



**(DRAFT) Finance and General Purposes Meeting
Minutes**

Wednesday, 20th March 2019, 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



Clerk: **Mrs.C.M.Tobin**
FSLCC.,

SOUTHWATER PARISH COUNCIL

Beeson House,
26 Lintot Square,
Fairbank Road,
Southwater,
West Sussex
RH13 9LA



Telephone No: 01403 733202 Fax: 01403 732420
Email: Catherine.Tobin@southwater-pc.gov.uk
Community Web Site: www.southwater-pc.gov.uk

MINUTES

The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday, 20th March, 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Chairman: Cllr M.Neale

**Cllr G.Cole
Cllr D.Moore
Cllr H Timson**

**Cllr.R.Dye
Cllr G Scoon
Cllr C.Vickers**

Clerk to the Meeting: Mrs.C.Tobin, Clerk to the Council

County Councillor: Not present

District Councillors: Not present

Press: Not present

Members of the Public: 12

FG172/03/19 PUBLIC PARTICIPATION

(Maximum of 2 minutes per person with an overall limit of 15 minutes)

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was deemed urgent in which case phone calls could be received with permission from the Chairman. If a member of the public wished to tape the meeting could they please indicate. In the event of a fire alarm sounding, everyone would be directed to evacuate the building via the exits indicated.

The Chairman invited a member of the public to speak, the Council have received his request in writing. A member of the public referring to his written request, asked both questions and made some remarks.

In terms of the newsletter, the member of the public asked whether the Council had examined the cost of this lately, as it was produced on extremely glossy paper. He also felt that much of this had been repeated. The Chairman thanked the member of the public with the Clerk indicating that the Council were obliged

to produce four newsletters per year. The comments regarding potential savings on costs were noted.

In terms of the Neighbourhood Plan the resident felt that it was littered with typo's etc for example Tanbridge School was spelt incorrectly. The resident acknowledged that despite these the Neighbourhood Plan was not materially affected. However, he stated that the Council should be considering not paying the consultant for the work. The Chairman explained that the documents had been checked by the Steering Group, but that in terms of the consultant there had been a number, and in terms of the documentation a number of people had made changes to the various documents. Cllr Cole accepting that there may be one or two such errors stated that these did not materially change the Neighbourhood Plan submission but that a lot of hard work had gone into trying to avoid any such errors. Cllr Vickers confirmed that the statement by Cllr Cole was correct.

Referring to Southwater Leisure Centre, the resident questions whether the Council had thought to approach Blue Coat Pond through Christ's Hospital he was a member of that facility. The Chairman stated that the Council were currently seeking legal advice on the formation of the CIC discussed at the Extraordinary Parish Council Meeting.

The Chairman thanked the resident for his comments and asked if anyone else present would like to speak on any of the agenda items. There were no further questions from the floor.

FG173/03/19 APOLOGIES

Apologies received on behalf of Cllr Flores-Moore, Watkins and Whitear.

Councillors NOTED and APPROVED the absences.

FG174/03/19 DECLARATIONS OF INTEREST

The Chairman referred Members of the 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.

The Clerk stated that there were no declarations of interest received at that point.

FG175/03/19 MINUTES

The Chairman indicated that the Minutes had been approved at Full Council however the Minutes were then ratified by the Committee being proposed by Cllr Moore and seconded by Cllr Timson, that the Minutes of the Finance and General Purpose meeting held on the 20th February, 2019 were confirmed as a true record and signed by the Chairman.

The Clerk believed that the minutes may have indicated that they were minutes for January on Page 2, this is an error and should have read February 2019.

It was RESOLVED by all present that the minutes of the 20th February 2019 be accepted as a true and correct record of the meeting subject to the change on Page 2 changing the date of January to February.

FG176/03/19 CHAIRMANS ANNOUNCEMENTS

The Chairman reminded members that the Council had policies in relation to Social Media and Communications and asked that members comply with the Council's policies to ensure a co-ordinate response is made to any comments or otherwise to members of the public. These to be recirculated by the Clerk's office.

The Chairman also informed those present that the Council's Chamber had been made available in order that West Sussex County Council could meet with parents who had concerns about the admissions policy. The date of this meeting would be Saturday 23rd March 2019 commencing at 10am.

