

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 05 JULY 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
Mr. R. Plass
Mrs. V. Upton

In attendance: Mr A. Funnell (Clerk)

Also present: No members of the public

Absent: Councillors M. Damsell, and S. Richmond.

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

364 TO ELECT A CHAIRMAN FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE.

364.1 In accordance with Standing Order 5 f, Councillor Blunden opened the meeting and presided for this item. Nominations for the office of Chairman of the Finance and General Purposes Committee were called. Councillor Henton was **PROPOSED** by Councillor Plass and **SECONDED** by Councillor Upton. There being no further nominations, Councillor Stephen Henton was duly **ELECTED** Chairman of the Finance and General Purposes Committee for the year 2018/19

365 TO ELECT A VICE CHAIRMAN FOR THE FINANCE AND GENERAL PURPOSE COMMITTEE.

365.1 The Chairman **PROPOSED** Councillor Plass for the office of Vice Chairman of Council, **SECONDED** by Councillor Upton. There being no other nominations, Councillor Ron Plass was duly **ELECTED** as Vice Chairman of Lindfield Parish Council for the municipal year 2018/19.

366. APOLOGIES AND REASONS FOR ABSENCE.

366.1 Apologies for absence were received from Councillor Mr. M. Damsell and the reasons were accepted.

367. DECLARATIONS OF INTEREST.

367.1 Grants and donations. Councillor Upton declared a personal interest in item 9ii)a. on the Agenda (grant application received from Mid Sussex Older Peoples Council)

368. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

368.1 There were no questions or comments from members of the public.

369. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 03 MAY 2018.

369.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 03 May 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

370. CHAIRMAN'S ANNOUNCEMENTS.

370.1 The Chairman made no announcements.

371. ACTION LIST.

371.1 This was **NOTED**.

372. GRANTS AND DONATIONS.

372.1 i) Grants budget. It was **NOTED** that £850 remained in the budget of £2,350.

LINDFIELD PARISH COUNCIL

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

ii) Grant request

a) Mid Sussex Older Peoples Council.

It had been recommended that a grant of £200 be paid. A letter of request had been received from Mid Sussex Older Peoples Council dated 29 May 2018, who were a registered charity, seeking a grant towards the cost of providing services to help to try and combat loneliness and isolation in the local area. This service supported older people 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 Mid Sussex Older Peoples Council.

b) 4Sight.

It had been recommended that a grant of £200 be paid. A letter of request had been received from 4Sight dated 15 May 2018, who were a registered charity, seeking a grant towards the cost of providing help to individuals living with visual impairments.

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 £200 towards the work of 4Sight.

iii) Letters of thanks received

It was **NOTED** that letters of thanks had been received from:

- Lindfield Branch of the Royal British Legion
- Lindfield Arts Festival
- Lindfield Bonfire Society
- St Peter & St James Hospice

373. BUDGET 2018/19.

373.1 The budget progress reports to 31.05.18 were **NOTED:**

Finance and General Purposes Committee: a total of £32,096.05 had been spent from the budget of £159,230.

Analysis of Administration Budget: a total of £28,326.72 had been spent from the budget of £142,780.

Overall Council Budget 2018/19: a total of £41,223.90 had been spent from the budget of £216,330, of which £9,127.85 had been spent from the Environment and Amenities Committee's budget of £46,600. Nothing had been spent from the Planning and Traffic Committee's budget of £10,500.

Reserves: £4,276.00 had been spent from the Designated Total Reserves of £188,953.42.

374 REVIEW OF THE UNSPENT BALANCES AND TRANSFERS TO RESERVES

374.1 The Chairman stated that this review took place annually after the year-end figures had been finalised, in order to determine the Designated Reserves required for various projects that would need funds during the current year. The F&GP Committee considered the spreadsheet which had been considered by the E&A Committee at the meeting held on 14 June, and P&TC at the meeting held on 26 June.

LINDFIELD PARISH COUNCIL

It was **NOTED** that the funds in hand available to support the Designated Reserves were £82,401.42 as shown on the spreadsheet.

The E&A & P&T Committee had agreed the revised amounts for the designated reserves under their remit and these were accepted by F&GP for recommendation to Full Council.

It was **AGREED** that there should be no new proposals in respect of F&GP reserves.

It was therefore **AGREED to RECOMMEND** to Full Council that the £82,401.42 surplus should be allocated to the following Designated Reserves, totalling £65,186.28, with the balance of £17,233.14 to be added to the General Reserve.

