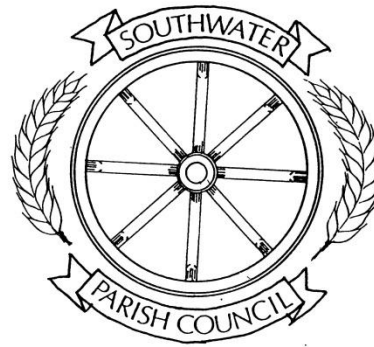


Southwater Parish Council



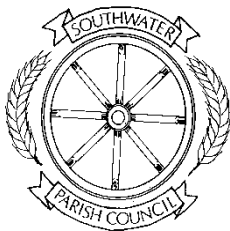
Finance and General Purposes Committee Meeting Agenda

Wednesday 20th June, 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

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 20th June, 2018 at 7.30pm** when the following business will be considered and transacted.

13th June 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 23rd May 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 30th April, 2018 as a true reflection of the current financial position of the Council. A copy of the document is available in the Appendix.

7.2 RECOMMENDATION

The Committee is recommended to approve the Bank Reconciliation.

DEBTORS & CREDITORS

7.3 The purpose of this report is to approve the Debtors and Creditors as at 13th June 2018 as a true reflection of the current position of the Council. A copy of the document is available in the Appendix.

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.

INSURANCE

7.5 The Committee to consider increasing its Fidelity Guarantee cover based on the Internal Auditor's recommendation.

7.6 RECOMMENDATION

The Committee is recommended to increase its Fidelity Guarantee cover by £66.78 the pro rata premium being £23.56.

8 PAYMENTS SCHEDULE

8.1 To approve the payments schedule to 20th June, 2018 in the sum of £5,580.94 with other payments of £54,139.76 having been approved since the last meeting. A copy of this document is attached at Appendix.

8.2 RECOMMENDATION

The Committee is recommended to approve the Payment Schedule in the sum of £5,580.94 with other payments of £54,139.76 having been approved since the last meeting.

9 COMMUNITY GRANT

9.1 The Committee to consider a grant application of the loan of tables and chairs to a local Charity Pageant.

9.2 RECOMMENDATION

The Committee is recommended to approve the loan of tables and chairs to the local Charity Pageant.

10. COUNCIL POLICIES & AGREEMENTS

10.1 VOLUNTEERING POLICY

10.2 The Committee to consider the draft Volunteering Policy.

10.3 RECOMMENDATION

The Committee is recommended to approve the draft Volunteering Policy.

10.4 COMPLAINTS POLICY

10.5 The Committee to consider the draft Complaints Policy.

10.6 RECOMMENDATION

The Committee is recommended to approve the draft Complaints Policy.

10.7 SOCIAL MEDIA, INTERNET, EMAIL AND TELEPHONE POLICY

The Committee to consider the draft Social Media, Internet, Email and Telephone Policy.

10.8 RECOMMENDATION

The Committee are recommended to approve the Social Media, Internet, Email and Telephone Policy.

10.9 COUNCIL PURCHASING TERMS & CONDITIONS

The Committee to discuss and note the Council's Purchasing Terms & Conditions.

10.10 RECOMMENDATION

The Committee is recommended to note and approve the Council's Purchasing Terms & Conditions.

10.11 SPECIFICATION OF REQUIREMENTS (TENDERS)

The Committee to discuss and note the Council's Specification of Requirements (Tenders).

10.12 RECOMMENDATION

The Committee is recommended to note and approve the Specification of Requirements (Tenders).

10.13 DECLARATION OF INFORMATION TO BE SUPPLIED BY TENDERER'S

The Committee to discuss and note the Declaration of Information to be supplied by Tenderer's.

10.14 RECOMMENDATION

The Committee is recommended to note and approve the Declaration of Information to be supplied by Tenderer's

10.15 UNDERTAKING BY TENDERERS

The Committee to discuss and note the Undertaking by Tenderer's.

10.16 RECOMMENDATION

The Committee is recommended to note and approve the Undertaking by Tenderers.

