



Finance and General Purposes Meeting Minutes

Wednesday 19th September, 2018, 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



SOUTHWATER PARISH COUNCIL

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



Clerk: **Mrs.C.M.Tobin**
Cert.Ed.L.Pol.FILCM.,

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

MINUTES

The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 19th September 2018 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: Chairman: Cllr M Neale

Cllr G Cole	Cllr R.Dye
Cllr P.Flores-Moore	Cllr D Moore
Cllr G Scoon	Cllr H Timson
Cllr G Watkins	Cllr N Whitear

Cllr C.Vickers (arrived at 7.35 p.m. having attended another meeting)

Clerk to the Meeting: Mrs.D Spouge standing in for Mrs Catherine Tobin

County Councillor: Cllr Nigel Jupp – not in attendance

District Councillors: Not present

Press: Not present

Members of the Public: 3 parishioners were present.

FG61/09/18 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.

There were no requests to participate.

FG62/09/18 APOLOGIES

Apologies received on behalf of Cllr. Hayley Timson (personal commitments) – no further apologies.

Councillors NOTED and APPROVED the absence

FG63/09/18 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.

FG64/09/18 MINUTES

It was proposed by Cllr. Graham Watkins seconded by Cllr. Neil Whitear and it was RESOLVED that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 18th July 2018 be accepted as a true and correct record of the meeting.

FG65/09/18 CHAIRMANS ANNOUNCEMENTS

- Release of the Neighbourhood Plan Documents. These documents were now on a common drive and a link to a website.
- Importance of attending the Full Council meeting due to the Neighbourhood Plan being on the agenda for approval.
- Dates available for visit to new Community Hall – Tuesday, 25th September had been suggested. Those interested in attending should contact the office to agree a date/time. Should members of the public wish to view the building, Cllr. Watkins would be happy to arrange this the following week. This would be put on the website.

FG66/09/18 CORRESPONDENCE

It was reported that the Clerk had responded to a number of residents regarding their concerns over the Velo South Cycle Ride passing through Southwater on 23rd September 2018. The latest of these being from Roundstone Caravans relating to concerns about the elderly living on site and how carers etc., will have access on the day.

Whilst the roads were closed, they did say that carers would have to park in nearby roads as there would only be pedestrian access. At the meetings with the organizers, it had been stated that in the case of emergency vehicles needing access, they would stop the race to allow access. C-CAM anticipate that there will be difficulties as there always were problems when such events were planned. Cllr. Flores-Moore stated that it would cause problems for Responders

and she herself would not be responding that day. This event would be from 7.30 a.m., to 2.30 p.m. The Chairman understood that if this event was successful they would be asked if Southwater would want to hold it again, so it was important to ascertain information relating to any problems experienced so that these could be passed on and taken into consideration in future events.

Cllr. Vickers gave HDC's view. She advised that HDC supported this until they realized how long the roads would be closed. Her opinion was that 7 ½ hours was unreasonable.

Cllr. Ross stated that he would be directly affected and had an elderly neighbour who needed carers three times a day.

Velo South was a commercial organization and the consultation with residents had been very poor. A leaflet was supposed to have been delivered months ago, but nobody seemed to receive this and it was only under pressure that a further leaflet drop was made. The public were, however, appreciative of the Parish Council's efforts in trying to communicate the information.

There were also some small businesses that would be losing their trade and as there were other events over the next couple of weeks as well, these would also affect their trade, which was not good for small businesses.

Cllr. Vickers stated that as a matter of interest, this event was held in Birmingham last year and they refused to have it this year.

FG67/09/18 ACCOUNTS

The Clerk had provided financial information against budget year to date. Members should note and if they had any queries regarding the analysis, they could discuss this with either the Clerk on her return or discuss with the Accounts Team. Cllr. Flores-Moore stated that she had submitted all her queries to the Operations Manager and most had been answered satisfactorily. There were a few outstanding matters which had been resolved in a discussion with a member of the Accounts team.

Bank Reconciliation

The Clerk reported that the purpose of the report is to approve the Bank Reconciliation as at 31st July, and 31st August, 2018 as a true reflection of the current financial position of the Council. Members have been furnished with a copy of this document.

