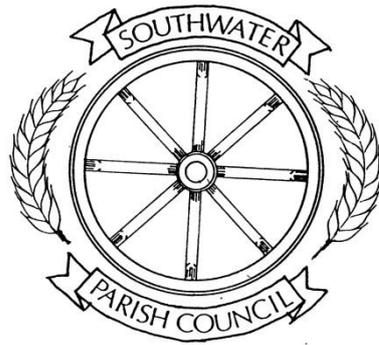


# Southwater Parish Council



## **Finance and General Purposes Meeting Draft Minutes**

Wednesday 21 February 2018, 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 Pauline Flores-Moore  
Cllr Derek Moore  
Mr 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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### DRAFT MINUTES

**The Draft Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 21 February 2018 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present: Chairman: Cllr M Neale**

|                       |                       |
|-----------------------|-----------------------|
| <b>Cllr G Cole</b>    | <b>Cllr D Moore</b>   |
| <b>Cllr G Scoon</b>   | <b>Cllr H Timson</b>  |
| <b>Cllr G Watkins</b> | <b>Cllr N Whitear</b> |

**Committee Clerk: Ms N Donbavand**

**County Councillor: Not present**

**District Councillors: Not present**

**Press: Not present**

**Members of the Public: Eighteen**

#### FG153/02/18 PUBLIC PARTICIPATION

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call is urgent in which phone calls may be received with permission from 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 for minute purposes. The Chairman asked members of the public if they intended to record the meeting. He received a negative response.

Five members of the public had registered to address the meeting. On invitation, they were advised by the Chairman to approach the desk, sit down and switch the microphone on to ensure their comments were recorded. The meeting was informed that each speaker was permitted to speak for a maximum of two minutes. The first was called to address the meeting. She read out the following statement:

*“Good evening Mr Chairman, ladies and gentlemen. I am here as a resident of Southwater regarding the future of Easteds Barn. Easteds Barn was donated to Southwater Village by Bryant Builders as a community building along with the sum of £45,000.*

*Historic planning applications to remove it from community were refused by Horsham District Council as they said that it was a valuable asset to the people of Southwater and we were not to lose it. I understand from another resident that he has recently received correspondence from the Parish Clerk informing him that the barn is to be advertised on a long term let on the open market. So no long term bookings are now being taken.*

*Again, my own and other residents concern are that the barn will not be available for its original purpose of classes, flower arranging, art classes, bridge, polling stations, children’s parties, the list goes on.*

*If the reason for this proposed action by SPC is the barn’s revenue stream then I’m afraid we have to return yet again to the issue of the Parish Council’s complete lack of proactive advertising. There wasn’t and still isn’t a hire information notice board at the barn. It wasn’t and still isn’t in the Parish Magazine. All SPC has done is erect the small finger sign on Cedar Drive, put a small advert on the website and the SPC newsletter and for a very short period of time stuck two makeshift A3 signs on the doors.*

*We know that an advisor on parish halls met with the Clerk back in 2010 to give advice on how to make the most of these assets as she also met with a few local residents. The first thing that was mentioned to the Clerk and ourselves was advertising and the best advert being the barn itself so hire information should be outside the building. Please go to the barn and see if this advice was ever taken.*

*We know there has been some money spent on the extension and mobility access but people have mentioned on many occasions that the outside of the barn is unkempt with trees and bushes becoming overgrown. It is such a lovely building, but the lack of effort with the outside space is seriously letting it down. Look at other Parish Council buildings and their surroundings. Why is the barn the poor relation and not being included when it comes to ground maintenance? I assume you have this contracted out so why is it not included?*

*Allegedly, current and potential hirers have been told that local residents complain about noise from the barn thus reducing its hire potential. I assure you this is not the case. The time when complaints was made was when hirers had to open the doors because the heating was on and they were unable to turn it down or off. Often the heating isn’t even needed and is on when the building isn’t being used. In fact there is evidence that it has been on 24/7. Requests to sort this problem have not been addressed. So money is literally flying out of the doors.*

*They also feel that hiring it is not made easy, with too many hoops to jump through. We appreciate forms need completing, risk assessments provided and public liability insurance needs to be put in place. But this doesn’t have to be an onerous task.*

