

## **SOUTHWATER PARISH COUNCIL**

**The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 14<sup>th</sup> June 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present: Chairman: Cllr M Neale**

**Cllr L Apted**

**Cllr G Cole**

**Cllr P Flores-Moore**

**Cllr D Moore**

**Cllr C Pearce**

**Cllr C Vickers**

**Cllr N Whitear**

**Ms H Timson, Co-Opted Non-Voting\* Member of Council**

**Clerk: Mrs C Tobin**

**Guest: Sonia Mangan, Chief Executive Officer, Age UK Horsham**

**County Councillor: Not present**

**District Councillors: Not present**

**Press: Not present**

**Members of the Public: None**

### **FG38/06/17 PUBLIC PARTICIPATION**

The Chairman asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the Chair. 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.

There were no members of the public present.

### **FG39/06/17 APOLOGIES**

There were apologies noted and agreed from Geoff Scoon and Cllrs Watkins and Greening.

**Members NOTED and APPROVED\* the absence.**

### **FG40/06/17 DECLARATIONS OF INTEREST**

The Clerk 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.

**Cllr Flores-Moore declared an interest in that discussed in minute number FG47/06/17 – Southwater First Responders. Cllr Apted declared an interest in that discussed in minute number FG49/06/17 – Southwater Art Club Grant application**

#### **FG41/06/17 CHAIRMAN’S ANNOUNCEMENTS**

**The Chairman proposed that Standing Orders be suspended in order to discuss a confidential matter relating to the management of the Southwater Youth Project, this was seconded by Cllr Cole and AGREED by all present.**

“Confidential Minute”

**Members NOTED the information.**

**Standing Orders were re-instated.**

#### **FG42/06/17 CORRESPONDENCE**

The Clerk indicated that there was no correspondence for consideration at this meeting other than that previously circulated.

#### **FG43/06/17 MINUTES**

**It was RESOLVED\* by all present having been proposed by Cllr Cole and seconded by Cllr Apted that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 10<sup>th</sup> May 2017 be accepted as a true and correct record of the meetings.**

#### **FG44/06/17 SONIA MANGAN, CHIEF EXECUTIVE OFFICER, AGE UK HORSHAM**

The Chairman welcomed Sonia Mangan, Chief Executive Officer of Age UK Horsham to the meeting.

Sonia introduced herself and explained that she would like to talk about three things, in summary:

- Age UK and Age UK Horsham District. These bodies are actually two separate charities, rather like a franchise which does presents challenges. Age UK Horsham required £700,000 to break even. Age UK Horsham offer many services across the district and do cross over with some community care.
- Work with partners about understanding accessing hospital care - significant in the district. 70% of elective or emergency care patients in the district are over 70. Transport to hospitals presents challenges as often the distance travelled to hospital is significant. Recommendations will be forthcoming, hopefully in September.
- Update on local clubs dealing with dementia. Clubs deal with carer respite.

Clubs with less than 10 regular visitors are subject to review. This is relevant to Southwater as the club is currently not satisfying the criteria for cost efficiency. It is possible that the six regular visitors may visit other clubs in the area. However, the Parish Council may need to consider more synergy with services already offered. This can be done with support from Age UK Horsham, for example training delivery for staff. The Clerk will meet with Ms Mangan to discuss possibilities within the Parish.

**Members NOTED the presentation and AGREED\* that the Clerk will pursue options with Age UK Horsham.**

## **FG45/06/17 ACCOUNTS AND FINANCIAL MATTERS**

The Chairman referred Members to the meeting pack containing the sales ledger, income and expenditure and the balance sheet detailing current assets and liabilities up to 14<sup>th</sup> June 2017.

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

### Balance Transfers Agreed at Budget

The Clerk suggested to Members that the £30k being transferred to General Fund be transferred at the close of Month 2. Again at Month 2, the standing instruction is to transfer the amount proposed in the budget of £70k to support the current year fund. The Clerk would suggest that due to year end figures the Council may like to consider only transferring the balance between year end accrual of £26,507 and £70,000 this provides a transfer to current year fund of £43,493 from public open space to support the budget. This would leave a ring-fenced public open space figure of £77,229. Alternatively the committee may transfer the £70,000 from ring-fenced which would leave a figure in public open space ring-fenced of £50,722.

This would leave the Council some leeway in a few months following major works to public open space to then transfer the balance of £26,507.

**It was RESOLVED\* that the Council would transfer £43,493**

### Income – Hires and Rentals

The Clerk confirmed to Members that the June 2017 income figures for all hall hires etc amounted to a figure of £12,099.75 including VAT, compared to £10,655.25 including VAT for May 2017. The Clerk, in response to a question raised regarding the general increase, stated that this was a direct reflection of the new staff team in place.

**Councillors NOTED the information provided by the Clerk.**

### Debtors

The debtors list remains low, although there are one or two clients over the 30 day period. These clients will be written to stating that if payment is not now received within 7 days then an administration charge will be levied. All clients were previously notified of this administration charge in writing.