The Chairman advised Members that a press release would be issued on the Parish Council website and social media due to the unfounded and sometime personal comments made in relation to council members and officers of the Council. The Clerk will send a copy of the press release to all councillors and staff.

Councillors NOTED and APPROVED the information and actions provided.

FG177/03/19 CORRESPONDENCE

Freedom of Information Requests

The Clerk informed members that she had received two requests both on the same subject from the same person, responses will be issued within the required timescales.

FG178/03/19 ACCOUNTS

The Clerk confirmed that the analysis for the Christmas Event had been complete, the result being a surplus of £1,146.76. Total income being £3,581.67 and expenditure £2,434.91. The Clerk informed Members that whilst it was the Council's intention to transfer the balance to grant fund the new Community Partnership until the formal documentation for the group had been finalised and bank accounts set up, the Clerk could not transfer the funds at this point in time. The Clerk asked whether members wished this to be transferred to ring-fenced accounts at year end? After a short discussions Members stated that they wished the Clerk to ring-fenced this money at the end of year.

It was RESOLVED by all present that the Clerk should Ringfence the sum of £1,146.76 at the end of the financial year.

7.1 BANK RECONCILIATION

To consider and approve the Bank Reconciliation as at 28th February, 2019 as a true reflection of the current financial position of the Council at the end of Month 11(28th February 19). The information provides information in relation to the Income & Expenditure of the Council showing the percentage against budget as requested along with the trial balance for Month 11.

7.2 RECOMMENDATION

It was proposed by Cllr Dye, seconded by Cllr Vickers, and APPROVED by all present, that the documentation reflected the true financial position of the Council as of the end of Month 11 (28th February 2019.

7.3 DEBTORS & CREDITORS

The purpose of the report provided to all members of Council is to approve the Debtors and Creditors as at 28th February 2019 as a true reflection of the current position of the Council.

7.4 RECOMMENDATION

It was proposed by Cllr Dye, seconded by Cllr Scoon, and APPROVED by all present that the Debtors and Creditors Listing dated 28th February, 2019 be approved.

BANK AUTHORITY

7.4 Virgin Account - to amend the cheque signatories previously advised (Cllr.Whitear, Cllr Moore) from two to one. A short discussion ensued in that it was thought more likely that Cllr Moore would be more readily available as he has retired, whilst Cllr Whitear was still in full time occupation.

7.6 RECOMMENDATION

It was proposed by Cllr Moore, seconded by Cllr Cole and APPROVED by all present that the additional bank authority should be Cllr D.Moore.

TENDER

- 7.7** To receive from the Clerk notification of the tenders and costings received in relation to the cleaning tenders for Beeson House and Southwater Leisure Centre.

The Clerk referred to the reports emailed to Members and the recommendation of the Operations Manager in relation to these. The Clerk advised that it was a question of best value in terms of which quotation the Committee wished to consider. Members were all provided at the commencement of the meeting with the schedule provided by the Operations Manager by email.

Questions were raised as to where both organisations were based, one having connections with Southwater and the other Burgess Hill. Members felt that the report was concise and the Clerk informed members that the Operations Manager had telephoned both organisations to clarify a number of points within their tenders to ensure parity so far as possible.

- 7.8** **It was proposed by Cllr Scoon, seconded by Cllr Cole, and APPROVED by all present that the cleaning contract be awarded to The Beacon Group, the cost of which being £228.62 per week for the Leisure Centre with £283.93 for Beeson House, the contract to be for one year, with an opt out clause in relation to the Leisure Centre as it was anticipated that this would transfer to a Community Interest Company.**

FG179/03/19 PAYMENTS SCHEDULE

- 8.1** To consider and approve the payments schedule to 20th March, 2019 in the sum of £28,978.24 with other payments of £45,662.04 having been approved since the last meeting a total of £74,640.28.

8.2 RECOMMENDATION

It was proposed by Cllr Dye, seconded by Cllr Moore and APPROVED by all present, that the payments schedule to 20th March, 2019 in the sum of £28,978.24 with other payments of £45,662.04 having been approved since the last meeting a total of £74,640.28.

