

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 7 JULY 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.

361. TO ELECT A CHAIR FOR THE F&GP COMMITTEE.

361.1 The Chairman of Council called for nominations for the office of Chairman of the Finance and General Purposes Committee for the Council year 2022/23. Councillor Henton was **PROPOSED** by Councillor Pickett and **SECONDED** by Councillor Grace. There being no further nominations, Councillor Stephen Henton was duly **ELECTED** as Chairman of the Finance and General Purposes Committee for the Council year 2022/23. Councillor Henton took the Chair for the meeting.

362. TO ELECT A VICE-CHAIR FOR THE F&GP COMMITTEE.

362.1 The Chairman called for nominations for the office of Vice Chairman of the Finance and General Purposes Committee. Councillor Pickett was **PROPOSED** by Councillor Blunden and **SECONDED** by Councillor Henton. There being no further nominations, Councillor Roger Pickett was duly **ELECTED** as Vice Chairman of the Finance and General Purposes Committee for the Council year 2022/23.

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

363.1 Apologies for absence were received from Councillors Mr. M. Leach and Mrs. V. Upton and their reasons were accepted.

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

364.1 There were no declarations of interest from members in respect of any items on the agenda.

365. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

366. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 5 MAY 2022.

366.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday, 5 May 2022.

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

367. CHAIRMAN'S ANNOUNCEMENTS.

367.1 The Chairman advised that a draft Business Plan was under discussion with relevant members, who were due to meet on 25 July 2022. It was anticipated that a draft document would be presented for consideration at the next F&GP Committee meeting.

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368. ACTION LIST.

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

369. GRANTS AND DONATIONS.

369.1 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. Councillor Blunden reported on behalf of the Grants Panel and advised that no grant requests had been received.

iii) To Note Letters of Thanks Received. It was **NOTED** that a letter of thanks had been received from the Lindfield Bonfire Society Limited, further to their email of 25 May 2022.

369.2 Members expressed concern regarding the lack of requests being received for grants and donations.

It was **AGREED** that an article promoting availability of funds would be included in a future edition of the Parish Council newsletter. It was **FURTHER AGREED** to explore the possibility of donating food coupons and vouchers to a local food bank.

370. BUDGET 2022/23: TO NOTE BUDGET PROGRESS REPORTS TO 30 JUNE 2022 (IF AVAILABLE).

370.1 Budget progress reports were not available to 31 May 2022. A detailed Income & Expenditure by Budget Heading Report and Expenditure from Earmarked Reserves Report to 31 May 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 £24,449 had been spent from the budget of £164,633. Income of £96,247 had been received.

ii) Overall Council Budget. a total of £33,475 had been spent from the budget of £228,033 of which £8,931 had been spent from the Environment and Amenities Committee's budget of £55,900. £73 had been spent from the Allotments budget of £2,500 and a income of £911 received. There had been £1 spent from the Planning & Traffic Committee budget of £5,000. There had been no expenditure from Earmarked Reserves.

Income of £97,158 had been received in total.

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

371. FINANCIAL MONITORING: TO NOTE THE ACCOUNT RECORDS TO 30 JUNE 2022 (IF AVAILABLE).

371.1 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 May 2022 was £255,652.72 represented by:

	£	
Barclays Bank Business Current Account	14,944.41	
Barclays Bank Business Premium Account	147,591.74	
Nationwide Building Society	93,000.03	
Petty Cash	105.46	255,641.64
Receipts Not on Bank Statement	11.08	<u>11.08</u>
		255,652.72

ii) Payment Analysis.

It was **NOTED** that payments totalling £47,662.22 net of VAT been made from the Barclays Bank Current Account for the period 1 April 2022 to 31 May 2022.

372. UNSPENT BALANCES 2021/22.

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- 372.1 The Chairman referred to a report that had been prepared by the Clerk and RFO, which had been circulated to members prior to the meeting. Anticipated funds had been taken into consideration when calculating the budget and precept requirement for 2022/23 and a surplus of £2,661.50 was remaining as of 31 March 2022. Members were mindful of the impact of any unplanned expenditure or additional projects that could be added to the new current financial year budget.

The above was **NOTED**, and it was **AGREED** that the surplus of £2,661.50 would be transferred to General Reserves for 2022/23.

373. REVIEW OF BALANCES IN RELATION TO THE FINANCIAL SERVICES COMPENSATION SCHEME.

- 373.1 The Chairman referred to a report that had been prepared by the Clerk and RFO, which had been circulated to members prior to the meeting. In line with the Council's Investment Policy, members had been asked to consider risk relating to cover that was offered by the Financial Services Compensation Scheme (FSCS). This currently provided protection up to £85,000 per authorised financial services firm. As of 31 May 2022, funds totalling £162,536.15 were held with Barclays Bank and £93,000.03 with the Nationwide Building Society.

It was **AGREED** that the RFO would explore availability of an additional product (s) to maximise protection provided by the FSCS.

