

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday, 8th May 2013 at Beeson House, Lintot Square, Southwater commencing at 7.30 pm.

Chairman: Mr.P.Buckley

**Councillors: Mr L. Apted Mr A. Bull
Dr A Cash Mr R. Jackman
Mrs.C.Vickers**

County: Apologies provided by Cllr B.Watson OBE

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

Clerk: Mrs.C.Tobin

Press: Not present

Public: 7

Police: Inspector Claire McKnight

FG17/05/13 PUBLIC PARTICIPATION

The Chairman commenced the meeting by stating that he hoped with everyone's approval that the meeting could commence at 7.30 pm., this being the normal timing for such committee meetings. Unfortunately there was a typographical error on the agenda. The Clerk had ensured that as many people as possible were notified of the slight change, but should members of the public or councillors arrive late then it would be necessary to reiterate the discussions at that point.

It was agreed by all that the meeting should commence. The Clerk apologised for this oversight.

The Chairman welcomed all present to the meeting and then highlighted the housekeeping rules and also the fact that mobile phones should be switched off during the meeting, members of the public not being permitted to tape or film meetings of the Council.

Mr.Jackman stated that he had raised a number of items over one month ago relating to West Sussex County Council, Highways Department these being, the damaged and dangerous road sign on the A24, the advertising sign for the catering unit on the A24 which was still in place. The drain had not been repaired in York Close outside No.35, the poor general condition of street signs and roads within the community were rapidly deteriorating due to lack of maintenance. Mr.Jackman was also concerned about the large pot holes on the A24 approaching Hop Oast going South on the dual carriageway. Dr.Cash said that he would like to have the timesheets for the County Officers

in relation to such repairs. Dr.Cash did confirm however, that works in the Marlpost area had been carried out but not to a high standard. the Clerk indicated that whilst the County did the inspections, the actual works were carried out by a Contractor, Balfour Beatty who in turn appear to make the judgement on whether to fill the hole or not based on criteria laid down in the contract.

Mr.Jackman also stated that he was extremely concerned about the number of additional signs being erected within the village, the Clerk informed Members that any unauthorised signaged is removed by the Litter Team having been authorised to do so by the District Council. Mr.Jackman was concerned about the graffiti on the roundles and bus shelters which had appeared in the last week, and hope that this was not the start of increasing anti social behaviour. The Clerk stated that this incidents had been reported to the police office. Dr.Cash said that he too was increasingly concerned about the increase in signage especially around the Bovis site to the south and said that with regards to dilapidated signs he hoped that the District Council would take the appropriate action to repair these.

Mr.Jackman again reported the overgrowth outside of a residence in the Worthing Road close to the Hen and Chicken. The Clerk stated that this area was on the list for her team to look at but that the operatives only carried out such works one day per week, and jobs were carried out on a priority basis.

Mr.Jackman then highlighted an article in AAH in which various parties had views on development in Southwater ranging from Bovis, Keep Southwater Green etc. Unfortunately, there was no article from the Parish Council. The Clerk indicated that the Parish Council had not been approached to her knowledge. The position however, was that the Parish Council had not formed a view in relation to major development as it was awaiting the District Council's Planning Framework documents which it was felt were due within the next few weeks. The Parish Council had at this stage objected to the Berkley's application for 500 houses to the West of Worthing Road. Mr.Jackman could not understand why the media were not asking for the views of the Parish nor why the Parish Council were not being more proactive in this respect. The Clerk reiterated the advice previously given in relation to this matter.

The Chairman of Council, Mr.Bull informed those present that at a meeting attended by other parish and neighbourhood councils he had asked the Leader of Horsham, as to when he anticipated these documents being issued for consultation by the District Council, and when pressed he had stated 'in a matter of weeks'. Mr.Bull's view was that the District Council's decision to abandon the Core Strategy Review was a mistake, but understood that this was down to lobbying from various groups but the fact was that this had now left the community of Southwater vulnerable to development with no firm timelines for the publication of the District Framework documents. Mr.Bull felt that District Councillors had more than one eye over their shoulders looking at the next Elections.

Mr.Apted stated that the Parish Council had no powers to remove highway signage, the Clerk responded that this was indeed correct and it was only informal unauthorised signage that was removed by her team.

At this point in the meeting the Chairman suspended Standing Orders to allow members of the public to speak.

