

Lancing Parish Hall  
South Street  
Lancing  
West Sussex  
BN15 8AJ

Tel: 01903 753355  
Email: [clerk@lancingparishcouncil.gov.uk](mailto:clerk@lancingparishcouncil.gov.uk)  
[www.lancingparishcouncil.gov.uk](http://www.lancingparishcouncil.gov.uk)



To: **Members of Finance & General Purposes Committee**

**CLRs:- Carol Albury, Douglas Bradley, Clive Burghard, Lee Cowen, Geoff Patmore, Gina Scotting and Jean Turner.**

**Ex-Officio members, Cllr Gloria Eveleigh, Parish Chair and Cllr Mick Clark, Parish Vice-Chair**

To: **Other Councillors for information**

Notice is hereby given that you are required to attend the meeting of the Finance and General Purposes Committee which will be held on Wednesday 9 May 2018 in the Council Chamber, Parish Hall, South Street at 7:00 pm.

Helen Plant  
Clerk to the Council  
3 May 2018

## AGENDA

**64. Apologies**

**65. Declaration of Substitute Members**

**66. Declarations of Interest**

*Members are reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on this agenda.*

*Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.*

**67. Public Forum/Questions**

*Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. In accordance with Standing Order 1e, Members of the public will also be given the opportunity to express opinions at each main agenda item and at the end of the meeting to identify any issues to be added to future agendas. However, during discussions of sensitive or confidential matters, the public will still be excluded.*

*Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.*

*Once this meeting has concluded, a number of Councillors will remain to answer any questions that local residents may have on other Parish related issues.*

**68. Minutes of the Previous Meeting held on 21 March 2018 (attached)**

**Recommendation** – That the Minutes of the previous meeting be approved.

**69. Accounts for payment (reports attached)**

**69.1 March's Expenditure**

- i. March's Current A/C expenditure in the sum of £44,562.00 (Page 979)
- ii. March's Clerks Payment A/C expenditure in the sum of £5.50 (Page 417)

**69.2 April's Expenditure**

- i. April's Current A/C expenditure in the sum of £38,410.91 (Page 988)
- ii. April's Clerks Payment A/C expenditure in the sum of £12,422.27 (Page 417)

**70. Cash Balances & Investments**

**70.1 Approval of Cash Balances & Investments in the sum of £616,864.47 as at the 30 April 2018**

**70.2 Investment Options**

Pursuant to Committee Minute 61.2(b)/Mar/18, it can be confirmed that if a parish council agrees to do so, it has the power to purchase property or land in or outside its area. The land may be acquired for any statutory function, e.g. to provide additional allotments, or simply for the benefit, improvement or development of the area, e.g. the purchase an asset of community value.

If the property or land were to be subsequently sold, receipts of less than £10,000 profit may be treated as general income. Any income in excess of £10k, must be set aside in a capital fund.

A parish council has a general power to invest its funds for any purpose relevant to its functions and for the prudent management of its financial affairs, but it should be noted that depending on the anticipated level of investment, further regulations apply.

**Recommendation** – That the information be noted.

**71. Detailed Income & Expenditure by Budget Heading (report attached)**

**72. Clerk's Report**

**72.1 Review of Council Policies and Procedures (documents attached)**

A review is currently being carried out on some of the Council's Policies and Procedures as a matter of course, to be brought in line with current legislation or have been newly created.

The following Policies have been updated and are attached for members' information and comments if considered necessary: -

- i. Employee Discretionary Pension Policy
- ii. Lancing Parish Hall CCTV Policy

**Recommendation** – That the Policies and Procedures, as submitted, be approved.

## **72.2 Precept Error by Adur District Council**

Pursuant to Committee Minute 63.4/Mar/18, it can be confirmed that a further response requesting a public apology to Lancing residents via a press release has been put to Adur District Council but to date, no reply has been received.

However, an associated article is included in the Council's next newsletter due to be circulated to residents at the beginning of June.

**Recommendation** – That the information be noted.

## **72.3 Bank Reconciliations**

In accordance with Financial Regulation 2.2, it can be confirmed that the Chairman of this Committee, Cllr Patmore, has verified the bank reconciliations to the end of March 2018.

**Recommendation** – That the information be noted.

## **72.4 Annual Audit Report 2017/18 (*report attached*)**

Members are advised that the Council's Internal Auditor, Mulberry & Co, carried out the annual internal audit on 26 April 2018, in anticipation of the Council's Annual Audit Report 2017/18 being submitted to the external auditor, Moore Stephens, once it has been approved by full Council at the meeting on 23 May. The subsequent report is attached for Member's information.

