

LINDFIELD PARISH COUNCIL

Minutes of the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held on **THURSDAY 9 JANUARY 2020** at the 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

Also present: One member of the public

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.

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

94.1 All members were present..

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

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

96. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.

96.1 No questions or comments were received.

97. TO CONFIRM AND SIGN MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 DECEMBER 2019.

97.1 The Chairman called for approval of the Minutes of the meeting of the Finance and General Purposes Committee held on Thursday 12 December 2019. These were **AGREED** and the Chairman **SIGNED** the Minutes as being a true record of that meeting.

98. CHAIRMAN'S ANNOUNCEMENTS.

98.1 The Chairman wished those present a Happy New Year.

99. ACTION LIST.

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

100. GRANTS AND DONATIONS.

100.1 i) Grants budget. It was **NOTED** that £2,050 had been spent from a budget of £2,800.

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

iii) Letters of Thanks Received. It was **NOTED** that a letter of thanks had been received from Mid Sussex Older Peoples's Council.

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101. BUDGET 2019/20.

101.1 The budget progress reports to 31 December 2019 were **NOTED**:

i) Finance and General Purposes Committee: a total of £117,689.41 had been spent from the budget of £158,400.

ii) Analysis of Administration Budget: a total of £104,765.10 had been spent from the budget of £140,500.

iii) Overall Council Budget 2019/20: a total of £165,298.27 had been spent from the budget of £238,000 of which £47,608.86 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 £3,976.43 had been spent from Designated Reserves.

iv) General Reserve Expenditure: a total of £4,377.00 had been spent from General Reserve.

v) To authorise use of the Debit Card for Expenditure: there were no items of expenditure requiring use of a debit card.

102. BUDGET 2020/2021.

102.1 The Chairman asked members to consider the latest update that had been received relating to the proposed Budget and precept calculation. Copies of the proposed Budgets for each committee had been circulated with the Agenda, including a summary of the total Budget and precept calculation. Despite the current year spend having been updated to 31 December 2019, this had had no impact on the overall budget calculations and precept calculation. These had remained unchanged since the last Finance and General Purposes Committee meeting held 12 December 2019. It had been calculated that a shortfall of £173,577.06 would need to be financed by precept as follows:

Anticipated Funds in Hand as at 31 March 2020:

	£	£
Cash Book balance brought forward as at 1 April 2019	221,518.63	
Add anticipated receipts to 31 March 2020	<u>168,702.00</u>	391,221.13
Less anticipated payments to 31 March 2019:		
Budget total as at 31 March 2019	204,769.84	
General and Designated Reserves	<u>14,978.35</u>	<u>-219,748.19</u>
		171,472.94

Shortfall to be financed by Precept:

Anticipated funds in hand as 31 March 2020	171,472.94	
Add Budgeted income for 2020/21	<u>11,820.00</u>	183,292.94
Less anticipated expenditure to 31 March 2021		
Including cash required to support Budget Reserves	<u>218,700.00</u>	
	<u>138,170.00</u>	356,870.00

	£	
Shortfall to be financed by precept: Expenditure	356,870.00	
Less Income	<u>-183,292.94</u>	
	<u>173,577.06</u>	

Members remained in favour of lowering the precept request to £172,000 given that not all projects were likely to be fully completed.

The above was **NOTED** and it was **AGREED** that a precept of £172,000 would support the proposed Budget of £218,700 for 2020/2021.

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It was **PROPOSED** by Councillor Blunden, **SECONDED** by Councillor Upton and unanimously **AGREED** that a Budget of £218,700 as recommended at the Finance & General Purposes Committee meeting held on 9 January 2020, and a precept of £172,000 should be recommended to Full Council.

103. BARCLAYS BANK: UPDATE ON INTERNET BANKING.

103.1 The Chairman reported that internet banking had successfully been initiated and this was **NOTED**.

103.2 It was **NOTED** that Barclays Bank were reducing standard interest rates in respect of their Business Premium Account.

