

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 30 MAY 2019** at the King Edward Hall, Lindfield.

The meeting began at 20.00 hours.

Present:

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

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

This being the first meeting of the Committee following the Annual Meeting of Council, the Chairman of Council, Councillor Blunden, opened the meeting and presided for the first item.

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

1.1 The Chairman of Council called for nominations for the office of Chairman of the Finance and General Purposes Committee for the Council year 2019/20. Councillor Henton was **PROPOSED** by Councillor Upton and **SECONDED** by Councillor Pickett. There being no further nominations, Councillor Stephen Henton was duly **ELECTED** as Chairman of the Finance and General Purposes Committee for the Council year 2019/20. Councillor Henton took the Chair for the meeting.

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

2.1 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 Plass. 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 2019/20.

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

3.1 Apologies for absence were received from Councillor Mrs. L. Grace and their reason was accepted.

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

4.1 Item 11 ii)a: Grant request from Lindfield Branch of the Royal British Legion. Councillor Blunden declared a personal interest in this item in view of their membership with the organisation.

Item 11 ii)a: Grant request from Lindfield Branch of the Royal British Legion. Councillor Upton declared a personal interest in this item in view of their membership with this organisation.

Item 11 ii)a: Grant request from Lindfield Branch of the Royal British Legion. Councillor Hersey declared a personal interest in this item in view of their membership with this organisation.

Item 11 ii)c: Grant request from Lindfield Bonfire Society Ltd. Councillor Blunden declared a personal interest in this item in view of their membership with the organisation.

5. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

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6. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 7 MARCH 2019.

- 6.1 The following amendment to item 470.1 Office Equipment was **AGREED** to clarify the decision that had been made after having given consideration to item 470.1 A) Printer: To Consider Arrangements for Replacement:

It was **AGREED** to delegate authority to the Clerk, in conjunction with the Chairman and Committee Chairman, to produce and circulate a tender for consideration.

The Chairman called for approval of the amended Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 7 March 2019. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

7. GROUPS: TO APPOINT SUB COMMITTEES AND WORKING GROUPS, REVIEW TERMS OF REFERENCE AND TO AGREE THEIR MEMBERSHIP.

- 7.1 It was **AGREED** that the Sub Committees and Working Groups of the Finance and General Purposes Committee and their membership and terms of reference should be as follows:

- Insurance and Risk Management Working Group
3 members – Councillors Blunden, Henton and and Pickett should be appointed members of the Working Group.

Remit: to review the insurance policies of the Council in consultation with the Clerk and RFO; to make recommendations to the F&GP Committee on changes to the insurance cover arising from such reviews; to conduct a periodic review of the Council's insurance providers and submit a written comparison of proposals to F&GP with recommendations; to oversee the Council's risk management procedures to ensure that the requirements were met, reporting to F&GP and other committees as appropriate.

- Administration Sub Committee
4 members - Councillors Blunden, Henton, Pickett and Upton.

Remit: to oversee all matters relating to the Parish Council's office property, employment matters and the running and maintenance of the Parish Office within the agreed Administration Budget and in consultation with the Parish Clerk, including periodic checks of the premises and working practices for compliance with Health and Safety and Risk Management requirements.

- Directory Working Group
4 members - Councillors Blunden, Hearsey, Pickett, and Upton.

Remit: to give practical help to the office staff if needed when preparing the Parish Directory and Year Book for the printers and to consider significant editorial changes in consultation with the office staff. It was suggested that this Working Group should meet at least once a year.

- Grants Panel
3 members - Councillors Blunden, Grace and Upton

Remit: to assess applications for grant funding and make recommendations to the F&GP Committee.

- Public Toilets Working Group
5 members – Councillors Blunden, Henton, Pickett, Plass and Upton. Councillor Plass was no longer a member of the Finance & General Purposes Committee and had expressed an interest in becoming a member of this Working Group, which had been welcomed and agreed.

Remit: to liaise with the surveyors and others in developing the project and report to the F&GP Committee.

