

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday, 9th September, 2015 at Beeson House, Lintot Square, Southwater commencing at 7.30 pm.

Chairman: Mr P. Buckley

**Councillors: Mr L. Apted Mr G. Cole
Mr K. Diamond Mrs P. Flores-Moore
Mr A. Green Mr M. Neale
Mr S. Treserdern Mr G. Watkins**

County: Apologies provided by Cllr B. Watson OBE

District: Apologies provided by Cllrs I. Howard, Dr J. Chidlow

Clerk: Mrs J. Nagy

Press: Not present

Public: Three

FG83/09/15 PUBLIC PARTICIPATION

The Chairman welcomed all present to the meeting and then highlighted the housekeeping rules and indicated that should anyone wish to film/record the proceedings could they make themselves known.

Mr Diamond reported that the footpath that runs from the Cedar Drive bridge through the woods is overgrown with brambles.

Mr Cole noted that the ex-ambulance is back in Lintot Square, and asked that the Deputy Clerk request the District Council parking wardens attend the Square more frequently to deter vehicles which remain in the same space for days.

Mr Watkins reported that the temporary bollards that had been put in Station Rd and Cripplegate Lane are obstructing the pavements and asked that enquiries be made as to the legality of this.

Mr Treserdern said that this was his first meeting as a Councillor, and thanked the Council for co-opting him.

Mr Phillips, a local resident, said that it was difficult to get a doctors' appointment at the Village Surgery. When he rings for an appointment, all the lines are busy. The Deputy Clerk said that she understood that the Surgery had recently appointed two new doctors so there were now four in the practice.

Mr Diamond said that if Mr Phillips had access to the internet, then he could comment on the patients' forum.

Mr Phillips said that he would find it useful to be able to email for appointments, but this is not possible.

Mr Lidbetter, a member of the public, said that the grass at the Hop Oast roundabout and on other approaches to the village is very long.

The Deputy Clerk said that the County Council cut the grass a finite number of times a year, and with the recent rain, it had grown more than usual for the time of year.

Mr Lidbetter said that the grass in the graveyard was also very long. The Deputy Clerk said that the Parish Council cuts the grass around the edges, but responsibility for the graveyard lies with the Holy Innocents Church.

FG84/09/15 APOLOGIES

There were apologies received and noted from Ms R. O’Toole-Quinn, who was unwell, and Mrs C. Vickers, who was attending a District Council meeting.

Members NOTED AND APPROVED the apologies received.

FG85/09/15 DECLARATION OF INTERESTS

The Deputy Clerk referred Members of Council to information issued in relation to the Member’s Code of Conduct and Standing Orders. This information contained a flow chart previously issued should assist Members in reaching their decision this not being overly complicated.

Mrs Flores-Moore declared a personal interest in FG100/09/15 relating to the appointment of a company to assist in the management of Council buildings and land.

Members NOTED the Deputy Clerk’s comments and advice.

FG86/0915 CHAIRMAN’S ANNOUNCEMENTS

The Chairman welcomed Mr Treserdm to his first meeting as a councillor.

The Chairman would like to mark the meeting by congratulating HM The Queen on becoming the longest reigning British monarch today.

The Chairman stated that he was delighted to confirm that West Sussex County Council as discussed with Members had authorised continuing discussions in relation to projects discussed at the Joint Authorities Meeting. This will be discussed further at Full Council as it forms part of the Visioning exercise.

The Chairman further informed Members that having written to the three proposed

recipients, one of these has taken slightly unwell and therefore it may be prudent to bring forward the ceremony to ensure that this can be received, obviously this would be subject to the approval of the families concerned. If Councillor felt that a special meeting be held, then this would be possible providing the appropriate notice.

Councillors AGREED to bring forward the Freedom of the Parish Award to three recipients.