*We were also shocked to hear that that current long term hirers have not been informed or warned about SPC's proposals for the barn. I don't know about the Parish Councillors but we feel that this is appalling customer care.*

*Southwater is not a place of bricks and mortar. It is a thriving, friendly and growing community with all the new houses being built. With increasing residents we need to value and keep these community facilities. What happens when there is nowhere for them to go? Our existing and future clubs should be allowed to continue using this wonderful asset. Thank you for your time”.*

The second speaker was called and addressed the meeting:

*“Good evening, I'm a long term resident of Southwater and in the distant past actually was a member of the Parish Council for a period. My issue is also about Easteds Barn and really follows on from what the previous speaker has said. Who clearly has a lot of knowledge about the background. Mine is a very simple question really to the Parish Council. I would like to ask what plans the Parish Council has for Easteds Barn and if it is considering any changes how it intends to consult with the community.*

The third speaker was called and addressed the meeting:

*“I have been living in the village for thirty years. Thank you Mr Chairman for allowing me the time to address the council.*

*Firstly may I say that it's very disappointing to be here tonight, I'd rather be watching the football, but I'm not surprised. When the issue of Easteds Barn's long term future was last considered and common sense prevailed, I wondered how long it would be before the Council were back and there was a further attempt to change its long term use.*

*It seems that the Council can easily manage to spend the Section 106 cash on capital projects (that's its intended use, after all) but totally fail to consider budgeting for long term maintenance to keep these projects alive. You only seem to rely on ever growing size of the village and respective amounts of cash that comes in from the builders.*

*You may get away with not maintaining playgrounds and handing the over to Horsham District Council or just closing them altogether but Easteds Barn is different. I'm not going to repeat what the previous speaker said as you've heard that already. But I will repeat it's a community asset.*

*One can't help but be suspicious of the motives of the Council in trying to make the hiring the venue as unattractive as they have. Firstly failing to adequately promote the property, again the first speaker said a lot about that. Sticking up a few posters at the venue and a sign at the end of a road is not promotion. A new venture needs to be promoted to get it kick started. You emphatically failed to do this. I would be interested to learn what activity you think you've done to promote the property.*

*Secondly making it difficult and costly to hire. I've got personal experience of that. I hired it for a wedding anniversary party, it was a nightmare.*

*Those who do manage to find the right person find so many prohibitive conditions thrown at them they just simply give up. Again personal experience. I was a member of an exercise class again the heating, lack of air. The move to Dial Post, a much more accommodating council.*

*The cost, I just really wonder if anybody actually went out and looked in the local vicinity at the other councils to see what they were charging and did a comparison. Footfall at the beginning creates more enquiries and then it grows the business. You can't just put a sign up and expect people to come to you.*

*I noticed on the Horsham District Council planning website that you the last attempt, just after the last attempt to gain a long term tenant you obtained a D1 certification. That gave the music licence but also conveniently gave an educational establishment licence. It's a pity in the interim you actively discouraged music.*

*The 1<sup>st</sup> Southwater Scouts are still seeking a home but were put off by the Council on the grounds that the residents complain. The evidence that I've got is that nobody complained about the potential for the Scouts.*

*Even those who got through this labyrinth were met with unreasonable conditions, as I said. It is also strange that the first time the public became aware of your plans and the reason we're all here tonight is when they tried to make bookings and got the run around. It was only when the January minutes of this committee were published that your intentions became clear.*

*Even then it was a single sentence buried in the plethora of other financial planning. Ambiguous at best.*

*It's also interesting that you didn't even have the courtesy to inform the existing contract lessee's of your intentions in a timely manner. Again most strange.*

*I see that the venue has now been removed from the the SPC website, at least the menu. If you search the page comes up. Again the question that the previous person asked, are you still letting the hall or just allowing it to wither on the vine?*

*Similarly the minutes of the November and December meetings were not published on your website until I complained this week.*

*An interesting thing on the agenda for the November meeting was a sentence stating, under Council premises and land. "The press and public may be excluded from discussions in relation to this item to these being considered confidential or contractual. I just wonder if there was something discussed about the future of the hall there that you would be prepared to share with us now.*

