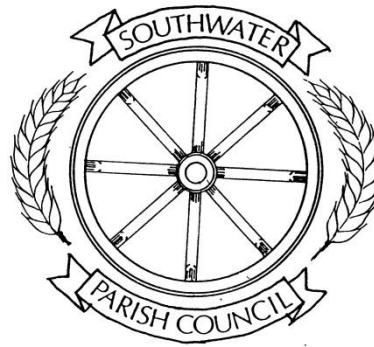


Southwater Parish Council



Finance and General Purposes Meeting Minutes

Wednesday 13th September 2017, 7.30pm

Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Committee Members

Cllr Michael Neale (Chairman)
Cllr Geoff Cole (Vice Chairman)
Cllr Laurie Apted
Cllr Paul Davies
Cllr Pauline Flores-Moore
Cllr Derek Moore
Cllr Chris Pearce
Cllr Hayley Timson
Cllr Clare Vickers
Cllr Graham Watkins
Cllr Neil Whitear

Non Voting Committee Member

Mr Geoff Scoon



SOUTHWATER PARISH COUNCIL

Beeson House,
26 Lintot Square,
Fairbank Road,
Southwater,
West Sussex
RH13 9LA



Clerk: **Mrs.C.M.Tobin**
Cert.Ed.L.Pol.FILCM.,

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MINUTES

The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 13th September 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Chairman: Cllr M Neale

Cllr L Apted	Cllr G Cole
Cllr P Flores-Moore	Cllr C Pearce
Cllr H Timson	Cllr G Watkins
Cllr N Whitear	

**Mr G Scoon, Co-Opted Non-Voting*
Member of Council**

Clerk: Mrs C Tobin

County Councillor: Not present

District Councillors: Not present

Press: Not present

Members of the Public: None

MINUTE REF

FG72/09/17 PUBLIC PARTICIPATION

The Chairman asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the Chairman. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded. Public present indicated they did not wish to say anything.

FG73/09/17 APOLOGIES

There were apologies noted and agreed from Cllrs Davies and Moore.

Members NOTED and APPROVED* the absence.

FG74/09/17 DECLARATION OF INTERESTS

The Clerk to the Meeting referred Members of Council to information issued in relation to the Member's Code of Conduct and Standing Orders and asked whether any Member had anything of note to declare at this point in the meeting.

There were no declarations of interest received.

FG75/09/17 MINUTES

It was RESOLVED* by all present having been proposed by Cllr Whitear and seconded by Cllr Pearce that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 12th July 2017 be accepted as a true and correct record of the meetings.

FG76/09/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated he had no announcements.

FG77/09/17 CORRESPONDENCE

The Clerk indicated that there was no correspondence for consideration at this meeting other than that previously circulated.

FG78/09/17 ACCOUNTS & FINANCIAL MATTERS

Accounts

The Chairman referred Members to the financial pack circulated previously for periods 1 to 4 for approval and updated Members in relation to bank reconciliations and the current financial position of the Council as at 13th September 2017. Cllr Flores-Moore expressed a concern regarding the lack of up to date information. The Chairman and Clerk explained that this was an exceptional occurrence due to staff illness and annual leave. Month 4 figures had been closed off and it was these figures the Council were asked to approve.

The information regarding the financial information relating to the financial periods 1 to 4 of the Council was APPROVED* by all present with the exception of Cllr Flores-Moore.

Members NOTED the update in relation to the bank reconciliations and current financial position of the Council.

Microshade Price Increases

The Clerk updated Members regarding the proposed price increases for computer services from Microshade, following a decision from Microsoft to withdraw government discount on SPLA licenses. The hosting fee will increase from £30.65 to £31.00 per month, an increase of 35p. The Office Standard package will increase from £11.60 to £14.95, an increase of £3.35 per month. No changes will occur to the access charge which will be absorbed by Microshade.

Members NOTED and APPROVED* the information.

FG79/09/17 PAYMENTS SCHEDULE

The Clerk presented to Members payments for approval since the last Council meeting, including matters delegated in the August recess. All had been signed off with the exception of the payments up to 13th September 2017 to the sum of £9,122.81.

It was AGREED* by all present that the payment schedule dated 13th September 2017 to the sum of £9,122.81 be APPROVED*.

FG80/09/17 BUS SHELTER REPORT

Members received a report circulated prior to the meeting, regarding improvement works to two bus shelters in the village. One located opposite the Co-op in Worthing Road and one located in College Road.

Cllr Watkins sought clarification of a request for approval of £175. The Clerk confirmed that Members were looking at £175 for the bus shelter opposite the Co-op in Worthing Road to repair damage incurred. Members were informed there is no money in the ring fenced fund as this was moved to the general fund.