Mr.Chapman, Chairman of Southwater Action Team stated that he had permission from both the Parish Council and the District Council in relation to the pink sign at the entrance to Lintot Square. The sign would be in position for a period of two weeks.

Standing Orders were reinstated.

FG18/05/13

APOLOGIES

Apologies were received from Mrs.Flores-Moore, Mr.A.Prosser-Snelling, Mr.Sunderland and Mrs.C.Vickers. Mrs.Vickers may arrive later in the meeting.

Members noted the apologies.

FG19/05/13

DECLARATION OF INTERESTS

No declarations at this point in the meeting.

FG20/05/13

CHAIRMAN'S ANNOUNCEMENTS

The Chairman indicated that unfortunately Cllr. Scozzafava has forfeited his position on the Council due to non attendance at Council meetings during a six month period. This has resulted in a further vacancy being advertised. The Clerk informed the Committee that whilst there will be two vacancies on which to decide upon at the Annual General Meeting there were currently three nominations received.

Mr.Buckley said that he would like to take this opportunity of congratulating Cllr Brad Watson on retaining the seat at the County Council elections.

FG21/05/13

CORRESPONDENCE

The Clerk referred members to general correspondence received and asked whether Members wished to comment on any particular item. The Councillors present had no matter they wished to raise.

Members did not wish to raise any particular matter at this point.

SALC/NALC Meeting – Plumpton

The Clerk reported that both she and the Chairman of Council attended this meeting. The Chairman of NALC was present and those larger councils present having been asked to attend due to concerns raised by some larger councils in Sussex about the services etc., being offered by NALC. Councillors were reminded that the Clerk was requested by Council to respond to the SALC questionnaire on this matter.

It is therefore the view of the Chairman and the Clerk that the Council should remain within the County Association with membership of NALC being compulsory and await what actions are proposed by NALC and SALC who may be able to offer an alternative. However, the general feeling was that by splitting from NALC it would make the overall organisation weaker in terms of representation with Government at a time when it is imperative that local councils had a strong voice.

The Chairman of Council, Tony Bull said that at the meeting there were representatives from the four counties, Kent, Hampshire, Sussex and Surrey, with very few of the larger councils from Sussex present. The main problem is that NALC are very lax somewhat like both the District and County Councils in responding to communication and indeed in communicating with its membership. It was also thought that it needed to have a stronger voice at the table with Ministers and civil servants, compared to that of the Local Government Association (LGA) who appear to have more clout in that they represented the principal authorities. After much debate but little by way of consensus the Chairman had told the Chairman of NALC that what was actually wanted was not “jam tomorrow but jam today”.

Councillor Information/Updates

Having spoken recently to a member of Council who expressed concerns about information being relayed to members of Council, the Clerk reminded Members that should they wish an update on any specific item, then she was generally available via telephone or email. If however, Members would like regular updates on projects etc., the Clerk would be happy to produce a Clerk’s Report which could be discussed at Full Council (subject to any confidentiality issues).

Dr.Cash felt that perhaps once a month would be too onerous with the Clerk’s workload, but that perhaps a quarterly report would suffice hopefully the first being before the recess in August.

Members noted the Clerk’s comments and asked the Clerk to produce a quarterly report to Council on the various projects.

It was RESOLVED by all present that the Minutes of the meeting held on 10th April, 2013 be approved as a true and correct record of the meeting, following an amendment to Mr.Jackman's name this having been misspelt.

POLICING OF SOUTHWATER PARISH

The Chairman referring to correspondence received from Inspector Claire McKnight regarding the reassignment of duties in relation to policing within the District and in particular to a further reduction in policing for Southwater had asked the Clerk to invite both Chief Inspector Howard Hodges and Inspector Claire McKnight to the meeting this evening and was pleased to welcome Inspector McKnight to the meeting, with Chief Inspector Hodges unable to attend.

The Chairman indicated the members that statistical information had been provided within the Members packs and forwarded by the clerk previously. The current proposal would therefore see a further reduction from the figure of (2012) two PCSOs and a shared PC for Southwater to a third of one PCSO, Southwater now having to share this post with Nuthurst and Lower Beeding Parishes.