Finally, the Chairman reminded Councillors that the Blachere Christmas Lights Competition Final was held today in Blackpool, with seven towns and villages being judged. Southwater's presentation was conducted by ex-Parish Councillor David Nagy and Angie Choat, the Southwater Youth Worker. He was delighted to announce that although Southwater did not win, we have been given £1000 of festive lighting. It is envisaged that this will be used towards lighting around the war memorial area.

FG87/09/15 CORRESPONDENCE

The Deputy Clerk referred members to general correspondence received and asked whether Members wished to comment on any particular item.

Members NOTED the correspondence received.

NALC Larger Council's Committee

The Chairman of the Larger Council's Committees written seeking nominations for the Larger Council's Committee asking that councillors and clerks get involved by putting themselves forward for election to the committee which plays an important role in the governance structure of NALC as the voice of larger councils (electorate 6,000 plus and/or income/expenditure of £250k+). The group meets quarterly to champion their interests as well as shaping and overseeing our work and support. Nominations are being sought for 4 councillors and 2 clerks to serve for two years from January 2016 to December 2017. The committee normally meets in London with one meeting hosted by a larger council to share and learn good practice (in July this year the visit was to Falmouth).

Nominations to be received by 17.00 on 23rd October. Voting period commences on 26th October until 15.00 on 2nd December (Larger Council's Conference). Hustings take place on that date between 12.10 and 12.40.

Mr Diamond and Mrs Flores-Moore put themselves forward for nomination, and all agreed that the Council would suggest to the Clerk that she put herself forward for nomination, should she so wish.

Horsham Older People's Forum

This organisation has been on-going for a number of years, and the Chairman of the Forum has written to enquire whether there is anyone within Southwater and other communities willing to attend their meetings. The Clerk would like to suggest that

this be advertised on the website and through the Parish News, although a number of candidates known to the Council through the 50+ Group could be approached to see if they would be willing to represent Southwater.

Mr Len Richardson has agreed if the Council wish to nominate him.

It was RESOLVED that Mr Richardson would be put forward for the Horsham Older People's Forum

Horsham District Council Freedom of Information Request

The Deputy Clerk indicated that the Council had now received a response to the Parish Council's request for information regarding the processes involved in carrying out the HDPF Transport Report. This followed on from the Parish Council's own Highways Report on Hop Oast and Pollards Hill as part of the Neighbourhood Planning process.

Mr Apted said that the reply did not seem to address the questions asked.

It was RESOLVED to defer consideration of a possible response to the next meeting.

FG88/09/15 MINUTES

It was RESOLVED by all present that the Minutes of the meeting held on 8th July, 2015 be approved as a true and correct record of the meeting, following the change to the number sequencing which was incorrectly noted, plus the date of the next meeting which was incorrect.

FG89/09/15 ACCOUNTS & FINANCIAL MATTERS

The Deputy Clerk provided Members with information on the current financial position of the Council to 9th September 2015 including Income and Expenditure, Bank Balances and Trade Debtors.

Transfer of Funds

Monies were taken off deposit with the required authorisation and councillor signature to cover payments during August to end of September. The Clerk is hopeful that the second half of the Council precept will be provided by end of September so that further transfers need not take place.

Councillors NOTED the position.

End of Year 2014/15 Accounts Notice

The Deputy Clerk indicated that the documents had been received from the External Auditor. This matter will be discussed further as an agenda item at Full Council in September.

Action in Rural Sussex – Subscription Renewal

The renewal of £72 inclusive of VAT is now due; the Clerk would like authority to renew. The Council has taken advantage of this Village Halls services and training, as staff have reported that the courses in particular were useful.

It was RESOLVED to renew the subscription to Action in Rural Sussex at £72.

Refunds

The Clerk reports that following the loss of the trampoline tutor at the Leisure Centre and the failure to acquire the services of a new tutor until staff are trained, it is now necessary refund course fees paid by clients in advance. These currently amount to £735.00. This is over the refund limit set under delegated authority to the Clerk therefore the Committee will be required to sanction these.