The Clerk provided members with an updated Income & Expenditure figure for the end of Months 5 and 6, this being 31st July and 31st August 2018.

Recommendation

The Committee are recommended to approve the Bank Reconciliation as at 31st July 2018

Proposed by Cllr. Neil Whitear, Seconded by Cllr. Derek Moore and all **AGREED**.

The Committee are recommended to approve the Bank Reconciliation as at 31st August 2018

Proposed by Cllr. Neil Whitear, Seconded by Cllr. Derek Moore and all **AGREED**.

The Bank Reconciliation of 31st July and 31st August 2018 was APPROVED by all present.

Debtors & Creditors

The purpose of this report is to approve the Debtors and Creditors as at the end of August 2018. The Clerk reported that she would be meeting with one of the longest outstanding debtors in the near future to resolve the non-payment of their account.

The Clerk will be meeting with one of the long term debtors to resolve matters upon her return from holiday. The other in terms of long term debtors are related to incorrect allocations.

Recommendation

The Committee was recommended to approve the Debtors and Creditors lists dated 31st August 2018.

Four people were at the 90 day plus point, but two had a credit against them which balanced this off. The balance in respect of one was £213, the Clerk would be having a meeting with them and if not successful, this matter would be referred to the Small Claims Court. The one in respect of £51.60 had actually been paid and had been wrongly credited. Councillors asked that such matters should not go over 90 days.

Proposed by Cllr, Pauline Flores-Moore, Seconded by Cllr. Neil Whitear and all **AGREED**.

The Debtor and Creditors lists dated 31st August were APPROVED by all present.

FG68/09/18 PAYMENTS SCHEDULE

To approve the payments schedule to 12th September 2018 in the sum of £17,815.78 with other payments of £135,875.55 having been approved since the last meeting. A copy of this document was provided to all members.

Cllr. Scoon asked what the additional payments were for, lines 3,4,6,7 and 8, this was explained by the Chairman.

Recommendation

The recommendation is for the Committee to approve the Payment Schedule in the sum of £17,815.78 with other payments of £135,875.55 having been approved since the last meeting.

Proposed by Cllr. Pauline Flores-Moore, Seconded by Cllr. Ross Dye and all **AGREED**.

The Committee APPROVED the payment schedule in the sum of £17,815.78 and other payments of £135,875.55 made since the last meeting.

FG69/09/18 PARISH COUNCIL COMMUNITY GRANTS

To consider a grant request from **4Sight Vision Support (Charity No. 1075447)** for £560 in relation to their provision within Southwater in assisting members of the community who have sight difficulties. They had stated that they had seven members in Southwater and would apportion it to the seven in Southwater. They had not applied for a grant in the last two years. Cllr. Whitear stated that as part of the condition that they should write to say how they had benefited Southwater residents, this was agreed by all those present. Clerk to request the information.

£560.00 Proposed by Cllr. Graham Watkins, Seconded by Cllr. Pauline Flores-Moore and all **AGREED**.

To consider a grant request from **West Sussex Mediation (Charity No. 1084592)** for £250 in relation to their provision within Southwater of mediation services in particular towards the cost of venue hire, volunteering and administrations costs.

They supported eighteen families in 2017/18. Cllr. Watkins stated that they did charge for their mediation, but deliver some services free, although charge for most. This organization had not been given a grant in the last two years.

£250.00 Proposed by Cllr. Graham Watkins, Seconded by Cllr. Michael Neale; 7 in Favour; 2 Against. **AGREED**. It was asked by Cllr. Neil Whitear that his objection be minuted.

To consider a grant request from **Southwater Art Club** for £500 in relation to the upgrade of their website and new replacement exhibition signage.

The sum of £300.00 was given last year in respect of signage and staging and from their accounts these funds had not yet been spent. Their website looked quite good.

Cllr. Moore stated that if the Council gives money, it needs to be spent and show where it had been spent. The Art Club should be asked why last year's grant had not been spent.

Cllr. Ross requested that the decision should be deferred to the next meeting subject to a reasonable explanation being received. Clerk to investigate.

To consider a grant request from **St. Catherine's Hospice** for £500 to provide end of life care for people living in Southwater in their own homes.