FG180/03/19 OPERATIONAL MATTERS

- 9.1** The Clerk gave a brief summary report below for you to read out or table at the above meeting tomorrow evening.

A separate email will follow with a table of comparisons in regards to the Cleaning tenders for the Finance & General Purposes Committee to consider and decide upon. Please note any prices quoted need VAT to be added.

- **Beeson House Roof Leak** – This has now become urgent and brought urgently to the attention of Lee Bradbury at Lambert Smith Hampson and Geoff Hawkins at HDC. The Roof is leaking in several places now, the Youth Room, once considered fixed externally is now leaking badly again and with every heavy rainfall there is serious ingress of dirty water. Computers and electrical items that can be moved from this area have been.

However, it has been pointed out to Lee and Geoff that for example, there is an electrical wall heater in this area that cannot be move. We are now currently awaiting their response again and have been told that they need to consider costs, however a new roof is a probability.

Cllr Vickers asked whether she could assist the Clerk in chasing this up the Clerk thanked Cllr Vickers for her support which was welcome.

- **Leisure Centre Fire Sounder in the Main Hall** – one of these has been replaced due to it being broken.
- **Leisure Centre - Corroded Pipe Work in Men's Toilets** – This is being carried out on Thursday 21st March by Gary from New Haze at a cost of £625. This decision was based on H&S and the likelihood of this starting to leak and the problem becoming worse.
- **Leisure Centre – Broken Hot Water Boiler – No Hot Water to the Building** – Further investigation had to take place first because Gary from New Haze suspected asbestos in the roof in the Plant Room where a new flue would need to be fitted as part of the replacement works.

This has now been undertaken by Mr Pass – Asbestos Consultant, free of charge and has come back negative. Gary from New Haze is to quote for the job but awaiting confirmation on parts required and cost of those parts and labour involved. We have been told that the ball park figure for these works will be in the region of £7,000. Members asked to be kept informed on this matter and any issues resulting from this.

- **Bus Shelter, College Rd, Opposite Gardner House** – request from resident for a seat in this bus shelter. This can be deferred to the April meeting. However, the Council should please note that any seat would overlap the narrow pavement, hence there not being one in there. This would then cause an issue for pedestrians. There was

also a request for an electronic display at this shelter. This can also be deferred to the April meeting.

- Christmas Lights Repair – Blachere – Full refit – *To replace all products on five of the motifs - £1,402 + delivery Cost. Or Repair - £929.68 + deliver cost.* To be discussed in April 19.
- Christmas Lights Repair to electrical box at the War memorial site – CBS have fixed this damage done by unknown person/persons. Cost £75.
- Cleaning Tenders to consider – see attached separate report.

Cllr Cole was astonished that having been given the contract to check for asbestos that the plant room had not been check at the time of the investigation; this was one area where one would normally find such material. The Clerk indicated that a report had been received stating that there was no asbestos in the area, therefore the gas engineers could work safely in terms of the future replacement water heater.

Cllr Vickers stated that it was important to repair the lights going forward for they were fantastic.

9.2 RECOMMENDATION

It was RESOLVED by all present that the works and issues identified be NOTED and APPROVED if necessary at this point, noting that a number of items would be brought forward to the April Finance & General Purposes Committee.

FG181/03/19 LEISURE CENTRE

- 10.1** The Clerk informed members that her office had received a letter requesting consideration by the Council to allow the Bowls Club to facilitate a bar within the Bowls Club Annex of the Leisure Centre. This would be purely to facilitate their club matches, something enjoyed at other clubs.

The Clerk informed members that during a meeting with the Bowls Club some months previously it had transpired that the previous Manager had allowed the Club to operate a bar from the Bowls Annex, something which under the Licence the Clerk was informed by Licencing that this was not permitted; Licencing have been informed and that the Licensee has since left the Council's employ. The Bowls Club did purchase a fridge etc., to store alcohol prior to the 2018 season. The Council still has a Licence for the building for both alcohol and entertainments but no Licensee; the Clerk had again contacted Licencing for advice and this was still awaited.

The Chairman stated that whilst the detail was still to be worked out the Committee should consider the principal of allowing a member of the Bowls to Club to apply to be a Licensee to enable the Club to operate a small bar. Cllr Vickers stated that she would happily assist the Clerk in getting a response. The Clerk stated that by agreeing to the Licensee this in no way gives the Bowls Club any legal status over either the land, leisure centre or bowls annex.