Whilst these figures are based on crime statistics the Clerk has made both the Chief Inspector and Inspector aware of the historical issues which had surrounded by criminal damage and anti-social behaviour only some 7 years ago within Southwater. It has taken a tremendous efforts on the part of both Sussex Police, the Parish Council and the Southwater Youth Project and the community to reduce these figures by engaging with young people by providing not only continuity in delivery of policing but providing sustainable activities for young people from school age to adulthood.

It would appear that we are now to be penalised as a community for being proactive whilst others in the District were not, but still due to high crime figures retained both a PCSO and PC on a full time basis. Southwater currently has approximately 250 new homes either built or in the process of development these being mainly two, three and four bedroom houses which attract families. Currently the figure for youth within Southwater stands at 3,539 with 1,088 between the ages of 10-14; this will due to the development underway increase and it is imperative that we retain the continuity enjoyed in our policing in order to prevent the previous high levels of anti social behaviour, distress and criminal damage experienced in the past. Southwater baring North Horsham Parish is the second largest Parish in the Horsham District.

At this point the Chairman asked the Inspector to present to the Committee their vision for community policing in Southwater.

Inspector Claire McKnight commenced by stating that she recognised the work of the Parish Council as part of the local partnership and in turn the reduction in Anti Social Behaviour and Crime that had been achieved.

The current position was that the division had fifteen PCSOs to cover the whole of 32 parishes, this had not been helped by the unprecedented loss of staff that could not have been predicted. The recruitment process for PCSOs was extremely long with the next cohorts due in January 2014. Apparently whilst East Sussex did not have problems in recruiting such officers, in West Sussex it was proving extremely difficult. This coupled with the economic position the Police now found itself in presented some issues which required resolving. The Inspector stated that for example as of the previous day there was no PCSO to cover Horsham and Roffey where a Government led initiative 'Think Family' was to be undertaken.

Due to these difficulties she had spoken to the Sergeants and PCSOs including Emma, Damian and Tracey who currently covered Nuthurst and Lower Beeding, and it was felt that whilst the Southwater, Nuthurst and Lower Beeding cluster area was larger geographically, both of the later had fewer crimes and anti-social behaviour and therefore could be managed by Damien with most of his time spent dealing with Southwater related issues.

This left her the ability to use her other personnel in a more proactive rather than reactive manner in order to deal with issues within other areas such as Roffey. Therefore it was her professional viewpoint that the area as shown on the listing was the most effective way of using the resources at her command. Inspector McKnight informed the Council, that it would be possible for her to use one of her special constables, Neil Worth within Southwater to take up some of the issues, Neil having previously been the PCSO for Southwater. Neil was now part of the Horsham District Community Safety Team. A special constable did have the powers of enforcement, unlike the PCSO and PC Darren Worsfold would remain the PC responsible for the area giving some form of continuity.

Mr.Buckley stated that when Emma Artvarnieks had been transferred the Parish Council had been given the promise that this post would be replaced. Inspector McKnight said that this would be additional to her establishment and the fact was that Emma had now taken on a role within her office, there was no additional resource.

Concern was expressed as to how PCSO Cecil was to cover such a larger geographical area, Inspector McKnight stated that there were several vehicles available and that with good planning it would be possible for him to cover the tasks required.

Mr.Jackman stated that presumably with budgets set for this financial year, the Inspector would be looking at budgets for the future, and did she envisage

that the budget would be uplifted to account for the additional homes not just in Southwater but also Broadbridge Heath. The Inspector stated that there would be no doubt discussions surrounding such issues. Dr.Cash said that he was happy that the Inspector had answered the question regarding assets in terms of transport, but suggest that the Inspector might also like to collaborate with British Transport Police's Community Support Officers, especially with Christ's Hospital station generally targeted with vandalism etc.

Dr.Cash then questioned salaries paid to PCSOs, with Inspector McKnight confirming that the average salary range was between £18k-£24k. Dr.Cash then asked Inspector McKnight to explain what credentials she and the Chief Inspector had in evaluating the deployment of personnel and evaluating the needs. Inspector McKnight stated that she had over 25 years of experience and knowledge and had been part of HMIC and neighbourhood policing teams. This experience she felt gave her the breadth of knowledge to evaluate situations fairly quickly in terms of the core business to be delivered in Horsham. Inspector McKnight said that she could not comment on the skills possessed by Chief Inspector Hodges and his background.