*I can understand why you wish to put it out on a long terms lease. It gives you an income stream and someone else takes responsibility for the maintenance.*

*I'm sure there are other benefits here to the Council like moving other businesses round the village. Again, we'd be interested to learn of your future plans. I just*

*keep on repeating it is a community asset and it should be there for the entire community to enjoy and just not a sole lessee.*

*In the last couple of seconds left I actually just brainstormed myself on the train on the way home. There are other ideas that you could push out there. We've seen on social media this week that the village hall say that they run a good business. Would it not be handy to just hand it over to the village hall. They've got the experience of letting businesses. Maybe letting the premises. Perhaps they could help out. Or give it to the scouts they could run it as a scouts and then let it out and organise it themselves as an incentive.*

*I guess in closing I would encourage you to think more laterally instead of just thinking of an easy win in handing it over to one leasee. That's all I've got to say".*

The fourth speaker was called and addressed the meeting:

*"I guess I'm going to just add weight to what has previously been said but I shall continue. I much enjoy the Zumba classes at Easteds Barn every Tuesday evening. They were set up about a year ago by a lady who is also a local resident and will hopefully be here this evening. She worked hard and long and used her own money to start, publicise and develop the class to its current healthy attendance.*

*The letter from the SPC Clerk telling Jenny that her classes would cease in April because SPC were giving up the barn was a shock to us all. Including the ladies in the equally well attended yoga group whose sessions follow ours on Tuesdays and who received a similar letter. As our instructor said, 'they have pulled the rug from beneath our feet'.*

*We've heard that SPC's decision was made for financial reasons we respectfully offer some suggestions.*

*The barn is always unnecessarily hot when we arrive on Tuesday evenings and we don't know when or if the heating is turned off. Clearly there is scope for significant savings as we all have to do in our own homes. The barn is quite well used by a number of people but we believe many local residents remain unaware that it was built for them. And available for a variety of functions provided they do not disturb the nearby residents. In this ever expanding village, the demand for amenities and leisure facilities will continue to rise. So some planned publicity would surely promote even better use of the barn and of course more income for SPC.*

*In 2010 a significant number of Southwater people, particularly those residing within half a mile of the barn, formed a successful action group to contest the proposal to allow an outside applicant to have principle use of the barn. Effectively making it unavailable to the Southwater groups, clubs and residents for whom it was created. Eight years later we all hope this Parish Council will agree such a decision would not be in the best interests of the community they serve. Thank you for allowing me to address you".*

The fifth speaker was called and addressed the meeting:

*“Hello Chairman and members of the Council thank you for giving me the opportunity to speak today. I am a resident of the village, a mother of three, I run a local business, I also run 1<sup>st</sup> Southwater Beaver Group and I’m Vice-President of the schools PTFA so well involved in the village and activities. I would like to express my concern at the proposed outsourcing of Easteds Barn. The barn on my understanding was gifted to the Parish to be used for community activities. I appreciate there are maintenance costs but my understanding is that there is a bursary in place for this and it should not be put to the open market.*

*The barn is underutilised and at present I would like to have a few questions answered. Why is there very little marketing to increase use in particular the website and social media. It is not effective at all.*

*As previously mentioned, the village hall is a prime example of effective management of both the website and bookings. If you have a look on their website you will see bookings are, I think it’s about 80% of the time, are completely full and it is a very easy system to book. The cost of weddings and private parties is around about the £1000 mark for the last time I looked. Forcing people to go elsewhere.*

*As a scout leader with Southwater Sea Scouts we proposed to run our groups in the barn. At present we have to hire the Infant School halls which are expensive. We need a permanent base which Easteds Barn would fit the criteria and also allow for continued use by other groups, parties, wakes, christening parties, exercise groups, art classes, networking, table top sales and much more.*

*We were refused a few years ago as we were informed by the Parish Council that local residents were against this. Meaning that our scout groups haven’t used the barn in about two years.*

*We have since learned that the majority of the residents agreed to our Scout groups residing in the barn. We would be there no later than nine o’clock in the evening. We have plenty of contacts and opportunities to link up with other groups to ensure the use, funding and upkeep of the barn with the Parish Council and would like this considered please. Thank you.*

The Chairman of the meeting stated the following points. Easteds Barn as at Month 10, had a net income of £8,680. Expected income to year end was around £10,000. Expenditure to date is £4,315. In 2016-17 the income was considerably less. The exact advertising actions carried out by the office were not to hand so the comments regarding advertising would be reviewed in due.