- 10.2 It was proposed by Cllr Vickers, seconded by Cllr Scoon, and agreed by all concerned that the Council PERMIT the Bowls Club to apply for a Alcohol Licence to serve the Bowls Club Annex only and gave no legal status in relation to either the land, leisure centre or bowls annex.**

FUNFEST EVENT AT THE LEISURE CENTRE

- 10.3** Southwater Youth Project have approached the Council via the Youth Worker to see whether Council would consider the young people organising a Music event in the summer. The initial idea was that the young people wanted to create a fundraiser to raise money and awareness about Southwater Youth Project (or as the young people put it “a festival to shine light on SYP”).

The group would like to organise/run a Summer Music Event on Saturday 20th July 2019 running from 4-9pm. The Leisure Centre’s playing field is the young people’s choice of venue, hoping to have access to the facilities of the leisure centre, especially water, electricity and toilets.

The group is aware that they will require various insurances (SYP will cover these) and licences and a lot of work will need to be done to get this event off the ground, and they are wanting to and willing to put in the necessary work to make the event happen. They would be assisted by the Southwater Youth Worker and other volunteers whom have been involved in organising and planning events.

The group would hope to get sponsorship from local groups and involve the community and have already approached the Lintot Square tea shop about running a tea tent with strawberries and cream and other local musicians.

The Group would therefore ask two questions:-

- (1) Could they have the Council’s permission to hold the event on the Leisure Centre Playing Field with use of the Leisure Centre’s amenities on the day.
- (2) The Group would like to apply for a community grant and would be willing to complete the relevant documentation if Council felt that this may be possible.

At this point the Chairman proposed the suspension of Standing Orders in order to allow representatives from the Youth Project to speak (there being a number of young people present along with the Youth Worker), this was seconded by Cllr Dye and agreed by all present.

The Southwater Youth Worker speaking on behalf of the young people of the Southwater Youth Project indicated that the project was the idea of the young people who had attended Horsham events such as the Battle of the Bands etc., all of which had been a success. The idea was to raise money to help the Youth Club.

Cllr Timson stated that she thought the idea a great one, the Parish Council had always envisaged further community events, with both a Christmas and Summer event. There would be concerns about funfairs etc., from residents and she anticipated that there should be consultation with the neighbouring properties to ensure that they were on board. One of the other issues she thought may need to be looked at would be car parking and how this would be managed.

The Youth Worker indicated that the group of young people assisted by herself and others intended to consult the local residents and take on board their views. It was hoped that this would be a family affair, not just something for the young people of the village. Members acknowledge that a vast majority of the population were young people and were generally supportive of the proposal.

Cllr Vickers stated that the group should consider the potential numbers attending and that this also should be taken into account with first aid also being a major requirement. Cllr Vickers was pleased that they would consult with the local residents over the proposals. The Youth Worker stated that a full risk assessment etc., would be conducted and liaison with the parish council would take place. It was intended to write to the residents inviting them to a meeting with the young people, herself and volunteers. Cllr Scoon stated that one of the main problems would be the traffic management especially in Pevensey Road and surround streets.

Cllr Dye said that he was delighted that the event was being organised in the main by the young people of Southwater who were a large part of the community. It was important to get this right at the beginning and thereafter build on the success of the event, and he was sure that it would be if planned appropriately. He was fully supportive of the proposal, people needed to get involved and this was a great opportunity.

- 10.4 It was proposed by Cllr Dye, seconded by Cllr Timson and APPROVED by all that a summer event be held on the Leisure Centre Playing Field/Leisure Centre on Saturday 20th July 2019. The Youth Worker to liaise with the Parish Clerk over the**

organisation of the event with relevant documentation provided as required.

FG182/03/18 COMMUNITY WARDENS

- 11.1** The Clerk informed members that Cllr Timson and herself along with representatives of Horsham District Councils Health & Wellbeing Team would be interviewing for the two Southwater positions the following week. Cllr Vickers stated that she was delighted that the interviews were to take place early the next week; she believed that there were a number of applicants. Cllr Timson stated that it was good to have so many having applied with six candidates to be seen.