**Councillors NOTED the information provided by the Clerk.**

**FG46/06/17 PAYMENT SCHEDULE**

The Clerk presented to Members the payment schedule up to 14<sup>th</sup> June 2017 in the sum of £15,166.49.

**It was AGREED by all present that the payment schedule dated 14<sup>th</sup> June 2017 to the sum of £15,166.49 be APPROVED\*.**

**FG47/06/17 SOUTHWATER COMMUNITY FIRST RESPONDERS (SCFR) – SOUTHWATER DEFIBRILLATORS**

**Cllr Flores-Moore declared an interest in the Southwater Community First Responders and was restricted from commenting throughout the discussion, although she was available to answer questions.**

Cllr Cole asked whether the monies ring fenced for art projects could be allocated to renovating BT Phone kiosks to contain Automated External Defibrillators (AEDs)?

**The clerk will allocate the idea to the list for discussion regarding the art project.**

The Clerk referred Members to the proposal contained in the pack. It referred to the Southwater Community First Responders (SCFR) request for endorsement and support for their proposal to increase the availability of public access defibrillators in Southwater. In effect, this is initially a request for a member of the Council to join a working party formed by SCFR to support the scoping of the project.

Whilst the Clerk would welcome a partnership arrangement with the Charity, there were a number of considerations for the Committee to consider:-

- (a) Who will maintain the equipment going forward?
- (b) Licences from landowners where responsibility lies outside of the parish councils land ownership
- (c) Who will insure the equipment and the cost of such?
- (d) Who will raise funds for the repairs and renewal and are the parish council of a mind to bring these onto the asset register, as this infers ownership and insurance costs?
- (e) The Council could consider defibrillators training to volunteers in the community by way of a room hire twice a year.

Cllr Cole stated that siting should be close to the target areas if permissions were required. Cllr Flores-Moore responded that BT will sort out the phone box at Fox Field Cottages and this will remain in situ. She continued, with regards to ownership of the AEDs, the charity would look for partners to take ownership of the AEDs, for example retail outlets such as Londis and the Co-op. The AED to be located in Southwater Country Park has had monies allocated for it. In effect AEDs possibly sited on Southwater Parish Council land would be at the War Memorial, Beeson House and the Leisure Centre.

Cllr Flores-Moore clarified that it is the intention of the charity to retain ownership of the AEDs and to maintain and insure the devices.

The Chairman proposed that since a number of questions need to be answered, a Council member will be nominated to join the working party made up of Peter Buckley and others within the SCFR. Cllr Watkins will be approached to join as a representative of the Council, otherwise Cllr Moore will step in.

Cllr Flores-Moore added that AED's need to be stored in a heated cabinet so will need a power supply.

**Members NOTED the information and APPROVED\* that the Clerk should continue discussion with the Management Group of SCFR.**

#### **FG48/06/17 GRANT TO WEST SUSSEX MUSIC**

The Chairman referred Members to the report circulated in the pack regarding a grant application from West Sussex Music for £500. This item was discussed at a previous meeting (see minute FG127/01/17) where the resolution was to defer the item to permit the Clerk to investigate the possibility of sponsoring the group – especially considering the close ties with the Southwater Community and its Christmas event. Due to the re-organisation of West Sussex Music, sponsorship is not an option and therefore the grant application for funding needs to be considered.

The recommendation this year is to approve the grant application and going forward, to look at using monies from the Christmas fair accounts and to budget accordingly to pay the music provider as a contractor rather than administering a grant.

**It was APPROVED\* by all present that the Council approve the grant application of £500 to West Sussex Music.**

#### **FG49/06/17 GRANT REQUEST FROM SOUTHWATER ART CLUB**

The Chairman referred to the grant application submitted by Southwater Art Club for the sum of £300 to erect advertising for the annual art fair. A grant was approved the previous year for a similar reason.

**Members APPROVED\* the grant application in the sum of £300 for Southwater Arts Club on provision they acknowledge the source of the funding on the advertising material.**

#### **FG50/06/17 ELECTRONIC TABLETS FOR USE BY COUNCILLORS**

The Chairman referred Members to the draft 'Electronic Tablets for Use by Councillors' policy contained in the pack. This relates to the trial use of electronic tablets by Councillors.

**Members NOTED AND APPROVED\* the Electronic Tablets for Use by**

## **Councillors Policy.**

### **FG51/06/17 POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA**

The Chairman updated the Council in relation to the latest information regarding police matters in Southwater.

The Clerk referred to the copy correspondence received from the new Inspector for Horsham Area but would propose that in liaison with Greg Charman of Horsham District Council that a Southwater Action Team be formed to find a solution to the current anti social behaviour problems. This would include Sussex Police and other partners.