The decision to approve the proposed budget, which included the outsourcing of Easteds Barn, was made at the Full Council meeting of 7 February 2018. In that proposal, the potential for rental income on the open market was estimated to be a minimum of £26,000 and would negate any Parish Council expenditure. The alternative would have resulted in another 4% added in the precept.

Until the budget had been agreed, no hirers could be notified. Notification started once the budget had been accepted. Currently, no bookings are being taken after 1 May 2018. The market value was currently being assessed and on receipt of that valuation, the building will be offered as a permanent let.

With regard to the terms of the licence at Easteds Barn, this required cessation of music and the serving of alcohol at 11pm with egress from the Barn at 11.30pm which he believed had been extended to 11.30pm for midnight.

The Clerk to the Meeting explained that the minutes of the Finance and General purposes committee meetings held in November and December 2017 had not been posted on the website due to a combination of compassionate and annual leave of the Officer to the Clerk and sickness of the Media and Marketing officer occurring around that time. It was an accidental omission rather than a deliberate act.

The Chairman explained that Easteds Barn was an asset for the Parish Council and the Council had a duty to maximise revenue on any of its assets. He referred to the building on Church Lane as an example, which generated an income of £18,000 per year.

The Chairman explained that Council meetings are public and members of the public are encouraged to attend. Only one member of the public attended when the proposed budget was discussed and approved.

Cllr Watkins explained two planning applications made in 2010 when a school wanted to use it. The applications were recommended for approval by Horsham District Council but were refused by Horsham District Planning Committee. The commercial classification of the Barn is D1/D2, which is extensive. A request was made of a legal professional to see if the Barn was a community asset or whether it could be used privately. Confirmation was received that it was an asset within the Parish Council remit to let out on either a long or short term let.

Cllr Watkins stated that he understood the concerns of the public and had discussed Easteds Barn in detail with many parishioners. Certain points raised at this meeting would be taken on board by the Council. The long term let of Easteds Barn had been budgeted for, it was possible to do so under the terms of the agreed commercial use of the barn and also the spirit in which the barn had been given to the Parish Council. The decision for the long term let of Easteds Barn was financial and other Parish Council assets were available to be used for community use.

*A member of the public asked 'Is the barn actually losing money. Has it made enough profit to break even? Is the barn being put on the market to sustain the loss on the leisure centre because my feeling is that if the leisure centre is losing money which it is and has been for several years, then I think you should be looking at an alternative. Maybe marketing the leisure centre and put it out to an outside source that will manage it professionally and know how to do this, rather than the way it's been done now and providing the barn isn't losing money, it wasn't built or given to the Parish Council as a money making exercise. It was gifted for the community and if it only makes one penny a year profit then so be it'.*

The Chairman responded that Easteds Barn was not losing money but it could be made more profitable. A working party was currently reviewing the leisure centre currently alongside professional consultants. On receipt of the report, the working party would review the proposals with the long term aim of the leisure centre making a profit. The decision to outsource Easteds barn was not influenced by Southwater Leisure Centre.

Cllr Watkins stated that he needed to correct the interpretation in the room of how the barn was handed over to Southwater Parish Council. It was not bequeathed as an asset for the residents of Southwater. It was quite clear in the s106 agreement what Easted Barns should be used for.

In summary the Chairman stated the barn had not yet been let and it was still available for existing hirers up to the end of April 2018; the market value was being assessed, financially the budget had been set and strong feelings had been observed regarding the use of the barn, which would be taken into account when it was next reviewed.

A member of the public asked *'can we open it up to consultation, because you haven't actually answered that question to the people that have asked it. Can we have it opened up to consultation to the residents so that we can actually formally put our. I mean formally put our thoughts through tonight.'*

The Chairman stated that views had formally been put forward and those would be noted. Members of the Public would be welcome to attend the Council meeting where the formal resolution of Easteds Barn would be discussed and that would be advertised in the normal manner.

