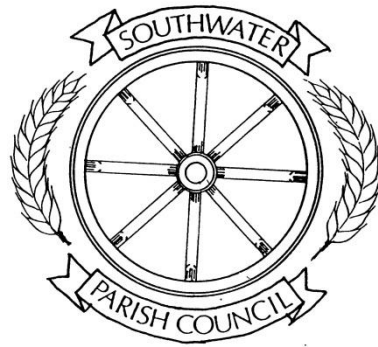


# Southwater Parish Council



## **Finance and General Purposes Meeting Draft Minutes**

Wednesday 13<sup>th</sup> December 2017, 7.30pm  
Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Committee Members**

Cllr Michael Neale (Chairman)  
Cllr Geoff Cole (Vice Chairman)  
Cllr Laurie Apted  
Cllr Paul Davies  
Cllr Pauline Flores-Moore  
Cllr Derek Moore  
Cllr Chris Pearce  
Cllr Hayley Timson  
Cllr Clare Vickers  
Cllr Graham Watkins  
Cllr Neil Whitear

### **Non Voting Committee Member**

Mr Geoff Scoon



## 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.,

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### MINUTES

**The Draft Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 13<sup>th</sup> December 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present: Chairman: Cllr M Neale**

|                       |                            |
|-----------------------|----------------------------|
| <b>Cllr G Cole</b>    | <b>Cllr P Flores-Moore</b> |
| <b>Cllr D Moore</b>   | <b>Cllr H Timson</b>       |
| <b>Cllr C Vickers</b> | <b>Cllr G Watkins</b>      |
| <b>Cllr N Whitear</b> |                            |

**Clerk: Mrs C Tobin**

**County Councillor: Not present**

**District Councillors: Not present**

**Press: Not present**

**Members of the Public: None**

#### **FG126/12/17 PUBLIC PARTICIPATION**

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was urgent in which phone calls may be received with permission from the Chairman. 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 in accordance with Standing Orders for minute purposes.

#### **FG127/12/17 APOLOGIES**

There were apologies noted and agreed from Cllrs Apted, Davies and non voting member Mr Scoon.

**Members NOTED and APPROVED the absence.**

**FG128/12/17 DECLARATION OF INTERESTS**

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.

**There were no declarations of interest received.**

**FG129/12/17 MINUTES**

**It was RESOLVED by all present having been proposed by Cllr Whitear and seconded by Cllr Watkins that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 8<sup>th</sup> November 2017 be accepted as a true and correct record of the meetings.**

**FG130/12/17 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman indicated that he had no announcements.

**FG131/12/17 CORRESPONDENCE**

Freedom of Information Request

The Clerk reported that a Freedom of Information Request had been recently received and a response has been issued providing the material requested.

**The Council NOTED and APPROVED the action taken by the Clerk in relation to this matter.**

**FG132/12/17 ACCOUNTS & FINANCIAL MATTERS**

The Chairman referred Members to the meeting pack circulated prior to the meeting, containing the sales ledger, income and expenditure and the balance sheet detailing current assets and liabilities up to 13<sup>th</sup> December 2017.

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

Debtors List

The main debtor is Lambert Smith Hampton, the Managing Agents for Lintot Square. The outstanding invoices relate to Christmas expenses to be recovered from the service charge as per instructions from Horsham District Council. The Clerk had spoken to an officer of the District Council advising them of the substantial balance due. The Accounts Supervisor would be pursuing this further.

It was suggested that a separate cost code was generated for reserves held and owed to Lambert Smith Hampton until the service charges were agreed.

**Councillors NOTED the Debtors List and actions being taken to reduce the small number of outstanding debts and AGREED that a separate cost code be generated and reserves held in general funds be transferred to it, for approximate costs owed to Lambeth Smith Hampton, until the service charges were agreed.**

Neighbourhood Plan

It was **RESOLVED** by all present having been proposed by Cllr Watkins and seconded by Cllr Moore and **AGREED** by all present to move £9847 from reserves allocated to drainage over to the Neighbourhood Plan reserve to cover recently received legal fees.

**FG133/12/17 PAYMENTS SCHEDULE**

To discuss and approve the payments schedule to 13<sup>th</sup> December 2017.

It was **AGREED** by all present that the payment schedule dated 13<sup>th</sup> December 2017 to the sum of £26,634.97 be **APPROVED**.

**FG134/12/17 DRAFT BUDGET 2018/19\*\***

The Chairman of the Meeting informed Councillors that this item had been deferred to a Working Party discussion to occur directly after the Finance and General Purposes Meeting.

**Members NOTED the information.**

**FG135/12/17 POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA**

Councillors were informed that it is hoped that the next Southwater Action Team (Police) meeting will take place in January 2018.

**Councillors NOTED the information.**

**FG136/12/17 HORSHAM YEAR OF CULTURE 2019**

The Clerk informed Members that a proposal had been put forward from Cllr Moore for consideration by the Council for a blue plaque for the Old Railway Bridge.

Further suggestions included planting tubs with a dinosaur theme for Lintot Square to enable flowers to be planted or an information board detailing the history of Southwater.

**Councillors AGREED that the Clerk should forward all three suggestions with the priority of the information board first, the Old Railway Bridge second and planting tubs third.**

**FG137/12/17 COUNCIL PREMISES & LAND\***

Tree Survey

The Clerk informed Members that the commissioned tree consultant had provided a draft policy document that required a slight revision before being put to the Council for discussion in the New Year. The consultant had also started the tree survey and it is hoped that the report will be available with the policy.

**Councillors NOTED the information.**

A number of tree issues are currently attended to; one being outside 23 Nutham Lane and another at the northern end of the Leisure Centre. Contractors have been engaged to undertake the works to ensure the safety of the public.

**Councillors NOTED the information.**

### Leisure Centre Report

The Clerk, referring to the previous meeting, stated that she had received a report from the Assistant Manager and that this would be circulated internally.

The Clerk had instructed Delta, the company which provided SCUBA the Leisure Centre operating system, to provide three new codes in relation to Annual Gym Cash Customers; currently these clients appear on the Direct Debit Mandate system.

The Clerk had also ensured that in future all Gym Annual Memberships would be costed to the appropriate cost centre rather than into Gym Fees. These figures would not be back dated but going forward would give a better understanding of the analysis received.

**Councillors NOTED the action taken by the Clerk in this matter.**

Cllr Flores-Moore wished to note that she had recently visited the Leisure Centre and enjoyed the atmosphere which she felt was really positive. She offered her commendations to the Leisure Centre team.

**Councillors NOTED Cllr Flores-Moore's comment.**

### **FG138/12/17 PERSONNEL, PENSIONS & TRAINING\*\***

**At this point the Chairman proposed the suspension of Standing Orders in order to discuss matters relating to personnel.**

‘Confidential Minute’

**It was RESOLVED by all present having been proposed by Cllr Watkins and seconded by Cllr Whitear and AGREED by all present the action taken to date was APPROVED subject to a further report at Full Council, after advice from Sussex Police and others.**

### Operations Manager

‘Confidential Minute’

**Councillors NOTED the information and APPROVED that the Clerk advertise the role of Operations Manager in the local media/Facebook and Website.**

### Litter Warden

‘Confidential Minute’

**Councillors NOTED the information.**

### **FG139/12/17 DATE OF NEXT MEETING: Wednesday 10<sup>th</sup> January 2018**

The meeting closed at 7.55pm.