It was RESOLVED to authorise these refunds to the sum of £735

Bad debtors

Two customers are in arrears with the Council, one being payment for a private hall hire booking for a party and one a commercial payment for hall hire for football sessions, the sums being £138.17 and £485.25 respectively.

The Deputy Clerk has taken both debts to the Small Claims Court, which can be done online, and both the above sums include the costs of doing so. Both customers have now had judgements issued against them but payment has still not been forthcoming.

It is understood that the judgements will remain on the Register of Judgements, Orders and Fines for 6 years, and will be flagged if a bank or a loan company check for a credit reference.

However, to pursue the matter further, the costs would not be proportionate to the debts themselves, so the Deputy Clerk requested permission to write them off.

It was RESOLVED to write off these two debts to the sums of £138.17 and £485.25. The Deputy Clerk is to instruct staff not to accept any bookings from these customers in future.

FG90/09/15 PAYMENT SCHEDULE

The Deputy Clerk presented a payment schedules to 9th September 2015 for approval in the sum of £62,166.49 this included the July salaries, direct debits, payments and function deposits paid since the last meeting of the Finance & General Purposes Committee in July; there having been no Council meeting during that period of time.

With regards to the payment to Wellers Hedley's, whilst this sum is over the £5k allowed for authorisation by the Council, this is being directly refunded by Southwater Property Promotions Limited, the Council's landlords in Church Lane

following the successful completion of legal documentation.

It was RESOLVED by all present that the payment schedule dated 9th September 2015 in the sum of £62,166.49 be APPROVED. The Committee NOTED and APPROVED the information in relation to the payment to Wellers Hedleys.

FG91/09/15 COMMUNITY GRANT APPLICATIONSouthwater Art Club

A letter of thanks has been received by the Parish Council in relation to the grant provide of £150.

Councillors NOTED the letter.

Victim Support

The Deputy Clerk indicated that a grant request for £250 had been received for the recruitment and training of new volunteers. No grants had been issued to this organisation during 2014/15 or in the year to date. The Council had issued £400 year to date from its budget of £4000 for community grants.

Mr Diamond asked how many volunteers the organisation had in Sussex. The Deputy Clerk said that the accompanying documentation stated around 400.

He asked how many people in Southwater had been assisted. This information was not available.

Mrs Flores-Moore said that Victim Support was a valuable organisation, in her opinion.

The Deputy Clerk was asked to read out the names of other parishes and their contributions, which she did.

It was RESOLVED by all present that the Council should provide a community grant of £100 to Victim Support for the recruitment and training of new volunteers. The Deputy Clerk is to write to Victim Support and ask how many volunteers had been trained in the last two years, and how many people in Southwater parish had they assisted in the last two years.

FG92/09/15 PARISH COUNCILLOR VACANCIES

The Deputy Clerk informed Members that there were currently two vacancies one of which may be co-opted at Full Council at the end of September 2015. The other unfortunately has to be advertised due to the fact that Mrs Alway, having been co-opted to the Council, had not signed her declaration of office documentation within

the required time limit. This vacancy had been re-advertised in accordance with the regulations and would expire on 28th September 2015.

Full Council will then have the ability of co-opting once again unless of course a bye-election is called by ten electors or more. One candidate had submitted for Council's consideration his application.

Member's NOTED the information provided.

FG93/09/15 WEST SUSSEX COUNTY COUNCIL HIGHWAYS DEVOLVED WORKS

The Deputy Clerk referred Members to documentation provided by the Clerk in this matter.

The proposal would see the parish council undertake maintenance works on five roundabouts in Southwater Parish, along with signage clearance and removal of grass/leaves from gullies. The County Council will provide £5,200 in Year 1 and £6,100 in Year 2.

Having considered the Clerk's report, it was RESOLVED to enter into a two year agreement with WSCC in relation to highway works, roundabout sponsorship and associated maintenance as described.