Mr.Jackman asked about the split in hours in relation to the cluster, how many hours would the Inspector feel would be spent in Southwater. The Inspector stated that this would very much depend on what the priorities were. Mr.Jackman asked whether it was likely that the Police having given the PCSO the area to cover would pull him to then cover the Roffey project. Inspector McKnight said that this was not what was intended, and that there had only just been initial discussions at District Level over this. Mr.Jackman said that it would not take long for those who wished to cause anti social behaviour to know when the PCSO was around or not, and therefore with the graffiti being experienced there was concern that such instances would rise.

The Chairman of the Committee, Peter Buckley thanked Inspector McKnight for attending the meeting. Inspector McKnight said that she would be pleased to attend a future meeting if required.

The Chairman at this point suspended Standing Orders in order to allow members of the public to ask questions of the Inspector.

There were no questions.

Standing Orders were reinstated.

The Clerk stated that should Members wish to take forward their continued objection to the proposals to further reduce the post of PCSO in Southwater then they could pursue a number of differing avenues, these being:-

Contact Trevor Leggo of Sussex Association of Local Councils who had monthly meetings with the Chief Constable the Police Crime Commissioner and/or, ask the District Councillors for the area to refer the matter to the Crime and Disorder Committee that operates as part of the Overview &

Scrutiny Committee, who have the ability to call senior officers to account for decisions reached. Alternatively, the Committee could review the proposals within a time period. The Clerk would like to thank Cllr Watson, County Councillor for Southwater, for taking up this matter, which had resulted in the Inspector being present at the meeting.

The Chairman said that the Committee particularly welcome the idea of Neil Worth being reassigned to the parish as a special constable. Mr.Bull said that it was imperative that the Southwater community was not forgotten, it was after the efforts of all which had seen such dramatic changes in the crime and anti social behaviour.

The Clerk asked whether or not the Inspector had a prevention plan in place to deal with issues of high crime and anti social behaviour in the Roffey and Billingshurst areas. Inspector McKnight felt that the new setup with give more opportunities to target specific areas of concern.

Members RESOLVED that they should give the new process a six month period to see whether crime and anti social behaviour figures for Southwater were affected by the proposals, and if so would then invite Inspector McKnight back to a meeting.

FG24/05/13**PROPOSALS AND OPPORTUNITIES TO IMPROVE THE VISIBILITY OF THE SOUTHWATER BUSINESS COMMUNITY**

The Chairman indicated that having approached the Parish Council he had attended a presentation from Visit Horsham/District Post in relation to the proposals to be seen by the Council this evening.

Mr.Buckley stated that he had been impressed as to the increased visibility and traffic via the intranet for the community of Southwater and also the businesses within the community. He had therefore asked that a presentation be prepared for the meeting tonight and then introduced Gavin Hewins of Visit Horsham and Matthew Wheeler of The District Post to give their presentation. From the Parish Council prospective he felt that this would meet the remit of the Council in promoting and enhancing of the social, economic position of the community, whilst raising the profile of the Parish Council and local council sector.

Mr.Matthew Wheeler, District Post stated that he was delighted to attend the meeting to explain Distapi Limited, this being a company Gavin Ewens, Technical Director and himself Commercial Director. The District Post was started some six years previously and was a free newspaper. Distapi promoted the Visit Horsham website (established in 2007) based on GPS and mobile technology and correlated around a well defined community and the seven market towns including Horsham. This branded website would give Southwater increased visibility. The site was the No.1 Google site for Horsham with 220,000 hits and 11,200 social media members with many local members from Southwater. The District Post itself distributes over

26,100 papers from 400 distribution points. His personal view was that free papers were the current trend and would continue in the industry, the paper is and will remain politically unbiased.

Gavin Hewins gave a presentation to those present on the advantages of such a provision for Southwater, this being the first of the market towns to come on board. Both Gavin and Matt were very keen to work in conjunction with the Parish Council in promoting these benefits to the business and general community and the advantages to be gained through interaction.

The contents will be relevant to Southwater and the local businesses, examples were given as to how this would benefit the community and increase potential contact with local businesses using the Southwater local directory. There would be comprehensive links from Horsham to Southwater businesses with the ability for businesses to produce vouchers on products to boost their sales. The system was designed to work from mobiles but worked just as effectively from a base unit.