F&GP	Capital Project: Repairs and remedial work to Clock Tower House	2,236.67	Retain balance
	CTH Sinking Fund	5,000.00	Retain 5,000.00
E&A	Street Map of Lindfield	4,000.00	Retain 4,000.00
	Posts around Open Spaces	4,000.00	Completed (Underspend balance of 2,503.00 to new reserve heading)
	Emergency Equipment (to include purchase of salt bins)	1,250.00	Retain 1,250.00
	Joint Project with WSCC: Dropped kerbs	12,500.00	Completed (Underspend balance of 1,500.00 to new reserve heading)
	Denmans Lane toilets - maintenance sinking fund	2,000.00	Unspent balance to be retained 1,723.75
	Repair/maintenance of community assets - sinking fund	4,000.00	Retain 4,000.00
	Maintenance of King Edward Hall clock	2,000.00	Increase to 3,000
	Replacment of litter bins	4,000.00	Retain 4,000.00
	Upgrade of Hickmans Lane Playground	20,000.00	Retain 20,000.00
	Christmas lights for Village Pond	4,000.00	Retain 4,000.00
	New Reserve: Street Lights: LED Upgrade		4,384.86
	New Reserve: Village Archives		200.00
	New Reserve: Joint Project with MSDC/WSCC Post & Rail Fencing Pond and Common - Maintenance		5,373.00
P&T	Professional Fees/Neighbourhood Plan	200.00	No longer required
	Traffic Study	10,000.00	No longer required
	New Reserve: Speed Indicator Devices		6,000.00
	Total		65,186.28
	Available		82,401.42
	Surplus (to General Reserve)		17,233.14

375 TO NOTE THE VAT RETURN HAS BEEN SUBMITTED

375.1 It was **NOTED** that the half yearly VAT return had been submitted on 11 June for the period 24 September 2017 to 31 March 2018, claiming a refund of £5,627.40 for VAT paid. Payment had not yet been received.

376. INTERNAL AUDIT: TO CONSIDER MAKING A RECOMMENDATION TO FULL COUNCIL REGARDING THE APPOINTMENT OF THE INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2018 / 19

376.1 The Council's existing Internal Auditor's fees for the 2018/19 audit period were **NOTED**. Members agreed that it was not appropriate to make a change at this time.

It was **AGREED to RECOMMEND** to Full Council that Mr. Peter Frost should be re-appointed as the Council's Internal Auditor for the 2017/18 audit period.

377. BARCLAYS BANK UPDATE.

377.1 Debit Card

The Chairman **REPORTED** that a debit card had been received in the name of the Clerk. The card had not yet been used. Members were provided with a paper regarding its use. Financial regulation 6.16 was **NOTED**:

"Any debit card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed."

LINDFIELD PARISH COUNCIL

It was **AGREED** that the debit card could be used in accordance with Financial Regulation 6.16. In addition payments would be authorised by using the templates suggested by the Clerk and provided to members. It was **AGREED** that authorisation would be provided by any two of the four members who currently sign Parish Council cheques. Members **AGREED** that Councillor authorisation would be by physical signature and would not include electronic approval. It was **AGREED** to refer the Committee's recommendations to Full Council for consideration.

377.2 INTERNET BANKING

Members considered a report provided by the RFO. The report content was **NOTED**. It was **AGREED** in order to process to full internet banking that the following be recommended to Full Council for approval:

- The RFO be made an authorised signatory;
- To use the approval forms that had been drafted by the RFO;
- Any two of the four signatories who currently sign cheques would approve internet payments/transfers using the approval forms.

378. INVESTMENT OF FUNDS.

378.1 The Chairman **REPORTED** that he and the RFO had visited HSBC to discuss the possibility of opening an additional bank account. During this meeting it was **NOTED** that in order to open the account all members would have to have their identities validated at an HSBC bank branch. In order to transfer money from the account a £36 transfer fee would be payable. The Chairman suggested that given the time that had been taken and the difficulty in finding a suitable account that the project be dropped. Members requested that the reasons why the Parish Council could not open an additional account be recorded in order to address any future concerns.

It was **AGREED** that the project would be dropped due to the difficulties in being able to find and manage a suitable account.

379. CLERK'S REPORT

379.1 The Clerk **REPORTED** the following:

Clock Tower House

Work on the Kitchenette and toilet had been completed. Work was due to start on the outside step. Councillor Allen queried whether this would allow easier access for the disabled. It was **AGREED** that the Clerk would investigate a mobile ramp.

Data Protection

The Parish Council IT/software had been upgraded to help ensure General Data Protection Regulation compliance. The transition from personal email accounts to .gov.uk addresses had started. Members were reminded of the IT consultants forthcoming visit and were encouraged to attend if they required any assistance.

Water Account

It was **NOTED** that the water accounts would be switching from Water Choice to Castle Water.

380. PROPOSED TOILETS ON THE COMMON: UPDATE

380.1 Councillor Plass **REPORTED** that the public consultation period had ended. The Clerk was collating the results. It was **AGREED** that the Working Group would meet to consider the results once they had been collated.

381. VILLAGE ORDERLY.

381.1 It was **NOTED** that a meeting of the Working Group had taken place. A draft paper was in development and would be circulated for all members in time for the next meeting of Full Council.

382. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

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

LINDFIELD PARISH COUNCIL

Staff/Councillor	Attended Event (s)	Forthcoming Event (s)
Parish Clerk		SSALC Allotments Legal Compliance (6 September) SSALC Legal & Finance Day (27 September)
Deputy Parish Clerk	None reported	
Responsible Financial Officer		SSALC Legal & Finance Day (27 September)

383. ANY OTHER BUSINESS.

383.1 No other items of business were raised.

The public part of the meeting ended at 20.36 hours.

384. EXCLUSION OF THE PUBLIC [AND PRESS].

384.1 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.

385. CLOCK TOWER HOUSE LEASE.

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

The meeting concluded at 20.40 hours.