FG94/09/15 WEST SUSSEX COUNTY COUNCIL- 'OPERATION WATERSHED'

The Deputy Clerk referred Members to a meeting held with the WSCC Cabinet Member in early August. Whilst this was a valued meeting, the Cabinet Member was of the view that the outstanding sum of £16,572 must be returned. In order that the Clerk can raise the necessary payment, authority will be required and formal consent of Full Council given on the 30th September, this sum being over the Committee's limit of £5k.

The Committee RECOMMENDED and APPROVED to Full Council that £16,572 be refunded to the County Council. The Deputy Clerk is to ask if this repayment can be done in instalments.

FG95/09/15 PROPOSAL TO REMOVE THE RED TELEPHONE BOX FROM FOXFIELD TO LINTOT SQUARE

Having carried out investigations as to the possibility of the above project, the costs of removal of the red telephone box and reinstalling in Lintot Square amount to approximately £2,051.00. Various grants may be available to enable the Council to do so, however, the Council have no budget within this years to facilitate this so the project would only be feasible should the council either vire funds from one project to this, or alternatively seek grant funding to enable the project.

The Deputy Clerk would also advise that to date Horsham District Council's consent to the proposal would have to be granted; whilst applied for this has not

been granted and it may be that there will be a cost (unknown at this point) involved.

It was generally felt that an additional defibrillator was needed in the Lintot Square area. The project is to be progressed, by seeking the District Council's views on permitting the kiosk to be sited in Lintot Square, and by seeking grant funding to finance it.

The Deputy Clerk to update future meetings.

FG96/09/15 STREET LIGHTING

The Council has received a letter from a resident living in the Shaws Lane/Bonfire Hill area of the village. This resident has requested that the Parish Council consider providing further lighting to the area; other residents have made such a request in the past however, it was felt that this might spoil the rural feel of the area in question at the time. With the Berkeley development due to commence in the near future, the Clerk would question whether the Parish Council may like to approach WSCC to see what provision they are to require developers to make in this area which will be subject to increased traffic.

Currently the Parish Council has no budget for additional lighting, but could perhaps consider this if they so wished for the budget in 2016/17.

At this point, the Chairman proposed the suspension of Standing Orders to allow members of the public to speak. This was seconded by Mr Watkins and agreed by all.

Mr Phillips, who is the resident who contacted the Council, said that he has lived in Bonfire Hill for 50 years. It is a dangerous stretch of road, in his opinion, as he has often seen cars in the hedge due to going too fast around the bend. The white lines have deteriorated in the area, and the road is like a race track. There should be some sort of traffic calming in this area, up to the Church and Sports Club. He had reported this to the District Councillors at the last Surgery, but their response has been unsatisfactory.

It would be common sense to have a light on the corner of Shaws Lane, as this would light the sharp bend.

The existing light needed foliage cutting back around it; the last time this was done, the contractors were not wearing hi-vis jackets.

He has asked previously for a salt box to be sited in the vicinity, but this has not happened. The road was gritted though during the last snow, and it was this salt that killed the oak tree on the corner of Shaws Lane. This tree was now dangerous; it was on Knepp Castle land, and the cost for removal was apparently £750.

Mr Lidbetter said that the speed limit on this stretch of road was apparently 60 mph but he did not believe this.

Mr Diamond said that the provision of a new streetlight could be discussed for inclusion in the next year's Parish Council budget.

Mr Watkins asked the Deputy Clerk to ask Will Jones, the District Council arboriculturist to look at the oak tree to assess it.

The Deputy Clerk said that she was shortly to meet with Berkeley Homes relating to Highway matters, as work was expected to start on site in the new year, for the building of 600 homes. She would ascertain what the proposals were for this area with regard to traffic calming, speed limits etc.

The Deputy Clerk was asked to enquire if Berkeleys could fund a new light on Shaws Lane corner.

Mr Phillips also raised his concerns over ambulance response times, and the re-siting of Horsham Fire Station.

Standing Orders were reinstated.

FG97/09/15 SOUTHWATER NEIGHBOURHOOD PLAN RESULTS

The Chairman of the Neighbourhood Plan Steering Group, Mr Watkins reported that an excellent result from the Parish Survey had been achieved with over a 31% response rate. There were no great surprises and members had been circulated the documents.