At this point in the meeting the Chairman suspended Standing Orders:-

Mr.Chapman, Chairman of Southwater Action who worked in partnership with the Parish Council questioned the availability of 3G within the village and also the application. Generally what people did if they wanted wi-fi was to visit the Lintot and other locations in the village. Gavin responded that whilst Mr.Chapman was correct and there was a poor signal, it was anticipated that this would change in the near future, however what people generally did on searching was to use the mobile or other device prior to leaving home.

Mr.Oliver, in declaring his interest in the District Post said that as someone with knowledge of how communities worked felt that this system could be advantageous in getting messages out in emergency situations in realtime. Gavin responded that the system had already relayed a message regarding the predicted high winds forecast the next day, enabling residents to know that the Horsham Market had been cancelled due to safety fears.

Dr.Cash questioned whether the system was tested on Opera, enabling people to access through home systems such as televisions. It was admitted that this was not fully tested on Opera but that it had originally been designed for the mobile technology market.

Mr.Neale stated that he could only see benefits to the system, with the link to Visit Horsham pushing traffic through the banner to Southwater and associated links. The Clerk indicated that the intention was that the Parish Council would have a visible page along with the Leisure Centre and other areas. Mr.Jackman stated that he felt that there were many commercial advantages to the proposal and to the Parish Council itself.

Dr.Cash said that he for one was concerned about the cost, however it was

pointed out that this had been developed and could not be cost free. Dr.Cash stated that whether or not the Committee approved the matter or not would it be the organisations intention to push the Southwater site. The answer to this was more than likely to be yes, said Matthew Wheeler, but he very much wanted to work alongside the Parish Council in promoting this within the community.

The Clerk referring members to their powers and duties indicated that under the Power of General Competence adopted by the Council the previous year, the Council could promote the social, economic and environmental welfare of the community. This proposal would enhance both the social, economic and possible the environmental welfare by bringing people to the community. There was nothing to preclude the Council in supporting the website and there would be no cost to the Council. Referring to the Council's website, Dr.Cash was critical of its effectiveness. The Clerk stated that currently the Council's site had on average 1,500 hits per month and whilst it required some updating these figures held up, but any assistance that could be provided free of charge would be much appreciated. Matthew Wheeler indicated that he would be more than willing to do a report on the Council's website and provide this to the Clerk for evaluation and discussion with the provider. The Clerk thanked Mr.Wheeler for this generous offer.

Dr.Cash said that he was still not convinced. Mr.Wheeler said, that he was disappointed with Dr.Cash's viewpoint, but he for one very much looked forward to working within the community of Southwater and hope for the support of the Committee.

At this point Standing Orders were reinstated.

The Chairman proposed that the Committee approve the partnership working with Visit Horsham in promoting the social, economic and environmental aspect of the community of Southwater.

Vote: This proposal was put to the vote, with five members in favour of the motion and one member voted against the proposal.

It was RESOLVED that the Committee approve the partnership working with Visit Horsham in promoting the social, economic and environmental aspect of the community of Southwater. Further the Clerk be authorised to invite local businesses to a no obligation meeting with Visit Horsham to hear the proposals and opportunities for local businesses and others organisations within the community of Southwater.

FG25/05/13

ACCOUNTS & FINANCIAL MATTERS

The Clerk provided Members with information on the current financial position of the Council to 8th May 2013.

Members had no comment to make on the financial information

provided.

Scuba Booking System

The Clerk reported that whilst this system had gone live on the 2nd April, difficulties were still being experienced and overcome. Most of the bookings had been input although there were a few to be added to the system but the Clerk explained that prior to this feature being incorporated it was imperative that the reporting structures and pricing codes were reconciled in place prior to this element going live.

Members noted the Clerk's continuing concerns regarding progress with regard to SCUBA.

Members Intranet

The Clerk indicated that Dr.Cash had raised the question of this being made available to avoid additional work for members. The Clerk would advise Members that the Deputy Clerk was to review this and thereafter ensure that this facility be available. Unfortunately, due to both the issues surrounding SCUBA's installation and staff illness/holidays it had not been possible to give a precise date. The Clerk hoped that Members understood the situation.

Members noted the Clerk's comments.

