

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 10 JANUARY 2019** 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. Plass  
Mrs. S. Richmond  
Mrs. V. Upton

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

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

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

440.1 Apologies for absence were received from Councillors Mr. M. Damsell and Mr. R. Pickett and their reasons were accepted.

### **441. DECLARATIONS OF INTEREST.**

441.1 There were no declarations of interest from Members in respect of any items on the Agenda.

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

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

### **443. TO CONFIRM MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13 DECEMBER 2018.**

443.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 13 December 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

### **444. CHAIRMAN'S ANNOUNCEMENTS.**

444.1 The Chairman wished everybody a Happy New Year. Members were advised that an Interim Review had been carried out by the Internal Auditor on 28 November 2018 and this had drawn attention to allowances and expenses that were paid to Councillors.

It was **NOTED** that the Interim Review had provided a reminder that under Section 5.49 of the Governance & Accountability Guide 2018, Allowances and Expenses, payments made should be subject to PAYE.

### **445. ACTION LIST.**

445.1 The Chairman referred to the Action List which had been circulated with the Agenda and this was **NOTED**.

### **446. GRANTS AND DONATIONS.**

446.1 i) Grants budget. It was **NOTED** that £250 remained in the budget of £2,350.

ii) To consider Grant requests. No grant requests had been received.

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### iii) Letters of thanks received.

It was **NOTED** that a letter of thanks had been received from the West Sussex Mediation Service.

#### **447. BUDGET 2018/19.**

447.1 The Chairman reported that budget progress reports to the month ending November 2018 were not yet ready for circulation.

#### **448. BUDGET 2019/20: TO CONSIDER AND AGREE THE RECOMMENDATION TO BE MADE TO FULL COUNCIL ON THE COUNCIL'S BUDGET FOR 2019/20 (THE PRECEPT).**

448.1 The Chairman referred to an amended copy of Sheet 8 Calculation of Precept Required for Proposed Budget 2019/2020 that had been circulated with the Agenda. At the previous F&GP Committee Meeting that had been held on 13 December 2018, Sheet 8 had incorrectly referred to a total anticipated receipts of £184,196. An error had been made as a result of double accounting in respect of VAT reclaim, and the total anticipated receipts should have been stated as £171,147.95. The calculation shown in the amended Sheet 8 had increased the shortfall in funds that would be required to cover the budget to £167,343. Compared against the current year's precept this would suggest a possible 7% increase which was considered not appropriate. A recommendation had been made to maintain the current level of precept of £156,000 allowing for the fact that there would possibly be unspent monies to be carried forward from the current year and recognition that not all budgeted items would come to fruition.

The above was **NOTED** and it was **AGREED** that a precept of £156,000 would support the proposed Budget of £238,000 for 2019/2020.

It was **PROPOSED** by Councillor Blunden, **SECONDED** by Councillor Plass and unanimously **AGREED** that a Budget of £238,000 as recommended at the F&GP Committee Meeting held on 13 December 2018, and a precept of £156,000 should be recommended to Full Council.

#### **449. VAT RECLAIM: TO NOTE THAT A RECLAIM WAS SUBMITTED ON 13 DECEMBER 2018 FOR £7,421.02 FOR THE PERIOD 24 MARCH 2018 to 30 SEPTEMBER 2018.**

449.1 It was **NOTED** that a VAT reclaim had been submitted on 13 December 2018 for £7,421.02 for the period 24 March 2018 to 30 September 2018.

#### **450. VILLAGE DOIRECTORY AND YEAR BOOK.**

##### 450.1 a) To Consider Any Updates Relating To The Request For Public Feedback.

The Clerk reported that a total of 370 responses had been received. These were in the process of being collated and a summary of the feedback data that had been received would follow as soon as possible.

The above was **NOTED**.

##### 450.2 b) To Agree Any Steps Required For The Review Of The Feedback Data.

Consideration had been given towards a meeting of the Working Group being held upon receipt of the Clerk's summary.

It was **AGREED** that a meeting of the Working Group would be arranged upon receipt of the Clerk's summary of feedback data. A proposal would then be submitted to F&GP with a suggestion as to how best to progress this matter forward.

#### **451. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.**

451.1 Councillor Plass reported that a full planning application had now been filed and it was hoped that the Parish Council would receive the outcome by April 2019. Members were informed that MSDC had earmarked funds towards this project although it was recognised that these were limited by time.

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The above was **NOTED** and it was **AGREED** that the Clerk would continue to liaise with MSDC to keep them informed of progress to date.

### 452. LOCAL GOVERNMENT PENSION SCHEME.

452.1 a) To Note The Requirement For The Scheme Employers To Review Their Discretions Policy Annually And Notify The Administrators That This Has Been Completed.

The Chairman reported that it was a requirement for scheme employers to review their Discretions Policy annually and to notify the administrators that this had been completed.

The above was **NOTED** and it was **AGREED** to give delegated authority to the Clerk in conjunction with the Chairman of the Finance Committee to review the Discretions Policy and to notify the Administrators that this had been completed.

452.2 b) To Note Changes By West Sussex County Council To The Administration Of The Pension Scheme.

The Chairman reported that the Pension Administration service in respect of the West Sussex Pension Scheme was in the process of being transferred from Capita to Hampshire County Council. This was **NOTED**.

### 453. CLERK'S REPORT.

453.1 The Clerk reported on the following items:

Repair/Replacement of Parish Office Front Door Step.

A payment of £55 had been received from Dpd in settlement of the cost to repair/replace the Parish Office front door step. This work had now been carried out and completed.

PAT Testing.

The annual Portable Appliance Testing had been carried out on 10 December 2018.

Mobility Ramp.

This had now been installed in the main entrance of the premises.

Annual Fire Risk Assessment.

Phoenix Fire Risk Assessment had carried out their service of fire equipment and supplied two new extinguishers on 5 December 2018.

Debit Card Approval Request.

The Clerk had received agreement to proceed with purchase of the RBS Rialtas financial software package and three new litter bins. The total cost for each of these two items would exceed the £500 single transaction limit for payment by debit card. The Clerk had therefore requested authorisation by the finance committee to meet these costs by debit card payment.

The above was **NOTED** and it was **AGREED** to authorise the Clerk to purchase the RBS Rialtas financial software package and three new litter bins by debit card payment.

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

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

The Parish Clerk would be attending Election Training on 24 January 2019, which had been organised by SSALC.

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

455.1 There were no matters arising.

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The public part of the meeting ended at 20.20 hours.

### **456. EXCLUSION OF THE PUBLIC [AND PRESS].**

456.1 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.

### **457. CLOCK TOWER HOUSE LEASE.**

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

The meeting concluded at 20.30 hours.