with the above the DPO had recommended use of Microsoft Sharepoint, a cloud based data storage system. This would have the advantage of including Microsoft Office 365 replacing the existing Office 2010, software which would no longer be able to receive security updates after July 2018. A quotation had been obtained from an IT company who were able to provide Microsoft Sharepoint, IT support and annual maintenance.

The above was **NOTED** and it was **AGREED** to recommend to Full Council to accept the quotation provided by JNR Computer Services:

Data migration to Office 365	£500.00
Microsoft Office 365 (Annual subscription)	£112.80 Business Premium User £72.00 Enterprise £1 per user
Additional Annual Subscriptions	£30.00 Spyware/Malware removal: Malwarebytes £80.00 Registration of .gov.uk domain
Annual Maintenance	£1,000.00

This quotation excluded VAT.

b) To Approve necessary IT Changes.

It was **AGREED** to delegate authority to the Clerk, in conjunction with the F&GP Committee Chairman and Vice Chairman, to implement revised Data Protection Policies to include use of Microsoft Sharepoint.

354. CHANGES TO DOCUMENT RETENTION POLICY.

- 354.1 The Chairman reported that a recommendation had been made by the DPO for the Council to amend their Document Retention Policy to include the wording "Handwritten notes of Minutes will be destroyed once the Minutes have been approved".

This was **NOTED** and it was **AGREED** to amend the Document Retention Policy to include the wording "Handwritten notes of Minutes will be destroyed once the Minutes have been approved".

355. PARISH COUNCIL WEBSITE: UPDATE.

- 355.1 The Clerk reported that work was currently in progress to update and improve the Council website.

The above was **NOTED**.

356. PROPOSED TOILETS ON THE COMMON: TO NOTE ANY UPDATE.

- 356.1 The Chairman reported that the project to reinstate toilets on the Common had been progressing. Councillor Plass had met with architects to review a proposed new site and the Council had commissioned a revised location plan and survey. The location for the site would be to the north of the Lindfield Bowl's Club car park. A recommendation had therefore been made by the Working Group to hold a public consultation in June 2018.

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Councillor Blunden had confirmed that full consultation had taken place with MSDC during the consultation period.

The above was **NOTED** and it was **AGREED** to recommend to Full Council to delegate authority to the Working Group to hold and run a public consultation to reinstate toilets on the Common.

- 356.2 The Chariman referred to a schedule of architects fees that had been circulated with the Agenda. Whilst this had totalled £6,700, members were advised that the first stage related to preparation of plans, preparation of design and access statements and the preparation and submission of a full planning application to MDSC. Stage 1 would cost £1,300. The balance would only be incurred once the project had received approval to go ahead.

The above was **NOTED** and it was **AGREED** to recommend to Full Council to accept the schedule of fees totalling £6,700.

357. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

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

Staff/Councillor	Attended Event (s)	Forthcoming Event (s)
Parish Clerk	SLCC - Regional Seminar (21 March 2018) SSALC Health & Safety and Risk Assessments (17 April 2018) SSALC Time Management (02 May 2018)	
Deputy Parish Clerk	None reported	
Responsible Financial Officer	SLCC - Regional Seminar (21 March 2018)	

The member of public withdrew from the meeting at 20.50 hours.

358. RISK ASSESSMENT.

- 358.1 i) Update.

It was **NOTED** that matters concerning risk assessment were ongoing.

- ii) Proposed meeting of Insurance and Risk Management Working Group.

It was **NOTED** that a meeting of the Insurance and Risk Management Working Group was still to be arranged.

359. ANY OTHER BUSINESS.

- 359.1 No other items of business were raised.

The public part of the meeting ended at 20.55 hours.

360. EXCLUSION OF THE PUBLIC [AND PRESS].

- 360.1 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.

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361. STAFFING MATTERS.

361.1 The Clerk and RFO were asked to leave the room whilst members considered staff remuneration.

362. VILLAGE ORDERLY.

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

363. CLOCK TOWER HOUSE LEASE.

363.1 It was **NOTED** that discussions were continuing.

The meeting concluded at 21.17 hours.