Cllr Cole made a point that last Friday he noticed 30 to 40 children and 7 to 8 cars outside of the nursery on Church Lane. Since they were holding lots of smart phones and tablets playing music he wondered if the internet was being left on. The Clerk responded that it is probably not the internet being the draw to the vicinity.

**Members NOTED the information and asked the Clerk to investigate the SWAT process with HDC and Sussex Police. The Clerk will notify the nursery that their Wifi may be being used out of hours by young people in the area.**

### **FG52/06/17 COUNCIL PREMISES & LAND**

#### Tree Felling across Pond Farm Ghyll into Little Bridges Close

The Clerk informed Members that authorisation was required to fell and remove from site a tree emanating from Council owned land at the Leisure Centre. This was to prevent damage to neighbouring property. The cost being £590.00+VAT.

**Members APPROVED\* the expenditure of £590+VAT to be taken from Ring-fenced Public Open Space.**

#### Proposed amendment to the licencing hours at Easteds Barn

The Clerk referred Members to the proposed changes to the licencing hours at Easteds Barn to allow for weddings and other functions. Current opening hours are Monday to Thursday 8.30am – 11pm, Fridays and Saturdays 9am – 11.30 pm. It was proposed that the entertainments licence be extended for the weekends to 12.30am.

The Clerk will contact Horsham District Council to proceed with discussions regarding applying for an extension.

**It was APPROVED\* that the Clerk should progress matters with Horsham District Council licencing and planning with a view to extending the Easteds Barn hours to allow for weddings and parties for adults.**

#### Beeson House New Tenancy at Will

The Clerk informed Council members that the new Tenancy at Will with Miller Robinson Accountants has been signed by the Chairman and Vice Chairman. The

tenancy relates to the small ground floor area in Beeson House which will be used as storage only.

**Members NOTED this information.**

#### Requisition of a dog waste bin at Andrews Road/Rascal Close

The Clerk explained that a member of the public had submitted a request for the placement of a dog waste bin at the location of Andrews Road/Rascal Close. A number of dog walkers walk their dogs in the area and residents are forced to pick up the waste and take it home or as is often the case do not bother. The cost of the purchase and installation of the waste bin from Jon Brooker at Horsham District Council is £374.60 (no VAT charged). The cost of emptying the bin is £10.79 per month per bin (no VAT charged). The District Council will be required to assess whether or not this is required and can be fitted into their schedule.

This is a historical request that has previously been refused by HDC. Currently, the actual demand for the bin is not clear although only two residents have asked for it. The Clerk will explore the needs for a further bin.

**The Clerk was asked to explore the demand for this installation**

#### Leisure Centre Report

The Chairman referred Members to the Leisure Centre Managers report dated 14<sup>th</sup> June 2017 produced for comment. Members will note that there is no duplication of income and expenditure figures as they are contained in the figures previously discussed in minute FG45/06/17.

Cllr Flores-Moore highlighted the downward trend of total visits and direct debit member visits during May. Cllr Cole identified this may possibly be due to a lack of new equipment, a reason allegedly highlighted by the leisure centre manager. This was refuted by the Clerk who explained that the leisure centre manager was present during the discussions regarding the equipment purchase. He was consulted regarding the worth of purchasing new equipment whilst the leisure centre working party investigates the future of the leisure centre. A report from the working party is due in July. Cllr Flores-Moore advised that this report would be delayed. The Clerk indicated that it would be Council who would consider this. The Clerk was awaiting quotes for servicing the equipment.

**Members NOTED the information**

#### Easteds/Barn

Staff have tried to keep down the overgrowth around the Barn following the recent refurbishment of the garden area. However, with a number of weddings it is simply not possible in timescales to keep this maintenance work up to the required standard, without affecting other works for which the Council has a requirement.

In order to clear for a number of weddings we have obtained a clearance and weed spraying quotation in the sum of £459+VAT. Two quotations were received in relation to this work however, it is felt that to complete the task that mulching should be laid down the cost of this being £177+VAT.

The same contractor has initially indicated that bi-weekly maintenance visits will cost £229.50 per visit; the Clerk indicated that further quotes will be sought, but would like delegate permission to proceed with a continual maintenance programme dependent on cost. Future costs can be budgeted within Year 2018/19.

**Members APPROVED\* the initial clearance, weeding treatments and mulching to the sum of £636 plus VAT, to be taken from the Easteds Barn Ring-fenced monies, and that the Clerk be delegated the authority to place a maintenance order dependent on quotations received.**

**FG53/06/17 PERSONNEL, PENSIONS & TRAINING\*\***

A training session in relation to the revised Staff Appraisal Scheme had been attended by the Management Team and Cllrs Flores-Moore, Neale and Watkins.

**Councillors NOTED this training session.**

**FG54/06/17 DATE OF NEXT MEETING**

**The date of the next meeting is Wednesday 12<sup>th</sup> July 2017.**

**The meeting closed at 9.05pm.**