Gatwick Area Conservation Campaign

Gatwick Area Conservation have written to ask whether the Parish Council wishes to renew its annual membership. The cost proposed being £10 via email for Councils and Groups. Members whilst acknowledging the information, felt that there was little to be gained for such expenditure. A short discussion ensued, however Mr.Jackman stated that he had a personal contact with the group and felt that he could possibly obtain a free copy for the Council thereby negating the need for a donation.

It was agreed that Mr.Jackman should approach his contact to see if a free copy of the magazine could be provided.

Youth Club Computers

The Clerk informed Members that Sussex Police had awarded the Youth Club some two years previously a £2k grant for the provision of new computers of which £1800 was still available. It is therefore proposed to purchase four new computers for the youth club, with quotes received from:-

PC World/Curry's, Dell and Argos

The quote from PC World is the lower quotations received and matches the funds available.

Dr.Cash gave the Clerk various suggestions for alternatives which may

provide five machines instead of four, one of these being the Apple Education Store. Mr.Bull stated that if this were the case it may also be prudent to check out Amazon, before making a decision on the computers so see if better value could be achieved.

The Clerk stated that it was important to proceed with this matter and asked the Committee for delegated powers of expenditure once these further evaluations took place following a discussion with the youth worker.

It was RESOLVED that the Clerk be granted delegated powers of expenditure in relation to the computers following further evaluation of costs for new computers for the youth project.

Internal Audit Costs for 2013/14

The Clerk advised Members that the annual fee for the forthcoming year would be £581 which included two internal visits by the appointed internal auditors.

It was RESOLVED that the Council contract Mr. & Mrs.Pritchitt once again to carry out the Council's Internal Audit for the forthcoming financial year 2013/14.

Newsletter Quotations

The Clerk referring to previous conversations regarding the distribution of the parish council newsletter, the Clerk had now evaluated the costs involved in the printing of the newsletter having received three quotations. The lowest quotation for the printing etc of the newsletter being £588 plus VAT from Foundry Press.

It was RESOLVED that the Clerk enter into discussions with Foundry Press in relation to the award of the contract for the printing etc., of the parish newsletter for the next financial year. The Clerk to advise the Council's previous provider that the Council would be placing the printing of the newsletter with another provider due to cost.

Archery Grant

The Clerk confirmed that the archery grant confirmation had been received by the Leisure Centre Manager. The Clerk would like to thank the Manager for the work undertaken to achieve this grant. Mr.Bull said that he too would like to propose a thank to the Manager.

The Clerk was asked to thank the Leisure Centre Manager for his efforts in relation to the Archery Project.

MUGA Grant Application

The Clerk reported that the grant application for £50k had been submitted and

acknowledged by Sport England.

WSCC Operation Watershed

The Clerk reported that having spoken to the Chairman and Vice Chairman following an approach by an officer of WSCC, the Clerk had put forward a grant application in the sum of £50k .

FG26/05/13

DRAFT ANNUAL ACCOUNTS FOR YEAR ENDING 31ST MARCH 2013

The Clerk advised Members of the Council that the Draft Annual Accounts had prepared in accordance with the Regulations and had undergone the Internal Auditor inspection, a copy of the Internal Auditors report having been sent to Members and were contained in Members's packs for the evening.

Mr.Bull stated that he would like to thank on behalf of the Council, the Clerk and Peter Buckley for this invaluable assistance in preparing the Draft set of Accounts. The Clerk stated that she would like to thank her accounts team, Rachael and Eunice in particular, but that it had been a team effort in producing the accounts to comply with the new timescales set by auditors.

The Clerk was asked whether the accounting system purchased made the system more effective; the Clerks view was that it had been worth the investment by the Council.

The Clerk was delighted therefore, to confirm that the Internal Auditors had found no material cause for concern but noted that cheque stubs had not always been signed by the two signatories, although the authorisation for payment had. Cheque signatures therefore are reminded that when signing cheques, both signatories are required to sign the appropriate cheque stubs. The Clerk would like to thank her team and Mr.Buckley for the work entailed in ensuring that the tight deadlines set by the External Auditors were met in order to publish the Notice of Electors Rights.