The Auditor has made some recommendations, including that internet banking arrangements need to be tightened up, the payment of Councillor allowances needs amending (see agenda item 72.5) and the insurance fidelity guarantee need reviewing. It can be confirmed that the recommendations will be addressed prior to the next Committee meeting.

**Recommendation** – That the information be noted.

## **72.5 Councillor Allowances (*documents attached*)**

The Council agreed many years ago for members, both elected and co-opted, to be paid a basic allowance each year to cover the expenses associated with the basic duties of being a local councillor, as well as travelling expenses and a carers allowance. This is consistent with The Local Authorities (Members' Allowances)(England)(Amendments) Regulations 2004. Furthermore, the Council also pays a Chairman's Allowance in accordance with section 15(5) of the Local Government Act 1972.

However, as mentioned at item 72.4, the Internal Auditor has highlighted that the way in which Councillor allowances are paid needs amending. The basic allowance paid to councillors counts as earnings of an office and is therefore taxable (and subject to National Insurance contributions, although the level of allowances is unlikely to be high enough to give rise to a liability).

This means that a parish councillor in receipt of a basic allowance must be added to the council's PAYE scheme and payroll system for the allowance to be paid. It has already been agreed that Members' allowances can be paid directly by bank transfer (Committee Minute 41.2/Nov/17 refers), but this will now take effect from the payment due in November to allow for the extra forms to be completed. The Chairman's Allowance is not taxable as it is reimbursed as actual deductible expenditure.

Consequently, a Members' Allowances and Expenses Policy has been put together and is attached for approval by the Committee. The Member Allowances and Contact Details form has been subsequently amended and will be issued to all Members shortly.

**Recommendation** – That the Members’ Allowances and Expenses Policy, as submitted, be approved.

#### **72.6 Community Cinema**

The Community Cinema Working are due to meet on 8 May 2018. A verbal update will be provided at the meeting.

#### **72.7 Beach Green Bank Holiday Market – Licence clause dispute**

As Members will be aware, one of the Council’s income streams derives from a Market operator holding four Beach Green Bank Holiday markets every year. Clause 25 of the licence agreement states:-

*‘The Clerk to the Council, or his duly authorised representative reserves the right to withdraw permission, if, in his opinion prevailing weather conditions are such that excessive damage could be caused to the Beach Green or its surroundings. Any claim for loss of earnings or profit in these circumstances will not be entertained by the Council although consideration will be given to agreeing an alternative event date.’*

On the Easter Bank Holiday market this year, Mr Nunan, the current market operator, took the decision not to hold the market as the ground was totally unacceptable due to it being water logged. This was the right decision to take. However, whilst the clause states the market can take place on an alternative date, this has never proved practicable for the operator due to other commitments.

Furthermore, Mr Nunan has stated that when this rare occasion has happened in the past, the payment has been cancelled and therefore he believes a precedent has been set. In fairness, the bank holiday markets are weather dependant and this clause is unjust for those circumstances. In hindsight, when the Licence was being reviewed prior to the recent tender exercise, the second sentence of this clause could have been amended more appropriately as follows:-

‘In such cases, the licensee will not be expected to make a payment for the event that has had to be cancelled due to unacceptable weather and/or ground conditions.’

**Recommendation** – That Clause 25 of the Beach Green Bank Holiday Market licence be amended accordingly.

#### **72.8 Outgoing Parish Hall Bar Licensee – Outstanding Payment**

The outgoing Bar licensee, Mr Stephen Vickers, who’s agreement ended on 31 March 2018, has an outstanding payment amount of £590.00, despite promises to pay. Whilst a simple solution would be to take the matter through the ‘small claims court’ process, it is known that Mr Vickers is not currently working so little would be gained from the exercise.

Notwithstanding, initial action is suggested for Mr Vickers to be encouraged to enter into a repayment scheme, e.g. £20 per week, with the Council.

**Recommendation** – That the outgoing licensee, Mr Stephen Vickers, be requested to enter into a repayment scheme with the Council to repay the outstanding debt of £590.00.

**Please note that all Parish Council Meetings are open to members of the public and copies of agendas will be posted on the Council’s website, noticeboard and available at each meeting or by request in advance by telephoning 01903 753355.**