

Southwater Parish Council



Finance and General Purposes Meeting Minutes

Wednesday 11th October 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 11th October 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Chairman: Cllr M Neale

**Cllr G Cole
Cllr C Pearce**

**Cllr D Moore
Cllr C Vickers**

Clerk: Mrs C Tobin

County Councillor: Not present

District Councillors: Not present

Press: Not present

Members of the Public: One

FG89/10/17 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 in accordance with Standing Orders.

FG90/10/17 APOLOGIES

There were apologies noted and agreed from Cllrs Apted, Davies, Flores-Moore, Watkins and Whitear and non voting member Mr Scoon.

Members NOTED and APPROVED the absence.

FG91/10/17 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.

FG92/10/17

MINUTES

It was **RESOLVED** by all present having been proposed by Cllr Pearce and seconded by Cllr Cole that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 13th September 2017 be accepted as a true and correct record of the meetings.

FG93/10/17

CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated he had no announcements.

FG94/10/17

CORRESPONDENCE

Age UK Horsham District

The Chairman referred members to the letter of thanks received from Age UK Horsham District, circulated prior to the meeting.

Members NOTED the information.

FG95/10/17

ACCOUNTS & FINANCIAL MATTERS

The Chairman referred Members to the meeting pack circulated prior to the meeting, containing the sales ledger, income and expenditure and the balance sheet detailing current assets and liabilities up to 11th October 2017.

A question regarding the apparent closing balance of Co-op Bank Account 1 was raised. The Chairman explained that the closing balance was a 'working account' which reflected the working cash figures, not the actual balance in the account which would generally always return to a balance of £500.

The meeting pack containing the financial information relating to the current financial position of the Council was APPROVED by all present.

The Clerk confirmed to Members that she had closed Month 6 as of that afternoon and the 2nd Quarter VAT return had been submitted.

Members NOTED the information.

GKR Karate - Blue Belt Project

The Clerk referred Members to correspondence received from the Blue Belt project, regarding an initiative running through October, to raise funds for Mind. They have requested a waiver of one session hall hire fee a sum of £19.75 plus VAT on 25th October 2017.

Members AGREED to waive a one off session hall hire fee equivalent to a sum of £19.75 plus VAT on 25th October 2017 as a grant in kind.

HMRC Inspection

Members were updated regarding notification of an inspection by HM Revenue and Customs (VAT) on Tuesday 7th November 2017 from 11am until 3pm.

Members NOTED the information.

Microshade

The Clerk advised Members that following discussions with the above

contractor, a quotation had been received relating to a three year contract in respect of the Citrix system used by the Council. This deal would see a great benefit by way of sharing of dairies with the inclusion of Microsoft Exchange but at a lower cost than that currently paid. The proposed monthly fee reducing from £650.35 to £611.22 per month.

It was RESOLVED that the Parish Council take out a three year contract with Microshade, its existing contractor to provide the Council with the Citrix IT operational system.

FG96/10/17 PAYMENTS SCHEDULE

To discuss and approve the payments schedule to 11th October 2017.

It was AGREED by all present that the payment schedule dated 11th October 2017 to the sum of £32,418.23 be APPROVED.

FG97/10/17 GRANT APPLICATION FROM EASTED ALLOTMENT ASSOCIATION

The Chairman referred members to a grant application received from Easteds Allotment Association for £500.

The Chairman suspended standing orders to permit a member of the public to speak. Cllr Cole declared an interest in that the member of the public was known to him.

Members were informed that mowers were required to be present at the allotment, as part of the Allotment Association tenancy agreement was to keep the grass paths and area in front of the allotment in good order. The shed bought 18 months prior was destroyed in the autumn gales last year and so the Association had garnered a quote of around £350 plus labour to have a stronger custom made shed built.

Members asked for clarification regarding the cost of installation before making a decision.

Standing orders were re-instated.

It was AGREED by all present that the decision regarding the grant application of £500 to Easteds Allotment Society be delegated to the Clerk and Chairman of the Finance Committee.

The Member of the public left the meeting.

FG98/10/17 GENERAL DATA PROTECTION REGULATION 2018

Members received an update from the Clerk on the new General Data Protection Regulation Bill due to come into force in May 2018. Members were informed that the management team would draw up a plan including training, with a date to be confirmed.

Members NOTED the information.

