

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 04 JULY 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. L. Grace
Mrs. M. Hersey
Mr. M. Leach
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.

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

24.1 Apologies for absence were received from Councillor Mr. R. Pickett and their reason was accepted.

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

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

26. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

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

27. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 30 MAY 2019.

27.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 30 May 2019. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

28. CHAIRMAN'S ANNOUNCEMENTS.

28.1 The Chairman made no announcements.

29. ACTION LIST.

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

30. GRANTS AND DONATIONS.

30.1 i) Grants budget. It was **NOTED** that £1,500 had been spent from a budget of £2,800.

ii) To consider Grant requests.

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

LINDFIELD PARISH COUNCIL

a. 4Sight Vision Support.

4Sight Vision Support were a registered charity and had submitted an application for a grant of £250 dated 25 June 2019 towards the cost of providing Outreach support to residents in Lindfield living with sight loss. This would assist 24 residents in gaining confidence, helping to maintain and transform their lives into fulfilling ones after sight loss, and thus enabling active participation in the community.

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 £200 be made towards the work of 4Sight Vision Support.

iii) Letters of Thanks Received. It was **NOTED** that letters of thanks had been received from Lindfield Arts Festival, Lindfield Branch of the Royal British Legion and St Peters & St James Hospice.

31. BUDGET 2019/20

31.1 The budget progress reports to 30 May 2019 were **NOTED:**

i) Finance and General Purposes Committee: a total of £32,989.064 had been spent from the budget of £158,400.

ii) Analysis of Administration Budget: a total of £29,125.67 had been spent from the budget of £140,500.

iii) Overall Council Budget 2019/20: a total of £41,367.64 had been spent from the budget of £238,000 of which £8,378.58 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. A total of £2,453.00 had been spent from General Reserve and £667.86 from Designated Reserves.

iv) VAT Update: it was **NOTED** that a VAT reclaim of £7,590.70 had been received by direct credit on 29 May 2019.

v) Update on Unspent Balances 2018/19: The Chairman reported that this matter would be given further consideration as soon as the new financial software package was up and running.

32. BARCLAYS BANK UPDATE.

32.1 The Chairman reported that progress was continuing to be made towards implementing online banking.

33. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

33.1 The Clerk reported in the absence of Councillor Pickett and confirmed that a drainage feasibility study had been carried out on sewage facilities which had outlined two available options. The application submitted in relation to building on Common Land was still in progress. Committee members were keen to enlist support from local elected MSDC representatives to help progress this project. The Chairman commented that, although it was unlikely that significant expenditure would be incurred on this project in the current financial year, there was a need for a fairly firm estimate of the overall cost by the end of this calendar year which would be required for the preparation of the budget for 2020/2021.

The above was **NOTED**.

34. OFFICE EQUIPMENT: UPDATE ON PHOTOCOPIER.

34.1 The Clerk reported that a tender had now been submitted and it was anticipated that responses would be received by the end of July 2019. Members were reminded that the existing rental agreement had a notice period of 90 days and the Clerk had requested to receive delegated authority in conjunction with the Chairman and Vice Chairman to terminate the contract.

The above was **NOTED** and it was **AGREED** to defer consideration towards serving notice for termination of the existing rental agreement until tender responses had been received.

LINDFIELD PARISH COUNCIL

35. POLICY: TO CONSIDER POLICY TOWARDS COMMEMORATIVE CONTRIBUTIONS.

- 35.1 The Chairman reported that the Environment & Amenities Committee had considered the possibility of Lindfield Parish Council contributing towards the cost of planting a remembrance tree in memory of John Jesson, a former member of Lindfield Preservation Society. Following discussion it had been suggested that the Council should consider implementing a policy relating to applications for commemorative contributions. After consideration it was agreed that a formal policy was unnecessary and that such requests should be dealt with on a case by case basis.

It was **AGREED** that no formal policy would be adopted towards commemorative contributions, requests would be considered on a case by case basis.

36. CLERK'S REPORT.

- 36.1 The Clerk reported on the following items:

RBS Accounting Software Package.
This had now been installed.

SSALC Visioning/Business Plan Service.
The Clerk was liaising with both SSALC and the Chairman to progress this matter further.

37. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

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

Appraisals & HR Workshop	Clerk & Cllr Blunden
An Introduction to the Planning Process	Cllr Grace and Cllr Stevens
CiLCA	Deputy Clerk
GDPR, FOI & Policies Workshop	Clerk
Clerks Introduction to Leadership Day	Clerk
Business Planning Workshop	Clerk
Stress Management	Clerk
Event Management	Clerk or Deputy Clerk

The above was **NOTED**.

38. 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.

- 38.1 There were no matters arising.

The public part of the meeting ended at 20.18 hours.

39. EXCLUSION OF THE PUBLIC [AND PRESS].

- 39.1 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.

40. CLOCK TOWER HOUSE LEASE.

- 40.1 It was **NOTED** that a decision was still awaited.

LINDFIELD PARISH COUNCIL

41. STAFFING MATTERS.

41.1 It was **NOTED** that members fully supported an invitation to extend the Village Orderly contract of employment.

The meeting concluded at 20.24 hours.