10.17 INSTRUCTIONS & INFORMATION ON THE COUNCIL'S TENDERING PROCEDURE

The Committee to discuss and note the Instructions & Information in relation to the Council's Tendering Procedure.

10.18 RECOMMENDATION

The Committee is recommended to note and approve the Instructions & Information on the Council's Tendering Procedure.

11. ASSET OF COMMUNITY VALUE

11.1 To consider an application to register Southwater Country Park as an asset of Community Value.

11.2 RECOMMENDATION

The Committee are recommended to approved the Asset of Community Value application to Horsham District Council in relation to Southwater Country Park.

12. SOUTHWATER CHRISTMAS EVENT

12.1 CHRISTMAS LIGHTS

The Committee shall discuss the tender process for the Christmas Lights, Christmas Tree etc.

12.2 RECOMMENDATION

The Committee is recommended to approve to delegate the contract decision to the Operations Manager, Clerk and Chairman and Vice Chairman of Council.

12.3 ANNUAL COMMUNITY EVENT

The Committee is to receive a report on the work involved in producing the annual Christmas event.

12.4 RECOMMENDATION

The Committee is recommended to approve a scale down version of the Christmas event due to staffing issues.

13. COUNCILLOR VACANCY

13.1 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 Councillor Laurie Apted.

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

13.3 RECOMMENDATION

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

14. OPERATIONAL MATTERS

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

14.2 RECOMMENDATION

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

14.3 SKATEPARK

This report informs Council that works have been authorised to repair further vandalism under Health & Safety, but seeks authority for the closure of the park pending further damage occurring. A new concrete skate park being delivered under the Berkeley's section 106 agreement along with a Multi-Use Games Area.

14.4 RECOMMENDATION

The Committee are recommended to approve retrospectively the works required to the Southwater Skate-park and provide further instruction to officers in relation to future costs not budgeted for within 2018/19 but which could have major Health & Safety risks to users. Last year expenditure totalled £850 with £1,000 received in relation to an insurance claim, this year's expenditure to date being £650 with insurance recovery of £550, nett difference -£100.

14.5 TREE POLICY

The Committee to discuss and approve a Tree Management Policy having been provided with copies of alternative policies for consideration.

14.6 RECOMMENDATION

The Committee to confirm whether they wish to adopt the policy provided for by the consultant or whether they wish to amalgamate from others to ensure that the Council has an up to date Tree Management Policy.

14.7 TREE SURVEY

The Committee is informed that the Clerk's office will be issuing tenders in relation to Tree Works required following the completion of the Tree Survey by Quaiffe Woodland.

14.8 RECOMMENDATION

The Committee to note the current position with regards to the Tree Survey tendering process.

15. PUBLIC CONSULTATION

15.1 Members to discuss the possible a possible grant application from Horsham District Council's funding of small businesses in terms of promoting the local economy through tourism.

15.2 RECOMMENDATION

The Committee is recommended to approve a grant application to Horsham District Council to promote tourism within Southwater.

15.3 To discuss the Council's overall approach to communication with the view to incorporating other methods of communication within the policy currently being drafted by the Clerk.

15.5 RECOMMENDATION

To approved amendments for inclusion in the Council's Communication Policy currently being drafted for consider in July 2018.

16. FREEDOM OF THE PARISH AWARD

16.1 To receive recommendations in relation to future recipients of the award of The Freedom of the Parish Council.

16.2 RECOMMENDATION

The Committee to approve recommendations for the award of the Freedom of the Parish.

17. EMERGENCY PLAN

17.1 To receive the draft Emergency Plan for the Parish of Southwater and amend or comment upon the document.

17.2 The Committee to approve the draft Emergency Plan and decide on future budgeting requirements emanating from the Plan.

18. PERSONNEL & PENSIONS**

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

18.2 RECOMMENDATION

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

18.3 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 or otherwise.

18.4 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.

18. DATE OF NEXT MEETING: Wednesday, 18th July 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).