Cllr Watkins asked if any were suitable for insurance claims because of the damage caused by vandalism. The Clerk explained that the Parish Council were not given notification of a date of the alleged offence in order to get a crime number at the time, so an insurance claim is not possible. Cllr Watkins asked if the Parish Council could pursue a claim despite this as, claims without crime numbers in the past have been successful.

The Clerk added there is also damage to an electrical box opposite Worthing Road that the Council are hoping Metrobus will repair.

The Clerk explained that the damage at the Worthing Road bus shelter could be considered a risk to public and needs to be addressed and confirmed she will make a retrospective report to the police.

Cllr Cole suggested that, when reviewing the budget for the next financial year, consideration is made to the seating provision in the bus shelters.

The Clerk replied that the bus shelter at Edinburgh Close specifically did not have seats. This was at the request from local residents who did not want to attract anti-social behaviour with youths congregating around the shelter.

Members APPROVED* the works report in relation to the Bus Shelters.

FG81/09/17 GRANT APPLICATION FROM ST CATHERINE'S HOSPICE

The Chairman referred members to a Grant application received from St Catherine's Hospice for the sum of £200.

The Chairman and Vice Chairman considered the grant request to be low. The Chairman confirmed that grant requests approved so far this year amounted to £500 for the Music Trust, £300 to the Southwater Art Group and £500 to the Southwater First Responders. The sum of £4,000 is budgeted for grant applications in this financial year so the Chairman proposed to increase the grant awarded to St Catherine's Hospice to £500.

It was APPROVED* by all present that the Council approve the grant application of £500 to St Catherine's Hospice.

FG82/09/17 SOUTHWATER PARISH COUNCIL WEBSITE

Members were asked to consider the website quote, from the Parish Council's suppliers, of £2150 plus VAT for the new Parish Council website. The quote included site design, online booking system and associated training. 50% of this figure is payable on confirmation of the booking. Cllr Pearce raised a question

over suppliers and following discussion it was agreed, for continuity and expediency reasons, to remain with InTouch. This will be reviewed in 3 years time.

It was RESOLVED* by all present that the quote for the new Parish Council website of £2150 plus VAT be APPROVED*.

FG83/09/17 POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA
Members received a verbal report from the Chairman regarding the recent anti social behaviour in Southwater. It is felt that there is an increase in anti-social behaviour in the area. As a result, a meeting had been scheduled for Friday, 15th September with various stakeholders. In addition to this, Val Court, Chairman of Horsham Association of Local Councils and representative, will raise the issues at the Joint Action Group meeting on Thursday, 4th September.

The assumed increase has not been documented in the crime statistics recorded from reported crime, but rather secured through anecdotal evidence and witnessed directly.

Members NOTED the information.

FG84/09/17 POLICY DOCUMENTS*
Cllr Watkins requested a deferral to enable more time to prepare for this item.

Members RESOLVED* to defer the approval of the revised Standing Orders to the next meeting, to permit Members to fully examine the document.

FG85/09/17 LEISURE CENTRE MANAGERS REPORT
The Chairman to the Meeting referred Members to the Leisure Centre Manager's Report produced for Members comment.

A question was raised regarding the consistency of the report, specifically regarding two points: Firstly regarding the unallocated income amount of £298 which the Clerk will clarify with the Leisure Centre Manager and secondly; the apparent reduction in membership and use, which could be due to a number of reasons and is currently be reviewed by the Working Party.

One accident listed has been reported under RIDDOR.

Two new staff have now started and one is expected to start soon. A full induction of new staff will be carried out by the Leisure Centre Manager.

Members NOTED the information.

FG86/09/17 COUNCIL PREMISES & LAND*
Interim Report
Members were referred to an interim report sent prior to the meeting regarding land, buildings and play grounds. All areas of Parish land have now been mapped. Parish Assets will be added to the map and inspections of these assets will be carried out on a more systematic basis in the future.

Quotes approved by Council are now being put into action using a 'priority system', with the most urgent being addressed first. Quotes are being sought for further works and these will be presented to either the Finance Committee or Full

Council in due course. Delegated powers have already been granted in July 2017 for the majority of these works.

Members NOTED the information.

Retrospective approval for urgent works

Members were referred to a report, circulated prior to the meeting, regarding the retrospective agreement for urgent pruning to some of the vegetation. These works were required urgently to make safe areas of public open space at a cost of £1340 plus VAT. The works were approved under delegated authority conferred on the Chairman, Vice Chairman and Clerk during the recess period.

Members RESOLVED* to agree a spend of £1340 plus VAT to make safe public open spaces by carrying out urgent pruning works.

FG87/09/17 PERSONNEL, PENSIONS & TRAINING*

Members were informed by the Clerk that three new members of staff have been appointed to the Leisure Centre.

The litter warden/caretaker role is still vacant.

Members NOTED the information.

FG88/09/17 DATE OF NEXT MEETING: Wednesday 11th October 2017

The meeting closed at 8.24pm