

LANCING PARISH COUNCIL

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 19 April 2017 at 7.00pm

Present:- Chair: Cllr Geoff Patmore; Douglas Bradley (from Minute 114), Clive Burghard and Mick Clark.

Ex-officio:- Cllr Gloria Eveleigh.

Officers:- Helen Plant, Clerk and Vally Fish, Assistant Clerk

107. Apologies

Apologies were received, and with the reasons outlined, were accepted from Cllrs Carol Albury, Lee Cowen, Liz Haywood and Jean Turner.

108. Declaration of Substitute Members

None.

109. Declarations of Interest

None.

110. Public Forum/Questions

None.

111. Minutes of the Previous Meeting held on 15 March 2017

The Minutes of this meeting were agreed at the Full Council meeting held on 5 April 2017.

Matters arising:-

Item 103(a) – The annual income received from the Beach Green (£8,250) and Widewater (£6,600) kiosks was confirmed.

Item 103(b) – It was confirmed that rebates had been applied for in respect of all the Council's Business Rates and a response was awaited.

112. Accounts for payment

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

112.1 Expenditure (Current A/C) in the sum of £54,126.93

Cllr Clark advised that he had made investigations into the costs of purchasing a refuse compactor which should reduce the skip hire usage, but this had not proved cost effective. However, it was noted that there were other refuse disposal options that might be worthwhile - the Clerk would look into this.

112.2 Expenditure (Clerks Payment A/C) in the sum of £12,736.19

113. Approval of Cash Balances & Investments

It was **RESOLVED** that the cash balances and investments of the Council totalling **£145,346.96** was a true record.

114. Detailed Income & Expenditure by Budget Heading

The information included in the report was noted.

115. Clerk's Report

115.1 Financial Year End 2016/17

Submitted – The draft Annual Audit Report 2016/17, which included a Statement of Accounting Policies, Notes to the Accounts, Annual Return and supporting papers and the detailed Income and Expenditure by budget heading. It was noted that the Internal Auditor was scheduled to scrutinise the draft Report on 20 April 2017 and changes could subsequently be made if any corrections were considered necessary. Consequently, a report would be submitted to full Council for approval to then be signed off by the Chairman and Responsible Financial Officer. However, there was an opportunity at this stage for the Committee to make any comments regarding the contents of the report, in line with the Committee's Terms of Reference. The overall local council audit timescales were also outlined.

Resolved – That the draft Annual Audit Report 2016/17 be noted.

115.2 Exclusive Hire Request of the South Hall

It was reported that a request had been received from a prospective Montessori Nursery to be potentially set up in the South Hall for their exclusive use during the day, Monday to Friday which would require some regular Hall hirers to be relocated to other rooms within the Parish Halls. For this reason, it was deemed appropriate for the Committee to consider the request.

However, it was noted that the Nursery owners had stated that it would be willing to pay any additional costs those hirers might incur if they were to move from the South Hall to the Jubilee Hall for example. The hire would also provide the Parish Council with a sure income.

The Nursery owners had carried out local market research which established that there was a need for additional nursery services in the Lancing area.

Resolved – That the Committee agrees to the exclusive use of the South Hall by the prospective Montessori Nursery, during the day from Monday to Friday, subject to the consent of the existing hirers relocating to other rooms within the Parish Hall.

116. Exclusion of Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and any press / broadcast media representatives were excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

117. Internal Auditor Services

Submitted – Pursuant to Committee Minute 103(a)/Mar/17, a report in respect of alternative Internal Auditors costs. It was noted that Auditors with previous local council experience should be employed as local council accounts and finances operated differently to general businesses. With that in mind, Sussex & Surrey Associations of Local Councils had supplied a list of recognised Internal Auditors that operated within Sussex and Surrey which had been referred to for this exercise.

Resolved – That it be recommended to full Council that Mulberry & Co be appointed as Lancing Parish Council's Internal Auditor.

The meeting closed at 7.40pm.

Helen Plant
Clerk to the Council
20 April 2017

Signed Chairman
Date