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It was also **AGREED** that a new Policy Sub Committee would be appointed with a remit to review existing Council policies, the membership of which would be considered at a later date.

8. **BANK MANDATE: TO CONFIRM SIGNATORIES SUBJECT TO ANY CHANGE IN CHAIRMAN OR VICE CHAIRMAN UNDER ITEMS 1 AND 2 ABOVE.**

- 8.1 Existing signatories were Councillors Blunden, Henton, Plass and Upton. Whilst Councillor Pickett had been newly appointed as Vice Chairman, it had been suggested that the existing signatories remain unchanged. Councillor Pickett confirmed his agreement and it was **AGREED** that there would be no recommendation to Council to change the bank mandate.

9. **CHAIRMAN'S ANNOUNCEMENTS.**

- 9.1 The Chairman made no announcements.

10. **ACTION LIST.**

- 10.1 The Chairman referred to the Action List which had been circulated with the Agenda and this was **NOTED**. It was **AGREED** to include an additional subject heading, relating to installation of the RBS rialtas financial software package.

11. **GRANTS AND DONATIONS.**

- 11.1 i) Grants budget. It was **NOTED** that a budget of £2,800 was available to spend.

ii) To consider Grant requests.

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

a. Lindfield Branch of the Royal British Legion.

Councillors Blunden, Hersey and Upton, having declared a personal interest in this item, as stated in Minute 4.1, remained present.

Lindfield Branch of the Royal British Legion were a registered charity and had submitted an application for a grant of £250 dated 9 May 2019 towards the cost of providing a Road Closure on 10 November 2019 in support of Remembrance Sunday. The Road Closure would provide public safety assisting laying of wreaths at All Saints Church and marching of the parade to King Edward Hall to receive refreshments after the service.

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 £250 be made towards the work of the Lindfield Branch of the Royal British Legion.

b. St Peters & St James Hospice.

St Peter & St James Hospice were a registered charity and had submitted an application for a grant of £250 dated 7 March 2019 towards the cost of providing a patient transport service to their Wellbing Centre. Mileage for fuel was paid to drivers using their own cars and for driving the minibus owned by the Hospice, which was equipped to take wheelchairs and mobility aids.

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 £250 be made towards the work of St Petrs & St James Hospice.

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c. Lindfield Bonfire Society Ltd.

Councillor Blunden having declared a personal interest in this item, as stated in Minute 4.1, remained present.

A letter of request had been received from Lindfield Bonfire Society Ltd dated 11 May 2019, 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 providing medical services in support of 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 would be monitored in accordance with the Council's Grants and Donations Policy.

d. Lindfield Arts Festival.

A letter of request had been received from Lindfield Arts Festival dated 23 March 2019, who were a registered charity, requesting a grant of £1,000 towards the cost of running Same Sky Lantern workshops. The Festival would be taking place 19 to 22 September 2019 and this activity would be central to the Festival. It was hoped that lanterns made during the Festival together with lanterns made from local school children would be carried in a parade later on in the year participating in the Lindfield Christmas Village Night. Teaming up with Same Sky would provide an opportunity to introduce art to people of all ages including those with physical and mental disabilities, and helping to develop creative skills and talents.

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. It was **AGREED** that this grant should be used specifically for the day time activity. The Committee were not in favour of providing funds towards the suggested Christmas Village Night parade and requested that the Environment & Amenities Committee be advised accordingly.

iii) Letters of thanks received. It was **NOTED** that letters of thanks had been received from Citizens Advice and St Catherine's Hospice.

12. BUDGET 2019/20

12.1 The budget progress reports to 30 April 2019 were **NOTED:**

i) Finance and General Purposes Committee: a total of £25,105.64 had been spent from the budget of £158,400.

ii) Analysis of Administration Budget: a total of £21,377.25 had been spent from the budget of £140,500.

iii) Overall Council Budget 2019/20 a total of £27,180.77 had been spent from the budget of £238,000 of which £2,074.53 had been spent from the Environment and Amenities Committee's budget of £79,400. There had been no expenditure from the Planning & Traffic Committee budget of £200 or from the Designated Reserves of £159,104.86.

iv) General Reserve Expenditure: there had been no expenditure.