Councillors NOTED this information.

FG183/03/18 POLICING MATTERS

- 12.1** To consider policing matters in relation to the community of Southwater. The Chairman stated that he was unaware of matters of concern from Councillors and informed members that the proposed Joint Action Group (JAG) meeting had been postponed as there was no business to be discussed.

- 12.2 There were no matters to be reported at the time of the meeting.**

FG184/03/19 ELECTIONS

- 13.1** The Clerk report on the local elections process.

- Every parish council seat is up for election (Southwater has a total of 15 members of council)
- No automatic carry forward of councillors anyone wishing to stand for re-election must submit their nomination paperwork available from the Election Department of Horsham District Council (Email: elections@horsham.gov.uk)
- Election timetables are statutory. Nominations must be delivered between 10am and 4pm Monday to Friday between 26th March and 3rd April, and must be taken to Horsham District Council offices by hand.
- The elections office will handle all nominations. Parish Clerks will not be involved at all; this is contrary to previous elections where Clerks did have a set of papers.
- Anyone wishing to stand as a District Candidate should contact the elections department as soon as possible. The District are holding formal briefings for district election agents and independent candidates to explain the nomination process and to provide an overview of the election (parish candidates do not need to attend those briefings).

The role of the Clerk will be to:-

- Explain to potential candidates what the parish council does, how it works, information about roles and responsibilities and meetings etc.
- Use the parish newsletters, magazines, and website to encourage participation from potential candidates and to advertise the election to residents.
- Refer potential candidates to the elections office immediately to receive papers and guidance.
- Public election notices that will be sent to them.
- Continue with their normal duties before and after the election.
- Process acceptance of office documents as normal from all councillors after the election including those re-standing.

Clerks will not:-

- Give out nomination packs – District Council will supply these.
- Collection nominations back – they have to go direct to the Elections Office.
- If the number of candidates is the same or less than the number of available seats, the election will be uncontested. All those who submitted valid nominations will be declared as having won the seat.
- This is considered unlikely for the District elections, but more likely for parish council elections.
- If your election is uncontested, District Council will send out the appropriate information required by them.
- There will be a relatively small cost to the parish to cover the expense of preparing and running the election to that point. District will invoice the parish after the election.

For contested elections, the Elections office will provide details of the nominations to the Parish Clerk through formal notices.

Costs will be apportioned for running the elections to the parish and invoices will be sorted out some time after polling day.

The date of polling will be Thursday 2nd May 2019, all polling stations will be open from 7am to 10pm.

The verification and count will take place on Friday 3rd May 2019. We will provide details of winning candidates to the Clerk after the declaration of the result.

Furthermore, the Clerk has been informed that the Government has now changed the rules around the publication of candidate addresses. Letters have been sent to the principle authorities.

However the letter sets out how parliament has now amended rules that apply to local government, local (Parish and Town) councils, and local and combined authority mayor elections, removing the requirement that each candidate's home address must be published during the election process and be included in

the ballot paper. The requirement for each candidate's qualifying address to be published during that process has also been removed and returning officers and other electoral administrators are advised to take care to avoid disclosing such addresses during an election count.

The changes come following a recommendation by the parliamentary Committee on Standards in Public Life in its Review of Intimidation in Public Life that the government should bring forward legislation to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper.

Should Councillors require their electoral role numbers then the Clerk's office does hold this information alternatively the Elections Office can provide this also.

13.2 RECOMMENDATION

Councillors present NOTED the information provided by the Clerk and actions to be taken by her in connection with the election process.

FG185/03/19 EASTEDS BARN**

The Chairman informed the Members of public present that he would propose that the press and public be excluded for the next items, due to the commercial and personnel nature of the discussions to take place., this being seconded by Cllr Moore, and approved by all present.

“Confidential Minute”

FG186/03/19 NEW COMMUNITY BUILDING**

“Confidential Minute”

FG187/03/19 PERSONNEL & PENSIONS**

“Confidential Minute”

Standing Orders were reinstated.

FG188/03/19 DATE OF NEXT MEETING

The date of the next meeting being Wednesday, 10th April 2019.

The meeting closed at 9.00 pm.