£500.00 Proposed by Cllr. Derek Moore, Seconded by Cllr. Pauline Flores-Moore and all **AGREED**.

The above grants with the exception of Southwater Art Club, were approved by all present.

FG70/09/18 OPERATIONAL MATTERS

This report covers all operational aspects of the Council's estates/assets, including expenditure taken under delegated powers, health & safety and proposed future expenditure for authorization.

With regard to the roofing, three quotations had been requested, but so far only one had been received. Therefore, the meeting was not being asked to decide upon who is awarded the contract for the work. The Operations Manager reported that there were tiles that there was slippage of tiles above the football changing area causing damp penetration. 10 other valleys required repointing where slippage was occurring. With regard to the rain water pipe on the north elevation of the Sports Hall. To re-set this with the need for new brackets to prevent damp penetration. The flat roofs needed a clean.

Cllr. Pauline Flores-Moore asked what the process was for obtaining quotations as so often contractors did not quote. She was advised that the Operations Manager was collating a list of contractors, any work required, at least three contractors for that particular job were asked to quote where possible. A member stated that it was quite normal for Councils to advertise for a list of contractors, which would enable the Council to obtain a list of contractors for various trades as their insurances, etc., this could then be used to obtain quotations. The Operations Manager stated that this would be a good idea and would look to implement this going forward. All the staff were thanked for the work done on the War Memorial which had received many compliments from the general public and visitors to Southwater.

It was felt that those contractors, that did not respond to a request for a quote or refuse to quote, would be removed from the considered list. The Operations Manager advised that such a response was already being e-mailed to those contractors.

There was some discussion on the maintenance required for the Council's assets, It was made apparent to the meeting that the Council were dealing with retrospective maintenance, hence the constant issues requiring attention at present. However, they were being dealt with in an orderly manner with those requiring highest priority first.

Recommendation

Proposed by Cllr. Neil Whitear, Seconded by Cllr. Derek Moore and all **AGREED**.

The Committee NOTED and APPROVED the Operation Manager's report including authorisation of expenditure mentioned therein.

FG71/09/18 SKATE PARK, OFF STAKERS LANE

The Chairman stated that due to the further damage that had been identified by the Operations Manager and circulated with photo's to all the Members, the Chairman asked Members to consider the following :-

Further repair to the Skate-park, - cost £350 – (however, with the previous £350 spent in June 2018, this would take the amount to £700, over the agreed cost of £500 for repairs at the June F&GP.)

Dismantling and removing the Skate-park – cost from:

TEM - £1,700.00

Radii ramps - £2500 - £3000 to dismantle due to the fact that he would take it apart carefully to re-use the wood elsewhere

Discussion ensued in relation to what was agreed at the June, 2018 Finance and General Purposes meeting. Cllr. Flores-Moore stated that £500 included June repairs (vandalism and wear and tear). It could not continue as now, it needed to be taken down, and the general public be informed as much notice as possible. Cllr Flores-Moore stated that she felt if it was damaged again it should be taken down because it was not cost effective to keep it going. The Chairman read out the resolution from the June meeting.

There was further discussion and it was felt there was a need to investigate the agreement with Horsham District Council because it was generally understood that the land on which it was erected, was provided in order to have a skate park. There was some concern if the skate park was no longer on that land, perhaps the Parish Council could loose the use of that land.

It was felt that the Council could not decide to take it down immediately, this was because the public had not been notified in advance. If the Council decided to fence it off there would be costs involved. There was a need for this to be fully investigated in order to make a final decision. In the meantime, the only decision the Council can take at this time would be to undertake the repairs for safety reasons. Councillor Graham Watkins stated that it was a responsibility of the Parish Council to maintain the skate park under the conditions of the S.106 agreement. Clerk to check the conditions.

Cllr. Clare Vickers suggested that this item be deferred until the next meeting of this committee and in the meantime examine the S.106 agreement to ensure the Council did not jeopardize its future use of that site. New skateboard equipment would be coming next April.

The fact that the Council was going to repair this once more should be notified to the public and if vandalized again it would have to be considered for removal. It was suggested that the matter be placed on the Facebook site.

FG72/09/18 SOUTHWATER LEISURE CENTRE

To receive report(s) in relation to the Leisure Centre including any financial information.