13. REVIEW OF THE UNSPENT BALANCES AND TRANSFERS TO RESERVES.

13.1 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 funding during the current year. Consultation would be required with both the Environment & Amenities Committee and Planning & Traffic Committees in order to progress this matter further.

The above was **NOTED** and it was **AGREED** that this item would be deferred until the next meeting of the Finance & General Purpose Committee.

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14. BARCLAYS BANK UPDATE.

- 14.1 The Chairman reported that progress was continuing to be made towards online banking. The RFO was currently awaiting further action to be taken from Councillor Henton.

15. VAT RECLAIM: TO NOTE REFUND CLAIM DATED 16 MAY 2019.

- 15.1 It was **NOTED** that the half yearly refund claim for VAT paid had been submitted on 16 May 2019 for the period 24 September 2018 to 31 March 2019, totalling £7,590.70.

16. TO CONSIDER SSALC VISIONING/BUSINESS PLAN SERVICE.

- 16.1 The Chairman referred to a report that had been circulated by the Clerk inviting members to consider the merit of creating and implementing a business plan. SSALC Ltd had offered to run a training session costing £400. Benefits of a Business Plan would include setting out of clearly defined aims and objectives, assistance with budget planning, prioritisation and assessment of performance, tracking of responsibilities and provision of a public document for information.

The Chairman had recommended that this be considered to assist future planning of projects. Members discussed the possibility of using a previously issued Vision for Lindfield document to be used as a working template.

The above was **NOTED** and it was **AGREED** that a meeting would be arranged with SSALC Ltd with a view to discussing the possibility of creating and implementing a business plan. Councillors Blunden, Henton and Pickett had expressed an interest to attend.

17. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

- 17.1 The Chairman reported that advice was waiting to be received from the Planning Consultants. An application to Planning Inspectorate had been made for permission to build on Common Land. An application had also been made to MSDC for permission to carry out works on land which they owned and managed.

The above was **NOTED**.

18. CLERK'S REPORT.

- 18.1 The Clerk reported on the following items:

Alarm Services.

An annual maintenance service which included G2R monitoring on the Intruder Alarm had been arranged to take place 3 June 2019.

Office Photocopier/Printer.

The Clerk, in conjunction with the Chairman and Committee Chairman, had produced and circulated a tender for consideration.

2020 Edition of Village Directory and Year Book.

Matters were in hand to invite local community groups and businesses to advertise their services.

19. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

- 19.1 The Clerk confirmed attendance of staff at the following training and conference events:

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Councillors Briefing & Awareness Training	Linda Grace John Stevens
Discover Gatwick	Margaret Hersey Linda Grace
Rural & Community Led Housing Event	Linda Grace
Ford Materials Recycling Facility	Linda Grace Ian Wilson
Appraisals & HR Workshop	Clerk
An Introduction to the Planning Process	Linda Grace John Stevens
CiLCA	Deputy Clerk
GDPR, FOI & Policies Workshop	Clerk
Clerks Introduction to Leadership Day	Clerk
Business Planning Workshop	Clerk
Stress Management	Clerk

The above was **NOTED**.

20. 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.

20.1 There were no matters arising.

The public part of the meeting ended at 20.20 hours.

21. EXCLUSION OF THE PUBLIC [AND PRESS].

21.1 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.

22. CLOCK TOWER HOUSE LEASE.

22.1 It was **NOTED** that a final decision was awaited.

23. STAFFING MATTERS.

23.1 It was **NOTED** that the Village Orderly post had been extremely successful having provided a very positive impact in contributing towards maintenance of public open spaces and Council assets, as well as assistance in the deployment of SIDs.

The meeting concluded at 20.34 hours.