374. BANK SIGNATORIES: TO CONFIRM ARRANGEMENTS FOR 2022/23.

- 374.1 Members were reminded by the RFO of existing authorised signatory arrangements with Barclays Bank and the Nationwide Building Society.

It was **AGREED** to **RECOMMEND** to Full Council the following:

- I. To maintain existing bank signatory arrangements with Barclays Bank. Councillors Mr. W. Blunden, Mr. S. Henton, Mr. R. Pickett, Mrs. L. Grace and Mrs. V. Upton as authorised signatories. The RFO to act as scheme administrator.
- II. Councillors Mr. W. Blunden, Mr. S. Henton and Mrs. V. Upton to remain as authorised signatories with the Nationwide Building Society. Councillor Mr. R. Plass to be removed and replaced by Councillor Mr. R. Pickett. The RFO to act as scheme administrator.

375. VAT RECLAIM: TO NOTE VAT RECLAIM PAYMENT.

- 375.1 Members **NOTED** that the following claim for VAT refund had been paid:

£3,220.81 paid into the Business Premium Account 14 June 2022 – invoice period January to March 2022.

376. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

- 376.1 Councillor Pickett and the Clerk provided members with an update. The following was reported:

- Permission had been obtained from the Planning Inspector for the S38 Commons Act 2006 application.
- Since the application had been submitted building regulations had changed and it would be necessary to include a changing places cubicle. The impact of this concerning the above approval would be queried with the Planning Inspectorate.
- The original planning application had now lapsed, and a new application would need to be submitted to the local planning authority (MSDC). Councillor Pickett and the Clerk had attended a meeting with our architects to discuss all the above issues. The architects had agreed to provide the council with an updated fee proposal.
- Members were made aware of media reports that single-sex toilets would be mandatory in all new public buildings.

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Members were asked to consider the fee proposal from Gould Baxter. Cllr Pickett did not take part in the decision-making relating to the fee proposal.

It was **AGREED** to accept stages 1 and 2 of the fee proposal.

It was **AGREED** that the Clerk would liaise with the architects regarding an indication of fees based on their experience relating to Stages 3, 5, 6, & 7.

It was **PROPOSED** and **AGREED** that the Clerk, in conjunction with the Committee Chair & Committee Vice-Chair, be authorised to:

- a. Consider any urgent matters relating to submitting the planning application and take any necessary decisions, and
- b. Consider any urgent matters relating to the existing Commons Act application discussions with the Planning Inspectorate and take any necessary decisions.

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

377.1 The Clerk reported that two agreement submissions had been received to date and that a response was still awaited from the existing supplier.

The above was **NOTED**, and it was **AGREED** to delegate authority to the Clerk, in conjunction with the committee Chairman and Vice Chairman, to take further action as necessary, when in a position to consider all three agreement submissions.

378. CLERK AND RFO REPORTS.

378.1 Clerk's Report.

The Clerk had no items to report.

378.2 RFO's Report.

The RFO advised as follows:

- a. The AGAR for 2021/22 had been submitted to the external Auditor, Moore, on 16 June 2022.
- b. An announcement had been made on Friday 17 June 2022 regarding the Notice of Public Rights and Publication of the unaudited AGAR. This had been put on display in the public noticeboard and online for the period commencing Friday 17 June 2022 and ending on Wednesday 27 July 2022.
- c. The CTH Service Charge invoice had been raised on 27 June 2022 for the period 26 March to 25 June 2022. Members were reminded that the CTH lease agreement was due to be reviewed commencing January 2023.
- d. Details of income received for the period 1 April to 31 May 2022 had been circulated to members by email on 23 June 2022. This had included confirmation that a precept payment of £94,500 had been received on 29 April 2022.

The above was **NOTED**.

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

379.1 The Clerk reported that a review of the Pensions Discretions Policy had been undertaken, in conjunction with the Chairman of the Finance and General Purposes Committee and confirmed that no amendments were considered necessary.

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The above was **NOTED**.

380. RISK MANAGEMENT: TO CONSIDER ANY RISK ASSESSMENTS.

380.1 The Chairman referred to a draft Office/DSE Risk Assessment that had been prepared by the Clerk and Deputy Clerk and circulated to members prior to the meeting. Members had been asked to consider the document for approval.

The above was **NOTED**, and it was **AGREED** to delegate authority to the Clerk, in conjunction with the committee Chairman and Vice Chairman, to amend the draft to include reference towards contract cleaners.

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

381.1 The Clerk advised the following attendance:

- a. The Deputy Clerk would be attending a virtual training session offered by Mulberry & Co – Latest Developments in Planning on 12 July 2022.
- b. The Clerk and RFO hope to attend a Finance Training course offered by SLCC in September 2022.
- c. A brief on training opportunities had been received, which would be circulated to members shortly.

382. 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.

382.1 There were no matters arising.

The meeting concluded at 20.52 hours.