The draft documents presented being

- Annual Return for Year Ended 31st March 2013
 - Section 1 figures inserted for year ending
 - Section 4 completed and signed off by the Council's appointed Internal Auditors
- Notice of Appointment of Date for the Exercise of Electors' Rights
- Internal Controllers Report year ended 31st March 2013
- Annual Review of Effectiveness of Internal Auditor 2012/13
- Risk Assessment 2012/13
- Grant Listing showing grants income and expenditure for Year 2012/13
- Variances Report 2012/13

- Analysis of Reserves Year Ended 31st March 2013
- Ringfenced Accounts Year Ended 31st March 2013
- Asset Register for Year 2012/13
- Leases, Tenancies, Section 137 Payments, Agency Work, Advertising and Publicity, Contingent Liabilities, Pensions and Staffing Costs
- Computerised Income & Expenditure Account for Year Ended 31st March 2013 both detailed and summary
- Balance Sheet 31st March 2013
- Working Details for Reserves Reconciliation for Annual Return

The Chairman reminded Members that there had been during the year unbudgeted expenditure and this had therefore reduced the Council's reserves. Whilst Council had been previously advised by the Clerk of best practice and recommendations in respect of the retention of three months precept in general reserves, his view was that the Council did have ring-fenced reserves on which they could call in the event of having to do so without having to affect an increase in local council tax. This was in his view preferable than having public money sitting in a bank account not working for the community.

It was RESOLVED by the Finance & General Purposes Committee that it should RECOMMEND FOR APPROVAL to Full Council on Wednesday 29th May 2013 the Draft Parish Council Annual Accounts for Year Ending 31st March 2013 as specified in the minutes.

FG27/05/13**ACCOUNTS FOR PAYMENT**

The Clerk presented a payment schedule to 8th May, 2013 in the sum of £44,945.12.

It was RESOLVED by all present that the payment schedule dated 10th April 2013 be approved in the sum of £44,945.12.

FG28/05/13**COUNCIL PREMISES & LAND**Leisure Centre Bowls Annex

The Clerk informed Members that she had been in discussions with Southwater Bowls Club regarding a proposal to put in decking area adjacent to the Bowls Annex with the Bowls Club grant funding the project. The Clerk has sought advice on the planning issues surrounding this proposals, but the planning officer having seen the plans felt that this would constitute part of the Council's permitted development and would not require planning permission.

The Clerk would therefore like the views of members in order to either proceed or not.

Members had no objection to the provision subject to grant funding being received from the Bowls Club covering all the Council's expenses including the retention of a sum for future maintenance by the Council. Members felt that it would be prudent to have Mr.Cole work with the Clerk on this project especially with his expertise; the Clerk said that she would be delighted to do so.

It was RESOLVED by all present that the proposed decking be agreed in principle, subject to any relevant provisions, funding from the Bowls Club and future maintenance costs addressed. The Clerk to manage this project in conjunction with Cllr.Cole.

Beeson House

The Clerk confirmed that the drainage works to the front car parking area had been completed but since installation of the new system there had been no significant rain to test this out.

Millers had also attended to finish off works to the upper toilets adjacent to Beeson House.

A meeting was to take place later in the week with the ventilation company regarding the maintenance and supply of controls to ensure effective management of the heating system.

Members noted the Clerks comments.

First Floor (Small Office)

The Clerk confirmed that a new tenant and terms had ben agreed by Horsham District Council in relation to the small office area in Beeson House, this being another insurance company. The Parish Council senior officers were consulted on this proposal prior to the offer being made for ultimately the Parish Council upon agreeing the head lease would become the landlord of the building.

Members noted the Clerks comments.

Turners Close Public Open Space

The Clerk informed members that she had received a complaint from the Dragon's Estate about access over their land from parish owned land in Turner Close. The Estate are unhappy about informal access over their land. The Clerk reminded Members that in the near future it would be hoped that the parish council would take over the public open space on the Bovis site and the gate in situ could provide through access from one area to another which is perfectly permissible as the Council would own both sections. The Clerk notes however, that it was the intention for Bovis to have a path through this section of the old railway presumably with the Estates permission and made

much play that this gave sustainable access for residents through Stakers Lane to the centre of the village.

The Clerk would suggest that Members either secure the gate closed until the new area is adopted at which time it could be opened up, or alternatively seek formal permission for access rights from the Estate. There may however be costs associated with such a request or permission given.

It was RESOLVED that the Clerk ensure that the gate be secured to prevent access/egress onto the Dragon's Estate Lane. The Clerk would investigate the footway provision from the Bovis site as part of the adoption by the Parish Council of the public open space for that development this being adjacent to land owned by the Council in Turners Close.