The Chairman thanked members of the public for attending the meeting and expressed a hope that he had addressed the queries he was in a position to answer.

**FG154/02/18 APOLOGIES**

There were apologies noted and agreed from Cllrs Apted, Flores-Moore and Vickers.

**Councillors NOTED and APPROVED the absence.**

**FG155/02/18 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.**

**FG156/02/18 MINUTES**

**The minutes of the previous meeting held on Wednesday 10 January 2018 were ADOPTED after being agreed as a true and correct record of that meeting at the Full Council meeting on 31 January 2018.**

**FG157/02/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman wished to express his thanks to all involved in the co-ordinated effort around the incident in Lintot Square on 16 February 2018.

**FG158/02/18 CORRESPONDENCE**

**GP Referral Scheme**

The Clerk to the meeting informed members that communication had been received from Horsham District Council that the GP Referral scheme was now in place and being actively promoted.

**Councillors NOTED the information.**

**FG159/02/18 ACCOUNTS & FINANCIAL MATTERS**

Income and Expenditure

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 21<sup>st</sup> February 2018.

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

**FG160/02/18 Fidelity Guarantee Insurance**

Members were referred to the meeting pack circulated prior to the meeting regarding the proposal to increase the Fidelity Guarantee Insurance from £250,000 to £500,000 at an additional cost of £66.78 per annum. This was in response to a recommendation from the internal auditor Mark Mulberry after the interim internal audit conducted in October 2017. Members felt that there was insufficient information provided to enable a decision to be made. They would like the opportunity to scrutinise the combined insurance policies to ensure sufficient cover is in place over all of the policies before making a decision.

**Members AGREED to defer the item to a subsequent meeting to allow the insurance documents to be fully scrutinised by Council Members.**

**FG161/02/18 Ringfenced Funds**

Members were informed that discharge of the ring fenced expenditure attributed to the skate park was awaiting a report from the Clerk to the Council who would present options to be considered.

**Members AGREED to defer this item to allow further investigation to be carried out regarding options to be presented to Council for consideration.**

**FG162/02/18 BANK RECONCILIATION**

Members were referred to the Bank Reconciliation for Month 10 in the meeting pack circulated prior to the meeting.

**It was RESOLVED by all present that the Bank Reconciliation referring to the closure of Month 10 was APPROVED.**

**FG163/02/18 PAYMENTS SCHEDULE**

The Clerk presented to the Council the payment schedule to 21 February 2018 to the sum of £48,083.55.

**It was AGREED by all present that the payment schedule dated 21 February 2018 to the sum of £48,083.55 be APPROVED.**

**FG164/02/18 SOUTHWATER NEIGHBOURHOOD PLAN**

Instruction of a Highway Consultant

The Chairman referred to Cllr Watkins who informed Members he had received a letter from Horsham District Council regarding allocation numbers which in his view varied the ability to deal with the highways actions. Cllr Watkins requested deferral of this topic until after the next neighbourhood plan meeting where advice

would be sought.

**Members AGREED to defer this item to allow advice to be sought before presentation to the Finance and General Purposes Committee for consideration.**

**FG165/02/18** Provision of Retail Footfall Monitors

Members were informed that this scheme had been brought to the attention of the Clerk by Cllr Moore. He explained, the monitor obtained from Horsham District Council free of charge, provides footfall data gleaned by people with mobile phones as they pass. It could be considered to provide information regarding footfall at specific retail events, for example fairs and to collate data for use for the Neighbourhood Plan. The data collected is owned by the software manufacturers and is utilised by retailers to map patterns of movement and to be of use it would probably require two monitors, one provided free and one to be purchased.

Members concurred that this was probably not of interest to the Neighbourhood Plan.

Two points were raised. Since it appeared to be of more benefit to local retailers, it was felt that it should be commissioned and supported financially by those retailers and therefore a consultation should be carried out with them. Cllr Watkins suggested he would need to see a full specification before he could make any decision.

**Members NOTED the information.**

**FG166/02/18** **GRANT APPLICATION - SCOUT AND GUIDE HQ**

Members were referred to a grant application from Southwater Scout and Guide group for £600 to facilitate the completion of the cavity wall insulation.

