

Southwater Parish Council



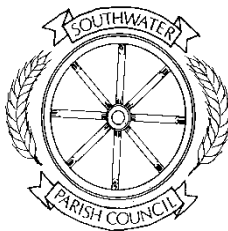
Finance and General Purposes Committee Meeting Agenda

Wednesday 18th July, 2018, 7.30pm

Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Committee Members

Cllr Michael Neale (Chairman)
Cllr Geoff Cole (Vice Chairman)
Cllr Ross Dye
Cllr Pauline Flores-Moore
Cllr Derek Moore
Cllr Geoff Scoon
Cllr Hayley Timson
Cllr Claire Vickers
Cllr Graham Watkins
Cllr Neil Whitear



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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You are hereby SUMMONED to the **FINANCE AND GENERAL PURPOSES** Committee of the Parish Council, which will be held in **Beeson House, Lintot Square, Southwater, West Sussex, RH13 9LA** on **Wednesday 18th July, 2018 at 7.30pm** when the following business will be considered and transacted.

12th July 2018

Clerk to the Council

Members of the public and press are welcome to attend

AGENDA

1 PUBLIC PARTICIPATION

To receive and act upon if considered necessary by Council, comments made by members of the public. Questions to be considered by Council need to be submitted in writing or electronic mail by noon on the day of the meeting in accordance with Section 1(h) of Standing Orders (Meetings).

2 APOLOGIES

To receive apologies and reasons for absence.

3 DECLARATION OF INTERESTS

To receive any declarations of Members' interests.

4 MINUTES

To approve the Minutes of the Finance and General Purposes Committee Meeting held on Wednesday 20th June 2018.

5 CHAIRMANS ANNOUNCEMENTS

To receive any announcements from the Chairman of the meeting.

6 CORRESPONDENCE

6.1 To consider correspondence received and which will require response.

6.2 RECOMMENDATION

The Committee is recommended to respond to correspondence received.

7. ACCOUNTS

BANK RECONCILIATION

7.1 The purpose of this report is to approve the Bank Reconciliation as at 31st June, 2018 as a true reflection of the current financial position of the Council.

7.2 RECOMMENDATION

The Committee is recommended to approve the Bank Reconciliation as at the end of the quarter 31st June 2018.

DEBTORS & CREDITORS

7.3 The purpose of this report is to approve the Debtors and Creditors as at July, 2018 as a true reflection of the current position of the Council.

7.4 RECOMMENDATION

The recommendation is to approve the Debtors and Creditors list as at the date of the meeting as a true reflection of the current position of the Council.

8 PAYMENTS SCHEDULE

8.1 To approve the payments schedule to 11th July, 2018 in the sum of £22,222.60 with other payments of £60,941.30 having been approved since the last meeting.

8.2 RECOMMENDATION

The Committee is recommended to approve the Payment Schedule in the sum of £22,222.60 with other payments of £60,941.30 having been approved since the last meeting.

9. COUNCIL POLICIES & AGREEMENTS

9.1 To discuss, consider and approve the following draft policies;

Health & Safety Policy; Confidentiality Policy; Complaints Reporting Policy; Fire Policy Statement; Health & Safety Statement (Employees); Vexatious Complaints Policy; Member's Correspondence Policy 2018;

9.2 RECOMMENDATION

The Committee is recommended to approve the Draft Policies presented.

10. OPERATIONAL MATTERS

10.1 This report will cover all operational aspect of the Council estates/assets.

10.2 RECOMMENDATION

The Committee are recommended to accept the recommendations of the report.

11. TREE TENDERS

11.1 This report relates to the tender for works related to Council owned land.

11.2 RECOMMENDATION

The Committee are recommended to accept the recommendation contained in the report.

12. FIRE TENDERS

12.1 This report relates to the tender for works relating to fire provision within Council owned buildings.

12.2 RECOMMENDATION

The Committee are recommended to accept the recommendation contained in the report.

13. CHRISTMAS LIGHTS TENDER

13.1 This verbal report relates to the tender for works relating to the provision of Christmas Lighting in and around Lintot Square.

13.2 The Committee are recommended to delegated the decision in relation to this matter to the Chairman and Vice Chairman of the Finance & General Purposes Committee and the Clerk in light of an error in dates provided to contractors; this being 15th August 2018.

14. EASTEDS BARN**

14.1 To extend the use by the public of Easteds Barn until October 2018.

14.2 RECOMMENDATION

The Committee is recommended to extend the use of Easteds Barn until end of October 2018.

**** Due to the confidential nature of the business to be transacted, Members will be asked to consider a resolution to exclude members of the public and press in accordance with Section 1 (e) of Standing Orders (Meetings).**

14.3 To receive a report on the updated legal position, discussions and Head of Terms in relation to the lease of Easteds Barn to a third party.

14.4 RECOMMENDATION

The Committee is recommended to approve the actions taken on behalf of the Council with the view to the lease of Easteds Barn to a third party.

15. PERSONNEL & PENSIONS**

15.1 The purpose of this report is to receive an update on the current staffing situation of the Council

15.2 RECOMMENDATION

The Committee is recommended to approve the report and delegate powers to the Clerk to ensure that actions where necessary are taken.

16. DATE OF NEXT MEETING: Wednesday, 19th September 2018.

** Due to the confidential nature of the business to be transacted, Members will be asked to consider a resolution to exclude members of the public and press in accordance with Section 1 (e) of Standing Orders (Meetings)