104. INSURANCE RENEWAL: TO NOTE POLICY END IN MAY 2020 AND ARRANGEMENTS FOR NEW COVER REQUIRED.

104.1 It was **NOTED** that the Council's existing insurance policy would be due for renewal in May 2020. The Clerk had been approached by two insurance brokers offering assistance in obtaining a new policy. Members were mindful that an insurance company with experience in providing cover for local authorities might provide a level of cover more suited to meet the needs of the Council.

It was **AGREED** that members of the Administration Sub Committee would arrange a meeting to undertake a review of the Parish Council's insurance needs.

105. LOCAL GOVERNMENT PENSION SCHEME: TO CONSIDER ARRANGEMENTS FOR REVIEWING.

105.1 a) Discretions Policy.

The Chairman reported that it was a requirement for scheme employers to review their Discretions Policy annually and to notify the administrators of the pension scheme 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 and General Purposes Committee to review the Discretions Policy. This would be subject to any amendments that were considered necessary being referred back to the Finance and General Purposes Committee.

b) Internal Dispute Resolutions Policy.

The Chairman reported that it was also a requirement for scheme employers to review their Internal Dispute Resolutions Policy on an annual basis and to notify the pension scheme 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 and General Purposes Committee to review the Internal Dispute Resolutions Policy. This would be subject to any amendments that were considered necessary being referred back to the Finance and General Purposes Committee.

106. STANDING ORDERS AND FINANCIAL REGULATIONS.

106.1 The Chairman reported that matters were in hand to review Standing Orders and Financial Regulations. The Policy Working Group had received draft Standing Orders and their comments were awaited.

The above was **NOTED**.

107. PROPOSED PUBLIC TOILETS ON THE COMMON: UPDATE.

107.1 The Clerk confirmed that our solicitor was progressing the Section 38 Act 2006 Commons application. It was likely that an additional two working hours might be needed in support of this, the extra cost of which could exceed the previously agreed limit of £2,000 net of VAT. Possibly £500.00 net of VAT. The Clerk had sought members agreement to this additional expenditure.

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The above was **NOTED** and it was **AGREED** to approve the additional expenditure that might be incurred from the solicitor.

- 107.2 It was also **NOTED** that the Council was waiting to receive a report from MSDC in relation to owners and managers consent.

108. BUSINESS PLAN: TO NOTE UPDATE.

- 108.1 The Chairman reported that a meeting of the Business Plan Working Group had been held in early December, and another meeting was scheduled. The Group had expressed a wish to invite Councillor Matthews to join them as a member with a view to providing an improved balance of membership between staff and council members.

The above was **NOTED** and it was **AGREED** that Councillor Matthews would be invited to join the Business Plan Working Group as an additional member.

109. SOCIAL MEDIA: UPDATE.

- 109.1 The Clerk reported that the Facebook account was up and running and had received positive engagement. Members were reminded that the account was being used to post information only and it was encouraging to see that both Lindfield Gossip and Haywards Heath Gossip had made good use of this. Information regarding Christmas tree recycling had proved to be helpful to the local community.

110. CLERKS'S REPORT.

- 110.1 The Clerk reported on the following:

Fire Extinguisher Check. This had been carried out on 6 January 2020 without any matters arising.

Electrical Safety Check. This had been carried out on 20 December 2019. Five recommended actions and three urgent actions had been reported. Quotations had been requested to address these issues.

The above was **NOTED**.

111. TO CONFIRM ATTENDANCE AT TRAINING AND CONFERENCE EVENTS.

- 111.1 The Chairman advised members that the SSALC training programme for 2020/21 was in the process of being finalised. There were currently no members booked to attend a course.

Councillor Grace had expressed interest to attend an Introduction to the Planning Process training should this be offered.

The above was **NOTED**.

112. 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.

- 112.1 There were no matters arising.

The public part of the meeting ended at 20.21 hours.

113. EXCLUSION OF THE PUBLIC [AND PRESS].

- 113.1 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.

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114. CLOCK TOWER HOUSE: UPDATE ON LEASE AND LINDFIELD ENTERPRISES ESTATES LTD.

114.1 It was **NOTED** that progress was continuing.

The meeting concluded at 20.26 hours.