Now that these have been viewed by members they can be uploaded onto the Parish Council's website.

Mr Watkins reported that a Steering Group meeting had been held on 6th August, when the results had been presented and draft policies had been suggested based on these.

A meeting was subsequently held with the Neighbourhood Plan consultants, Ray Wright and Chris Carey, at which these policy suggestions were written up. The Deputy Clerk is now working on these in conjunction with the consultants in order to present these to a Steering Group meeting scheduled for 17th September.

All Horsham District Neighbourhood Plans are required to have a Strategic Environmental Assessment or SEA carried out, but the Deputy Clerk has been having difficulties finding a company with the capacity to take this on. She now has one contact which she is pursuing, in the hope that a quotation can be provided for the assessment. It is intended to apply to Locality for grant funding to assist in the work.

Mr Watkins provided Councillors with a copy of the time line schedule for the Neighbourhood Plan. Apart from the delay in finding a company willing to carry out the SEA, the Plan is on track for an envisaged referendum date for Spring 2016.

Once final revisions are made to the time line schedule, this would be loaded onto the website.

FG98/09/15 SECTION 106 DEVELOPMENT GAIN

Referring to a schedule undertaken in relation to outstanding Section 106 monies the Deputy Clerk indicated that these monies could be spent on a variety of ongoing projects which would benefit the community. Whilst various monies had already been allocated to specific projects within agreements, there were others for which projects should be identified in conjunction with the Council's Infrastructure Plan submitted to the District Council during the August recess. This Infrastructure Plan has taken into account many of the aspirations of the community emanating from the Neighbourhood Plan survey whilst the Parish Council at the end of September, may wish to add to this following their recent Visioning exercise.

Remaining funds totalling £68,043 could be split as following but will require the authorisation of the Committee in order that the various grant applications can be submitted. Community & Leisure - potential project extension and improvement to the Leisure Centre Play area, Sport & Open Space – Combine this sum with that already provided to improve the existing changing rooms at the Leisure Centre and Community Halls - combine this sum to that already provided to enable an improvement kitchen facility for the Lardner Hall. These improvements are in conjunction with the Infrastructure and Neighbourhood Plan Survey results enabling more of the community to enjoy the facilities and take part in leisure activities.

It was RESOLVED by all present, that the Deputy Clerk should take forward the necessary grant applications and discussions with District Council officers to enable these projects.

FG99/09/15 POLICE MATTERS

The Deputy Clerk referred to a recent email from Sussex Police providing an information fact sheet as to whom various matter should be reported and how. Council were also informed that Sussex Police will no longer provide the monthly statistical information as these have tended to “cause significant confusion and can be misleading.” Coupled with this there is not the capacity to provide that level of detail on a monthly basis. Figures will be provided for a performance year in future e.g., March 2016 with the relevant commentary.

Meanwhile prior to this the Clerk had taken up the various issues highlighted in July and had obtained crime figures to July and the responses to questions raised have been circulated to Councillors.

Mr Cole has written to the Clerk stating that in accordance with the figures provided by Sussex Police the District was shown as 11.5% increase over the year, whilst Southwater showed an increase of 54%.

Mr Diamond asked Mr Neale, who is a Neighbourhood Watch co-ordinator, if Neighbourhood Watch had access to crime figures. Mr Neale said that it did not, but such information was available on line. However, it was represented on interactive maps, so was difficult and time consuming to get all the information required.

Mr Diamond said that if the police were compiling such statistics, which they must be, then resources were already being used. It was then a simple matter to inform the Parish Council. To withhold the data, was a smoke screen, in his opinion.

All Councillors were agreed that not having access to monthly crime figures for Southwater was unacceptable, particularly as this had been promised in the past.

It was RESOLVED that the Deputy Clerk will draft a letter to the Chief Constable, stating that the Parish Council required intelligence-led crime statistics for Southwater parish. This draft to be passed to Mr Diamond prior to sending.

