

Southwater Parish Council



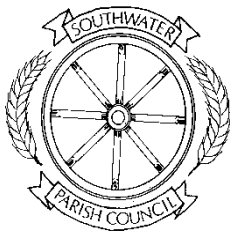
Finance and General Purposes Committee Meeting Agenda

Wednesday 17th October, 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 17th October, 2018 at 7.30pm** when the following business will be considered and transacted.

10th October 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 19th September 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 8th October 2018 as a true reflection of the current financial position of the Council at the end of Month 6.

7.2 RECOMMENDATION

The Committee is recommended to approve the Bank Reconciliation as at 8th October 2018 (Month 6).

DEBTORS & CREDITORS

7.3 The purpose of this report is to approve the Debtors and Creditors as at 8th October 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 17th October, 2018 in the sum of £52,159.13 with other payments of £52,652.22 having been approved since the last meeting an overall total of £104,811.35.

8.2 RECOMMENDATION

The Committee is recommended to approve the Payment Schedule dated 17th October, 2018 in the sum of £52,159.13 with other payments of £52,652.22 having been approved since the last meeting an overall total of £104,811.35.

9. PARISH COUNCIL COMMUNITY GRANTS

9.1 To consider a grant request from Southwater Welcome Club in the sum of £250 this being a contribution towards the cost of the Club's Christmas lunch the total cost of which would be £504.

9.2 To consider a grant request from Southwater Art Club for £500 in relation to the upgrade of their website and new replacement exhibition signage.

9.3 To consider the approval of two free room hires (2 hour sessions) to enable Southwater Community Responders to provide training in relation to the defibrillators now positioned on the outside of Beeson House and Southwater Leisure Centre the cost of which would be £55.60 inclusive of VAT.

9.4 RECOMMENDATION

The Committee is recommended to approve the grants requested.

10. POLICIES

10.1 To consider the following policies having been reviewed by the Policy Working Party, e.g., Finance Policy Statement, Financial Regulations and Standing Orders these being based on the NALC Model of 2018.

10.2 The Committee to approve the Council's Finance Policy Statement, Financial Regulations and Standing Orders.

11. ELECTRONIC FILING SYSTEM

11.1 This report covers the tendering for an electronic filing system to enable the Council to virtually become paperless.

11.2 The Committee are recommended to approve the recommendations of the report.

12. OPERATIONAL MATTERS

12.1 This report will cover all operational aspect of the Council estates/assets including expenditure taken under delegated powers, health and safety and proposed future expenditure for authorisation.

12.2 RECOMMENDATION

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

13. SOUTHWATER STREET BUS SHELTER (WORTHING ROAD)

13.1 To consider alterations to the bus shelter to enable persons using the bus shelter to see oncoming vehicles and buses; a local resident has indicated that they would be willing to pay towards the cost of this work there currently being no budget.

13.2 The Committee are recommended to approve alterations as they consider necessary and approve if necessary the transfer of funds to enable the works along with any donation from the resident.

14. SOUTHWATER VILLAGE HALL

14.1 To consider the adoption of land from developers as Custodian Trustees of the Village Hall this land to include space for car parking and play area and the associated legal costs which will be incurred which to date are unknown.

14.2 The Committee is recommended to adopt the land being provided under a Section 106 Agreement the Council being the Custodian Trustees of the Village Hall subject to the normal transfer arrangements.

15. SOUTHWATER LEISURE CENTRE

15.1 To receive a report(s) in relation to the day to day management of the Leisure Centre including any financial information.

15.2 To approve the report(s) received.

16. CHRISTMAS EVENT

16.1 To receive a report in relation to the arrangements for the Christmas event to take place on 24th November between 1pm and 5pm and to approve the Chairman and Vice Chairman as the organisers of the event in order to ensure that the necessary insurance arrangements are in place to safeguard both Councillors and Council.

16.2 To approve Cllrs G.Watkins and M.Neale as the appointed organisers of the Christmas event and that they be fully covered by the Council's insurance policy and any expenditure that may be necessary.

17. POLICING MATTERS

17.1 To consider policing matters in relation to the community of Southwater.

17.2 To make any recommendation considered necessary following discussions for the benefit of the community.

18. COMMUNITY WARDENS

18.1 To receive an update on the progress being made in relation to Community Wardens.

18.2 The Committee to note any progress made.

19. PERSONNEL & PENSIONS

19.1 To receive a report on the requirement of WSCC Pensions Department for a policy to deal with grievances raised by Council employees with the pension provider.

19.2 To approve the progression of a Grievance Policy in relation to the WSCC Pension Fund.

20. DATE OF NEXT MEETING: Wednesday, 21st November 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)