

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 1 SEPTEMBER 2022** at King Edward Hall, Lindfield.

The meeting began at 20.00 hours.

Parish Councillors:	Mr. S. Henton (Chairman)	Mr. M. Leach*
	Mr. W. Blunden*	Mr. R. Pickett
	Mrs. L. Grace	Mrs. V. Upton*
	Mrs. M. Hersey	

(*) Denotes absence

In attendance: Mr. A. Funnell (Parish Clerk)
Mrs T. Ely (RFO)

The Chairman opened the meeting and welcomed those present.

383. TO RECEIVE AND ACCEPT APOLOGIES AND REASONS FOR ABSENCE.

383.1 Apologies for absence were received from Councillors Mr. W. Blunden, Mr. M. Leach and Mrs. V. Upton and their reasons were accepted.

384. TO RECEIVE DECLARATIONS OF INTEREST BY MEMBERS IN RESPECT OF ANY ITEM ON THE AGENDA.

384.1 The following declaration of interest was **NOTED**:

Agenda item 7. ii. To Consider Grant Requests Received. Councillor Upton declared a personal interest in this item in view of their membership with the Mid Sussex Older People's Council.

385. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

386. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7 JULY 2022.

386.1 It was **NOTED** and **AGREED** to amend a small typing error, which had subsequently been corrected.

The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday, 7 July 2022.

These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

387. CHAIRMAN'S ANNOUNCEMENTS.

387.1 The Chairman made no announcements.

388. ACTION LIST.

388.1 The Chairman referred to the Action List, which had been circulated with the agenda and this was **NOTED**.

389. GRANTS AND DONATIONS.

389.1 i) To Note Available Funds.

It was **NOTED** that £500 had been spent from a budget of £2,500.

ii) To Consider Grant Requests Received.

Members had been presented with a summary of Grants and Donations applied for, and awarded for the current financial year, with details of the purpose for which funding had been requested. Councillor Grace

LINDFIELD PARISH COUNCIL

reported on behalf of the Grants Panel and confirmed that consideration had been given towards the following grant requests:

a. 4Sight Vision Support.

4Sight Vision Support were a registered charity who had submitted an application for a grant of £400.00 dated 18 July 2022. Other organisations had been approached to seek funding; it would cost £400 to fund the cost of supporting 8 of the 32 members living in the parish of Lindfield for a period of 12 months.

RESOLVED: that in accordance with the recommendation of the Grants Panel and the Council's powers under Section 137 of the Local Government Act 1972, the following expenditure should be incurred 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 £300 be made towards the work of 4Sight Vision Support.

b. Mid Sussex Older People's Council (MSOPC).

Councillor Upton, having declared a personal interest in this item, as stated in Minute 384.1, remained present but did not take part in the decision-making process.

Mid Sussex Older People's Council were a registered charity who had submitted an application for a grant of £500.00 dated 5 August 2022. Other organisations had been approached to seek funding, the total cost of which was stated as being £1,000. Concern had been raised regarding the number of residents that would benefit from their activities and services.

RESOLVED: that in accordance with the recommendation of the Grants Panel and the Council's powers under Section 137 of the Local Government Act 1972, the following expenditure should be incurred 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 £300 be made towards the work of Mid Sussex Older People's Council.

c. Victim Support (Sussex Area).

Victim Support (Sussex Area) were a registered charity who had submitted an application for a grant of £100.00 dated 22 August 2022. Other parish councils in Sussex had been approached to seek funding for this project, the total cost of which was stated as being £650/700 per new volunteer for the first year.

RESOLVED: that in accordance with the recommendation of the Grants Panel and the Council's powers under Section 137 of the Local Government Act 1972, the following expenditure should be incurred 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 be made towards the work of Victim Support (Sussex Area).

iii) To Note Letters of Thanks Received.

No letters of thanks had been received.

390. BUDGET 2022/23: TO NOTE BUDGET PROGRESS REPORTS TO 31 JULY 2022.

390.1 A detailed Income & Expenditure by Budget Heading Report and Expenditure from Earmarked Reserves Report to 31 July 2022 had been circulated by the RFO prior to the meeting. Budget progress was **NOTED** as follows:

i) Finance and General Purposes Committee. a total of £45,430 had been spent from the budget of £164,633. Income of £97,899 had been received.

ii) Overall Council Budget. a total of £65,265 had been spent from the budget of £228,033 of which £17,353 had been spent from the Environment and Amenities Committee's budget of £55,900. £2,125 had been spent from the Allotments budget of £2,500 and income of £871 received. There had been £337 spent from the Planning & Traffic Committee budget of £5,000. £1,200.00 had been spent from Earmarked Reserves.

LINDFIELD PARISH COUNCIL

Income of £98,770 had been received in total.

iii) General Reserve Expenditure. a total of £20 had been spent from General Reserves.

391. FINANCIAL MONITORING: TO NOTE THE ACCOUNT RECORDS TO 31 JULY 2022.

391.1 i) Cash and Investment Reconciliation and To Note Deposits and Investment Held.