Members were informed the group had currently raised £21,000 for improvement works, which had now been allocated.

**It was RESOLVED by all present that the Council APPROVE the grant application of £600 to the Scout and Guide HQ.**

**FG167/02/18** **TOWN COUNCIL STATUS**

Members were requested to defer this item for discussion at Full Council at a future date as all information required for debate had not yet been sourced.

**Members AGREED to defer this item to a future Parish Council meeting.**

**FG168/02/18** **POPPY CLOSE PLAY AREA**

Members were referred to a report circulated prior to the meeting referring to the results of a recent public survey regarding the future of the Poppy Close play area. The responses were 16 votes for a sensory garden, 18 votes for a seating area, 20 for a wildflower garden and 5 did not support any of the stated schemes. The report contained another proposal for consideration to build affordable houses on the site.

Cllr Watkins stated that he felt the plot had the potential for development of affordable houses but that depended on the terms of the covenant from the original

developer of the land. He felt that since there was a lack of affordable housing in Southwater, a decision should not be made until the covenant had been scrutinised and this possibility explored. If it was deemed to be possible then a further public consultation would be carried out with the inclusion of the additional item for consideration.

**Members AGREED to delegate further investigation to the Chairman of Council who would write a report for presentation to the next Finance and General Purposes Committee meeting for consideration.**

**FG169/02/18 BOVIS ART WORK PROJECT**

Members received a verbal update from Cllr Moore regarding the artworks commissioned from the s106 monies laid aside by Bovis Homes for an artwork project on the Roman Lane development. Cllr Moore stated the Clerk to the Council was in the process of consulting the residents of Roman Lane and had contacted the local history group for their input. Horsham District Council provided an input via their public works and arts consultants who specified the art piece had to be placed within the estate and made a suggestion that local schools and residents could be consulted for ideas. These ideas would then be put to professional artists to then create the approved work.

**Members NOTED the information.**

**FG170/02/18 SUSSEX SILENT SOLDIER**

Members were referred to the information in the pack regarding the Silent Soldier scheme being run to celebrate the centenary of the end of the First World War. The business cost for the Silent Soldier silhouette is £250 including delivery. The VAT status is unknown at this time.

Members considered whether the Sussex Silent Soldier should be incorporated into the remit of a group historically tasked with planning a Southwater celebration of the centenary of the end of the First World War. Questions were raised regarding the plans of Horsham District Council and whether funding was available from them.

The Clerk to the meeting explained organisation of the celebrations had been delegated to the Operations Manager to take forward.

**Members AGREED to incorporate the Sussex Silent Soldier in the centenary celebrations and delegate approval for a budget of £250 to the Chairman and Vice Chairman of Council and the Clerk.**

**FG171/02/18 COUNCIL PREMISES AND LAND**

**Southwater Skatepark**

Members were referred to the report from the Operations Manager regarding the request to undertake two areas of patching to the cladding and a small repair to the back of one platform will be £395.00 which is inclusive of VAT.

The Chairman explained he had seen the report from the contractor and felt this work was not essential. Cllr Cole had investigated the skate park the day prior to the meeting and concurred with Cllr Watkins. Cllr Cole stated the running surface appeared to be in good condition and he referred to a panel on South side which

needed locking in and these works could be carried out by the in house team.

**Members REJECTED the proposal to spend of £395.00 inclusive of VAT to undertake the repair of the skate park and AGREED the works to be carried out by the in house maintenance team.**

**FG172/02/18 PERSONNEL, PENSIONS & TRAINING\***

**At this point the Chairman proposed the suspension of Standing Orders in order to discuss matters relating to personnel.**

**Staff Considerations**

‘Confidential note’

**Members NOTED the information.**

**Outsource of Payroll**

‘Confidential note’

**Members RESOLVED to AGREE to outsource payroll to Mark Mulberry & Co at the cost of £87.50 per month, invoiced quarterly, from the start of the next financial year, in readiness for the first staff pay day of the year being 25 April 2018.**

**Accident Report**

‘Confidential note’

**Members NOTED the information.**

**FG173/02/18 DATE OF NEXT MEETING: Wednesday 14<sup>th</sup> March 2018**

**Meeting finished at 9.05pm.**