Once this letter is sent, Inspector Claire McKnight would be invited to a Parish Council meeting to explain the situation.

Meeting with Sussex Police and the Police & Crime Commissioner for Sussex

The Chairman and Clerk have been invited to a meeting to discuss potential wardens and their uses in Parish Council areas. This meeting will take place on the 8th October. The Deputy Clerk referred to the email sent with accompanying papers regarding the meeting.

FG100/09/15 YOUTH PROJECT

The Deputy Clerk reported that the Clerk had attended the most recent Youth Project meeting. This had been a productive meeting, however going forward the concerns were one of future funding and the formation of a Community Interest Company or Charity to take the forward in terms of grant funding and the benefits afforded to such organisations. Funding from the United Reform Church is reviewed annually, with the Southwater Methodist Church hopeful of having funding towards two further years both are committed to the project. As Clerk to the Council the Committee were informed that so far as the Council were concerned it had budgeted going forward but this was always subject to annual review of the budget overall.

Discussions took place on spending on some items and the Southwater Methodist Church will set up a separate fund for Angie to call on as and when there was a need to assist young person; this would not be taken from the general funds. Charges would be made in future where additional supplies were required or for visits with children providing their own meals or money towards same.

The Clerk has written to the Deputy Chief Executive of Action in Rural Sussex to see whether this organisation can assist with the discussions on formalising the constitutional aspects of the Youth Project.

Volunteers are being sought by the Youth Project and should anyone wish to volunteer then they should contact Angie Choat.

Overall if things discussed go forward it was encouraging that all partners are committed to extending funding.

Members noted this report.

FG101/09/15 COUNCIL PREMISES & LAND**

General

Mrs Flores-Moore declared a personal interest in the next item, and left the room.

Council instructed the Clerk to discuss with a local company the possibility of providing a variety of differing services in relation to the Council's land and buildings to assist the Clerk in managing the Council's Estates. In particular the Clerk felt that the services to provide condition reports on buildings annually prior to budgeting would be beneficial for budgeting based on the fact that the Council now produced five yearly budget estimates.

The Deputy Clerk referred Members to the quotation received and asked Councillors what further action they wished to take.

Mr Watkins said that it was his idea that the Clerk make an approach to this company, who has been employed by the Council in the past. If the current ad hoc situation were to continue, then a mistake would be made, which would cost the Council money. He had reviewed the quotation received, and it was within industry guidelines, and he was therefore happy with it.

It was RESOLVED that MSA Associated be retained on the basis of the quotation received to assist in building and land management to enable the Council to be proactive in such matters.

Mrs Flores-Moore returned to the meeting.

Beeson House

The Clerk has reported that she is hopeful that the upper two offices will be let to a local business subject to Landlords consent; confirmation that one of these lets has been agreed has been received with the other confirmation to be received by the end of the week. This would leave only the small office to the South of the building to be let.

The Clerk awaits completion of the existing tenant's sub-leases from Horsham District Council; this has been chased. Once these are in place, the intention is that the new Parish Council tenants will then sign sub-leases.

Small Office Window & Air Conditioning

Landlords consent has been sought and is still awaited neither project can commence until this is received; again this has been chased with the relevant officers at Horsham District Council.

Electronic Notice Board

The Council has submitted a planning application for the installation of the replacement electronic notice board for Beeson House. Horsham District will then purchase and pay for the installation.

Youth Area

The Clerk has applied on behalf of the Youth Project for discretionary rate relief as the Youth Project is a non profit organisation.

Church Lane Building

The Clerk informs the Committee that the property has been vacated by Horsham Montessori as at the end of August. A meeting has taken place with Crickmays with the view that they should seek either a pre-school or nursery as potential tenant. Letting details have been received, and a number of items will be required to enable this building to be let or hired during the interim period., e.g. Electrical check of the building, energy performance certificate. The exact planning use of the premises is to be verified and the rating information supplied from Horsham District Council. Empty rates will be applied for.

