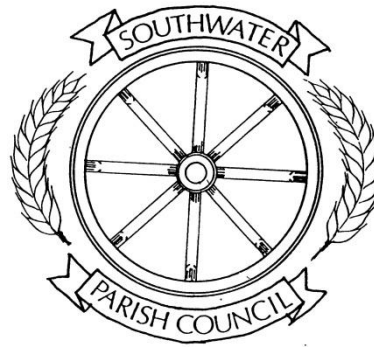


# Southwater Parish Council



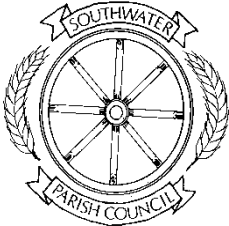
## **Finance and General Purposes Committee Meeting Agenda**

Wednesday 23<sup>rd</sup> May, 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  
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.,

Telephone No: 01403 733202 Fax: 01403 732420  
Email: Catherine.Tobin@southwater-pc.gov.uk  
Community Web Site: [www.southwater-pc.gov.uk](http://www.southwater-pc.gov.uk)

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 23rd May, 2018 at 7.30pm** when the following business will be considered and transacted.

17<sup>th</sup> May 2018

Clerk to the Council

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*Members of the public and press are welcome to attend*

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## 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. Apologies received from Cllr Apted. Cllr.Flores-Moore.

### 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 18<sup>th</sup> April, 2018.

### 5 CHAIRMANS ANNOUNCEMENTS

To receive any announcements from the Chairman of the meeting.

### 6 BANK RECONCILIATION

**6.1** The purpose of this report is to approve the Bank Reconciliation as at 31<sup>st</sup> March, 2018 as a true reflection of the current financial position of the Council. A copy of the document is available in the Appendix.

#### **6.2 RECOMMENDATION**

The Committee is recommended to approve the Bank Reconciliation.

6.3 The purpose of this report is to approve the Debtors and Creditors as at as a true reflection of the current position of the Council. A copy of the document is available in the Appendix .

6.4 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.

## 7 PAYMENTS SCHEDULE

7.1 To approve the payments schedule to 17<sup>th</sup> May 2018 in the sum of £18,701.58 with other payments of £75,196.03 having been approved since the last meeting. A copy of this document is attached at Appendix.

### 7.2 RECOMMENDATION

The Committee is recommended to approve the Payment Schedule in the sum of £18,701.58 with other payments of £75,196.03 having been approved since the last meeting.

## 8 DRAFT END OF YEAR ACCOUNTS TO 31<sup>ST</sup> MARCH 2018

### 8.1 ANNUAL INTERNAL AUDITORS REPORT 2017/18 (PART 3, PAGE 3 OF THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN.

The Committee is recommended to discuss, comment on the Annual Internal Audit Report for 2017/18 (Part 3, Page 3 of the Annual Governance & Accountability Return.

### 8.2 RECOMMENDATION

The Committee is recommended to approve the Annual Internal Audit Report for 2017/18 (Part 3, Page 3 of the Annual Governance & Accountability Return.

### 8.3 ANNUAL GOVERNANCE STATEMENT (PART 3, PAGE 4: SECTION 1)

The Committee is recommended to discuss and comment on the Annual Governance Statement (Part 3, Page 4: Section 1) of the Annual Governance & Accountability Return.

### 8.4 RECOMMENDATION

The Committee is recommended to approve the Annual Governance Statement (Part 3, Page 4: Section 1) of the Annual Governance & Accountability Return.

### 8.5 THE ACCOUNTING STATEMENTS (PART 3, PAGE 5: SECTION 2)

The Committee is recommended to discuss and comment on The Accounting Statements (Part 3, Page 5; Section 2 of the Annual Governance & Accountability Return, Bank Reconciliation, Debtors and Creditors, Variances, Reserves (General and Ring-fenced).

### 8.6 RECOMMENDATION

The Committee is recommended to approved The Accounting Statements (Part 3, Page 5: Section 2 of the Annual Governance & Accountability

Return, Bank Reconciliation, Debtors and Creditors, Variances, Reserves (General and Ring-fenced).

**8.7 DATE TO BE SET FOR THE COMMENCEMENT OF THE ELECTORS' RIGHTS**

**8.8 RECOMMENDATION**

The Committee notes the date set by the Responsible Financial Officer for the Commencement of the Electors' Rights this being the 4<sup>th</sup> June 2018 ending on 13<sup>th</sup> July 2018.

**9. COUNCILLOR VACANCY**

**9.1** The purpose of this verbal report is to notify members and public alike of the Vacancy for a Parish Councillor, which currently exists following the resignation of Rachael O'Toole-Quinn.

**9.2** An oral report will be given at the meeting by the Chairman of Committee.

**9.3 RECOMMENDATION**

The Committee is required to acknowledge this vacancy and that this has been duly advertised.

**10. OPERATIONAL MATTERS**

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

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

**10.3** Leisure Centre Playing Fields – this report informs Council that the works have been authorised due to time constraints and seasonal works.

**10.4** The Committee are recommended to approve retrospectively the works required to the Leisure Centre Playing fields.

**11. PERSONNEL & PENSIONS\*\***

**11.1** The purpose of this report is to received an update on the current staffing situation of the Council

**11.2** As a result of recent staff developments, it is prudent that the Committee consider a minor revision to the Scheme of Delegation. A copy of the proposed amendments (outlined in red) is enclosed in Appendix.

**11.3 RECOMMENDATION**

The Committee is recommended to adopt the revised Scheme of Delegation.

**11.4 ILL HEALTH INSURANCE COVER**

This report concerns the existing Ill Health Retirement Insurance cover in place and to consider whether the Council will wish to renew.

**11.5 RECOMMENDATION**

The Committee is recommended to cease the Ill Health Retirement Insurance on the basis that the Council have not budgeted for the sum within the current budget and its escalating cost.

**14. DATE OF NEXT MEETING: Wednesday, 20<sup>th</sup> June 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).