

LANCING PARISH COUNCIL

**Minutes of the Meeting of the Finance & General Purposes Committee
held on Wednesday 15 February 2017 at 7.00pm**

Present:- Chair: Cllr Patmore

Councillors:- Clive Burghard, Mick Clark and Emma Purnell.

Ex-officio:- Cllr Liz Haywood

Officer:- Helen Plant, Acting Clerk

86. Apologies

Apologies were received, and with the reasons outlined, were accepted from Cllrs Bradley, Cowen, Eveleigh and Turner.

87. Declaration of Substitute Members

None.

88. Declarations of Interest

None.

89. Minutes of the Previous Meeting held on 25 January 2017

The Minutes of this meeting were agreed at the Full Council meeting held on 1 February 2017. There were no matters arising.

90. Public Forum/Questions

None.

91. Accounts for payment

Committee **RESOLVED** that amounts in the sum of:-

91.1 Expenditure (Current A/C) in the sum of £29,205.48

91.2 Expenditure (Clerks Payment A/C) in the sum of £11,326.31

92. Approval of Cash Balances & Investments

It was **RESOLVED** that the cash balances and investments of the Council totalling **£187,480.74** was a true record.

93. Detailed Income & Expenditure by Budget Heading

The information included in the report was noted.

94. Clerk's Report

94.1 Cost of Normal Elections – 5 May 2016

Pursuant to Committee Minute 85.1/Jan/17, normal election cost comparisons with similar sized councils to that of Lancing Parish Council were provided, which were of a similar amount.

It was noted that the Clerk from Littlehampton Town Council had confirmed that their costs were contested, but were only successful in achieving a small adjustment.

It was also confirmed that ADC's Electoral Services Manager had advised that costs were kept to a minimum, but that elections must be carried out to statute and costs were apportioned and accounted for in line with the Electoral Claims Unit guidance. Furthermore, due to the combination of three elections in 2016 (the District, Police & Crime Commissioner and Parish elections), it had not been possible for the Parish to share costs for postal votes with the District as happened in 2012. Details of the Returning Officer fees were also outlined.

Members agreed reluctantly that the invoice should now be paid and that the potential costs for the next normal elections, scheduled to be held in 2020, be established to ensure the costs are appropriately budgeted for.

Resolved – (a) That the payment to Adur District Council for the cost of the 2016 normal elections, in the sum of £18,296.23, be now paid.

(b) That the potential costs for the next normal elections, scheduled to be held in 2020 be established.

94.2 Staffing matters

It was confirmed that the new NJC pay scales had been announced and an increase of at least 1% for all staff other than Clerks, and for the lower paid, i.e. part-time caretakers, 2% would be applied as from 1 April 2017. It was further confirmed that the increase had been anticipated and had been included within the 2017/18 budget.

The meeting closed at 7.28pm.

Helen Plant
Acting Clerk to the Council
16 February 2017

Signed Chairman
Date