It was **NOTED** that the total bank cash and investment reconciliation to 31 July 2022 was £226,043.44 represented by:

	£	
Barclays Bank Business Current Account	14,910.06	
Barclays Bank Business Premium Account	118,022.61	
Nationwide Building Society	93,000.03	
Petty Cash	105.46	226,038.16
Unpresented Payments		
Debit Card	10.00	<u>(10.00)</u>
		226,028.16
Receipts Not on Bank Statement		
Interest	15.28	<u>15.28</u>
		226,043.44

ii) Payment Analysis.

It was **NOTED** that a total of £18,738.46 net of VAT had been paid from the Barclays Bank Current Account in July 2022.

392. FINANCIAL SERVICES COMPENSATION SCHEME: UPDATE.

392.1 The Chairman reported that enquiries were ongoing.

The above was **NOTED**.

393. VAT RECLAIM: TO NOTE VAT RECLAIM SUBMISSION.

393.1 It was **NOTED** that a claim for VAT refund had been submitted to HMRC on 2 August 2022 for the period April to June 2022 totalling £3,191.02.

394. BUDGET 2023/24: TO CONFIRM ARRANGEMENTS.

394.1 Members had been presented with a report that had been prepared by the Clerk dated 25 August 2022. Agreement had been sought for the timeline and the process for setting the 2023/24 budget.

The report was **NOTED** and the following **AGREED**:

1. To approve the proposed timeline for the setting of the 2023/24 budget as defined in appendix 1.
2. Subject to the Plan 2022-27 being approved, for committees to budget for their short-term objectives.
3. To **RECOMMEND** to Full Council approval of the budget setting process as agreed in 1. and 2. above.

395. PLAN 2022/27: TO CONSIDER DRAFT PLAN.

395.1 The Chairman referred to the draft Plan 2022-2027, copies of which had been circulated with the agenda. Members had been asked to consider the Plan and the Chairman had expressed his support towards recommending that this to be approved.

LINDFIELD PARISH COUNCIL

The draft Plan was **NOTED**, and it was **AGREED** to **RECOMMEND** the draft Plan 2022-2027 to Full Council for approval.

396. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

396.1 The Clerk provided members with an update as follows:

- A response from the Planning Inspectorate was still awaited.
- Updated internal plans, including a changing places cubicle, were being prepared by Gould Baxter.

Members had expressed concern that funding from the existing Earmarked Reserve and allocated S106 monies might be insufficient to meet the total cost of the project. Consideration was given towards exploring additional funding.

The above was **NOTED** and it was **AGREED** that the Clerk would research Public Works Loan Board funding.

397. PHOTOCOPIER/PRINTER: TO CONSIDER ANY MATTERS RELATING TO THE PROCUREMENT OF A NEW CONTRACT.

397.1 The Clerk reported that an agreement submission had now been received from the existing supplier albeit with a change of company name. This agreement appears to offer the most favourable option subject to considering the terms and conditions in more detail.

The above was **NOTED**.

398. CLERK AND RFO REPORTS.

398.1 Clerk's Report.

The Clerk advised as follows:

- a. A new mechanical lock had been fitted to the Parish Office internal door.
- b. A drainage block outside the Parish Office had been attended to by a local plumber. Southern Water had confirmed the pipework was the responsibility of Lindfield Enterprise Park Management Company.

398.2 RFO's Report.

The RFO advised as follows:

- a. Arrangements were in hand to arrange a date for the half year interim internal audit review to be carried out.
- b. A credit account had been set up in which to record allotment deposits that were now being received.

The above was **NOTED**.

399. POLICY & STRATEGIC DOCUMENTS: TO CONSIDER ANY NEW OR UPDATED POLICIES.

399.1 The Chairman referred to copy draft documents that had been circulated with the agenda relating to the following:

1. New Co-Option Policy.
2. New Civility and Respect Pledge.
3. Grant Awarding Policy following annual review.

LINDFIELD PARISH COUNCIL

An annual review of the Grant Awarding Policy had been undertaken. The Clerk recommended that the Policy be retained without any amendments being required.

The above was **NOTED** and after having given full consideration, it was **AGREED** to **RECOMMEND** to Full Council approval of the Co-Option Policy and Civility and Respect Pledge as presented. It was **FURTHER AGREED** to adopt the Grant Awarding Policy as presented.

400. RISK MANAGEMENT: TO CONSIDER ANY RISK ASSESSMENTS.

400.1 There were no risk assessments to consider.

401. TO CONFIRM ATTENDANCE AT TRAINING/CONFERENCE EVENTS AND RECEIVE ANY ATTENDANCE REPORTS.

401.1 The Clerk advised the following attendance:

- a. The Clerk had booked online attendance in respect of the Finance Training course offered by SLCC on 7 September 2022. Course notes would be shared with the RFO.
- b. There were no attendance reports.

402. MATTERS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. SUCH MATTERS WILL BE FOR NOTING OR DEFERRAL TO A FUTURE MEETING ONLY.

402.1 There were no matters arising.

The meeting concluded at 20.44 hours.