Members NOTED the report(s) received.

The Chairman referred to the report provided to members in relation to a number of matters in terms of membership, loyalty card scheme and a new personal training scheme to be operated from the Leisure Centre. Further classes would come on line subject to hall availability and qualified tutors being available.

In relation to the financial analysis produced, the Chairman whilst referring members to the concerns as contained in the Clerks report would again point out that whilst the gym membership figures were correct, the attendance figures were not be due to the issues identified, that had now been rectified.

It was asked whether there had been a Commercial Manager appointed yet? The Chairman pointed out that the Council were looking for a contractor for this position. There was a need to look at a date for the Working Group in order to formulate terms and conditions for the contractor.

Cllr. Moore felt there was a need for monitoring of the figures to ensure that they were correct going forward.

FG73/09/18 CHRISTMAS LIGHTS TENDER

The Clerk would inform members that six tenders were sought but that only one tender was received from Blachere Lighting. The recommendation and decision taken under delegated authority by the Clerk, Chairman and Vice-Chairman was that the contract be awarded to this contractor. The contractor by chance was the same as was awarded to undertake these works the previous year.

Councillors NOTED and APPROVED the contract for the Christmas Lighting to Blachere Lighting in the sum of £7,992.45 – year 1 – 2018
£4,797.20 – year 2 – 2019
£4,797.20 – year 3 – 2020. (*Allowance for inflation has been included in these Figures*).

It was asked whether local businesses contributed to these costs. This was not known, but would be ascertained. The Clerk to inform the Council on this matter.

FG74/09/18 POLICING MATTERS

To consider policing matters and concerns in relation to the community of Southwater. The Chairman asked whether Members had any further comments to put forward to the Chief Executive of the County Association in relation to his meeting with the Chief Constable. responses required by 2nd November.

A response had been received from Cllr. Lewis and Mrs. Beams, these would be forwarded to SALC. Crime figures could be obtained from the website. The Council would like to raise the question of a PCSO returning to Southwater. Cllr Claire Vickers reported that West Sussex had appointed eleven more Policemen this month, therefore the resources were coming back again. Concern was expressed that the Wardens would end up being the intelligence side of things.

FG75/09/18 SOUTHWATER COMMUNITY PARTNERSHIP

The Chairman advised Members that within their meeting packs was a report both in relation to the previous Southwater Community Partnership, but also information as to other community constitutions.

The Chairman would suggest that the Clerk, having spoken to Cllr Derek Moore, that he be appointed alongside the Clerk to take forward this proposition in terms of evaluating the remit expected of a future partnership arrangement. One suggestion being that the partnership could for instance organize future community events, having its own identity and insurance. This would relieve the Parish Council from this obligation going forward, although it would be anticipated that some funding might be forthcoming from the Parish Council to the Partnership for such events and start-up costs such as insurance etc.

Cllr. Moore had attended a few meetings of other community partnerships, i.e., Billingshurst and Storrington, to gauge those that work well and any pitfalls and to receive input from the community. There was a need to work in conjunction with the Parish Council, community and District Council.

Proposed by Cllr. Watkins, Seconded by Cllr. Flores-Moore.

To APPROVE a recommendation that the Parish Council re-establishes Southwater Community Partnership (with a different name to Southwater Action Team), working on a remit which would be acceptable to both parties in order to provide benefit to the community of Southwater. The Council entering into a Memorandum of Understanding and party to a Constitution allowing membership of the Parish Council on the Board of any future Community Partnership.

All **AGREED**.

FG76/09/18 HORSHAM DISTRICT YEAR OF CULTURE FLAG

It was reported to Members that the Council had been asked whether it would fly the Year of Culture flag on the flagpole during this year of Commemoration. Members were reminded of the importance of both 2018 and 2019 in terms of remembering the War Dead and ask to consider whether it be appropriate or a solution found in accommodating both.

It was **AGREED** that this flag should be flown, but taken down to allow other flag days to take place. The community should be advised by an article on the website and Facebook page.

FG77/09/18 DATE OF NEXT MEETING – Wednesday, 17th October 2018

The meeting closed at 8.45 p.m.

Signed.....

Chairman – Finance & General Purposes Committee

Dated.....