Authorisation is required to proceed accordingly.

Church Lane Land & Building Lease Arrangements

The Clerk has confirmed that the legal paperwork in respect of land owned by the Fletcher Trust and lease to the parish council had now been completed and an agreement put in place regarding the new community building plus an additional 200 sq.m. of land to adjoin the new facility. The Council have therefore taken a new five year lease of the existing building from Southwater Property Promotions Ltd., retained the car park and play area on the same five years whilst the Council have relinquished the two football pitches in Church Lane. The Clerk has instructed the existing grass cutting company to therefore cease the cutting of this particular area, but continue with the verges and play area in Church Lane.

The Clerk has stated that she would like to thank all parties involved in the speedy and professional way matters were conducted.

Leisure Centre

Land Registration

Further to recent instruction, Wellers Hedley's had been instructed to register the leisure centre land. Members were reminded that the land was transferred by

Horsham District Council to the Parish Council at a time when in Horsham such land need not be registered, however title remains constant.

The Clerk has confirmed that she has received no correspondence from residents written to regarding extensions to their gardens, despite having written to them in March asking that they make contact to discuss the matter. Two of the residents have instructed solicitors in relation to an adverse possession claim, but this has been strongly refuted by the Parish Council. The Clerk would suggest with now six months having elapsed enabling residents to contact the council to discuss the matter, that solicitors be instructed to formally write to the residents concerned insisting that the fence erected by removed to the original line.

Members agreed this action

Mr Watkins said that the Land Registry offered a free service which would assist in boundaries and land titles. The Deputy Clerk will look into this.

Room Hire Terms and Conditions

The Clerk awaits the final version from Coole & Haddock.

Course Bookings

Having recently lost a course through the loss of a tutor, it became apparent that there were no formal booking forms in place with regards to the variety of differing courses offered by the Leisure Centre. In order for this to be formalised to protect the interests of the Council and its clients, under delegated authority instruction was provided to Wellers Hedley to produce such a document. This work has been completed the cost of which being £408.00 inclusive of VAT. The future requirement will be that for each person booking a course this form be used.

Tutor Contracts

Due to the loss of an instructor it has been apparent that there are currently no contracts in place regarding tutors/contractors used to deliver classes on behalf of the Leisure Centre. A contract has now been drawn up by Wellers Hedley the authorisation of which was under delegated powers provided. In future no tutor/contractor will be engaged without the contract being in place.

Councillors present NOTED and APPROVED the information provided by the Deputy Clerk.

FG102/19/15 PERSONNEL PENSIONS & TRAINING****West Sussex County Council – Local Government Pension Scheme**

With the valuation of the fund having improved since 2010 it was considered at the AGM a high objective of the Fund to progress towards equal to 100% liabilities (to be fully funded). In order to do so the Fund would have to maintain consistent, predictable contributions and maximising returns from investments within reasonable risk parameters. Following analysis by the Actuary advice and

discussion the Pensions Panel are of the view that it would be possible to amend the investment strategy (to hold less equities) as funding levels improve, and as a result increase the Fund's chances of being fully funded over the long term. Employers are being asked to consider the Pension Panels recommendations in more details and feedback on the proposal is invited from all employers.

The Deputy Clerk would further remind Members that the Parish Council will have to auto-enrol all staff into the LGPS from 1st October; arrangements are now in hand to ensure that this process runs smoothly.

Government Consultation on LGPS

WSCC LGPS have also sent out a consultation to Members of the Scheme in relation to proposals to cap packages at £95k. However, there are unforeseen consequences highlighted by the Actuaries which could affect local government.

HR Committee

The Deputy Clerk reminded Members that there would be a meeting of the HR Committee on 28th September, 2015.

FG103/09/15 DATE OF NEXT MEETING

The date of the next Finance & General Purposes meeting would be Wednesday, 7th October, 2015 at 7.30pm.

The meeting closed at 9.20pm