Easteds Barn

The Councils consultant has received a further request for information from the Sound Engineers in relation to the proposed noise attenuation measures re the planning permission sought. It is hoped that this will be provided and thereafter following the signature of the new Section 106 permission grant. This would enable the Council to move forward with the proposal.

The Clerk indicated, that should further delays be experienced it may be that the Parish Council will go for non determination and costs for loss of business. Mrs.Vickers stated that she would be discussing this matter as a District Councillor with the Senior Planning Officer the following day and would report back to the Clerk.

The Clerk reported that with the barn now being used by a great age range, it was appropriate for the Council for health reasons to consider installing the ladies toilet area a baby changing unit, the estimate cost of which would be £124.95 excluding VAT.

It was RESOLVED that the Clerk should purchase and install a baby changing unit for the Barn for health and safety reasons.

Skateboard Park

The Clerk reported on-going issues with regards to rubbish etc., being littered in the general area. Whilst some of this could be attributed to young people, it is felt that there is an individual(s) scattering such rubbish in the area causing local residents to complain on what is becoming a regular basis some of which is generally justified. The Clerk in discussions with Horsham District Council has agreed to the emptying of the litter bin on a more regular basis with the District Council also siting a dog bin in the general area for dog walkers to use.

Irrespective of this however, the skatepark has experienced vandalism which has been reported to the local police team and photographs supplied. The Deputy Clerk met with our contractor on site yesterday and a full report

regarding the repairs required is to be received at the end of the week. Subject to this reports findings and costs, the Clerk would like delegated power to incur expenditure to effect the necessary repairs as the second stage of the works previously envisaged. The Clerk confirm that a grant of £3k over a two year period had been gratefully received from Leisure Services at Horsham District Council, making a total grant of £6k having been received.

The Clerk is however very concerned about the fact that young people are having BBQs on site using both the ramp and smaller ramp to do so. Having spoken to Angie Choat, Southwater Youth Worker it is proposed that a group of volunteers build a small brick built facility close to the facility that could be used by the young people avoiding the need to do so on the ramp itself.

It was RESOLVED that the Clerk comments be noted and that she be granted delegated powers to incur expenditure in relation to repairs which will be necessary to repair the skateboard park. The Clerk to work in conjunction with Cllr.Cole on this project.

It was further RESOLVED that the Clerk could worked with the Youth Worker to provide a small brick facility for BBQs subject to the permission of the Council's Landlord Horsham District Council from whom the land was leased. Local developers to be approached to see if they would be willing to erect such a facility free of charge.

FG29/05/13

PERSONNEL & TRAINING**

The Clerk reported that the new member of office staff had commenced as previously discussed.

Friday Night Youth Club

The Clerk reported that there were now significant numbers of young people attending each week. Whilst previously averaging 30 per week, numbers were averaging 60 per week. Having spoken with Steve Brew, it is felt that the Leisure Centre and Friday Night Club staff can accommodate such numbers be reorganising schedules.

However, this was not sustainable in the longer term and the Council should consider employing another assistance for this Club on a six month basis to ensure that adequate cover is always maintained. Existing staff would be asked whether they wished to work additional hours to cover this prior to advertising.

Members were of the opinion that existing staff should be approached to work these additional hours, but that the Clerk could advertise two part time positions for the Friday Night Club should no staff wish to do so; this to be for a six month period in order to evaluate numbers but continue to ensure the safety of young people attending the Club.

It was RESOLVED that staff be asked to work additional hours should

they agree to ensure the effective safety and management of the Friday Night Club. If staff were unwilling to work any additional hours over and above their normal duties, then two part time persons may be appointed for a six month period.

Council Office

The Clerk informed members that she was delighted to welcome a new member of staff following a recent reassignment of posts; this not adding to number of staff employed by the Council.

Councillors noted the Clerks comments.

The Council continues to work with the Job Centre encouraging young people with work experience where possible.

Councillors were delighted that the Council were making a difference to young people's lives by providing training and skills which may be transferred when full time employment become available.

DATE OF NEXT MEETING

The date of the next Finance & General Purposes Meeting will be **Wednesday, 12th June 2013.**

The meeting closed at 9.50 pm.