FG99/10/17 SOUTHWATER PARISH COUNCIL EMERGENCY PLAN

Members were referred to the report circulated prior to the meeting regarding the proposals for the Southwater Parish Emergency. It was recommended that the Council consider setting up a working party to progress the plan.

The working party should consist of at least five Members of Council, the Clerk and possibly volunteers from the community. Thanks were offered to Mr Scoon for all his hard work so far and it was suggested that Cllr Flores-Moore would also be an asset to the working party.

Members AGREED to set up a working party consisting of at least five Members of Council, the Clerk and members of the public to progress the Emergency Plan.

FG100/10/17

POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA

Members were updated on the first Southwater Action Team meeting. As a result of the meeting, outside organisations and other agencies have been approached and invited to join the Action Team. Discussion also occurred around Community Wardens, with a view to consider the budget implications of such in the next budgeting meeting; this having been suggested by Cllr Vickers.

Members NOTED the information and directed the Clerk to add ‘Community Wardens’ for discussion to the Parish Council Budget meeting.

FG101/10/17

LEISURE CENTRE MANAGERS REPORTS

The Chairman to the Meeting referred Members to the Leisure Centre Manager’s Report produced for Members comment.

A request for a copy of the gross income and expenditure by year was made. The Clerk will investigate whether the data is available and if so will circulate in the usual way.

Members NOTED the information and directed the Clerk to provide the financial information requested.

FG102/10/17

COUNCIL PREMISES & LAND

Interim Report

Members were referred to an interim report sent prior to the meeting regarding land, buildings and play grounds.

With prior agreement, the scope of the review was extended to include maintenance contracts and specifications, so a full management report can be submitted at November’s meeting.

In the interim, works have now been undertaken to bring sites up to standard. Additional works totally £3030 plus VAT have been authorised to cut back vegetation on Council land and Members are advised that Quaipe Woodlands should commence works on the Tree Survey this month.

Members NOTED the information.

At this point in the meeting the Chairman of the Meeting proposed the suspension of Standing Orders in order to discuss matters of a contractual matter.

“Confidential Minute”

It was RESOLVED by all Members that the Council should proceed with the programme as identified and that the Clerk should place an order for works as outlined in the sum of £1,000 for stage 1.

Standing Orders were reinstated.

FG103/10/17

POLICY DOCUMENTS

Members were referred to the documents circulated prior to the meeting for discussion and recommendations. Cllr Pearce commented that he felt the document was very thorough and well laid out and commended the work that had gone into it, other Members concurred:

Financial Regulations

Members were informed that the Chairman and Vice Chairman of Council are in the process of becoming cheque signatories. The Clerk requested that Members discuss the possibility of increasing the spending authorisation level for the Clerk to £5000 in consultation with the Chairman and Vice Chairman of Council or the Vice Chairman of the Finance and General Purposes Committee in the absence of the others.

It was proposed by Cllr Pearce and seconded by Cllr Moore and RESOLVED by all present to AGREE to raise the approved spend of the Clerk, in consultation with the Chairman, Vice Chairman of Council and/or the Vice of the Finance and General Purposes Committee, to £5000.

Standing Orders

Members were informed that anything written in bold was irrefutable and could not be changed. A question was asked regarding the recording of the meeting and how long those recordings were kept. It was proposed to record and keep the auditory record of the meeting until the Minutes were adopted at the next Full Council meeting.

It was proposed to change the number of days for a motion or question to be submitted to the meeting should be reduced to two days to match that required of members of the public.

There were some typing errors that also needed correcting.

Subject to the amendments above, Members RESOLVED to APPROVE Standing Orders and Financial Regulations and recommend to Full Council for approval and adoption.

FG104/10/17

PERSONNEL, PENSIONS & TRAINING*

The Clerk confirmed that three new members of staff had been employed, all of whom would be eligible for the WSCC Pensions Scheme. Normal format would be for Members to approve these staff members for the scheme; this being a formality as a small admitted body.

Members APPROVED the inclusion of the three new leisure centre staff into the West Sussex Local Government Pensions Scheme.

Changes discussed with Full Council in terms of a slight reorganisation of staffing within the office had been completed.

Members NOTED the information.

FG105/10/17 DATE OF NEXT MEETING: Wednesday 8th November 2017

The meeting ended at 8.55pm.