

Lancing Parish Hall
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To: **Members of Finance & General Purposes Committee**

CLLrs:- Carol Albury, Clive Burghard, Robin Monk, Geoff Patmore, Emma Purnell, 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 11 July 2018 in the Council Chamber, Parish Hall, South Street directly after the Extraordinary Council meeting.

A handwritten signature in black ink, appearing to read 'H. Plant', is written over a light blue background.

Helen Plant
Clerk to the Council
5 July 2018

AGENDA

- 1. To receive nominations for, and the election of Office of Chair for this Committee**
- 2. To receive nominations for, and the election of Office of Vice Chair for this Committee**
- 3. Apologies**
- 4. Declaration of Substitute Members**
- 5. 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.

- 6. 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.

7. Minutes of the Previous Meeting held on 9 May 2018 (attached)

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

8. Accounts for payment (reports attached)

8.1 May Expenditure

- i. May Current A/C expenditure in the sum of £49,632.34 (Page 994)
- ii. May Clerks Payment A/C expenditure in the sum of £6.30 (Page 421)

8.2 June Expenditure

- i. June Current A/C expenditure in the sum of £46,228.31 (Page 998)
- ii. June Clerks Payment A/C expenditure in the sum of £5.50 (Page 423)

9. Cash Balances & Investments

9.1 Approval of Cash Balances & Investments in the sum of £583,270.29 as at the 30 June 2018 (report attached)

9.2 Borrowing Options (Appendix attached)

At the last Committee meeting, details in respect of parish council loans was requested (Minute 70.2(b)/May/18 refers). When considering whether to apply for borrowing approval, parish councils should be fully open and transparent with their residents and taxpayers in all dealings in respect of any plans for borrowing and subsequent loan repayments. Information must be available to residents from an early stage in any project. Evidence of this will be taken into account during borrowing approval consideration. When increasing the precept to fund borrowing, evidence of public support for increasing the precept will be required to support the loan application.

The Public Works Loan Board has the power to lend money to parish/town councils in England, subject to the application meeting certain criteria, e.g. borrowing must be for a capital expenditure purpose.

The amount that an individual council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose. If a higher amount is required, approval may be issued on a phased basis over the life of the project.

Fixed Interest rates vary depending on the amount borrowed and the term and example repayment amounts of a borrowing amount of £500,000 are shown on the attached appendix. Annuity repayments are fixed half-yearly payments to include principal and interest, EIP (Equal Instalments of Principal) are equal half-yearly instalments of principal with interest on the balance outstanding at the time.

Recommendation – That the information be noted.

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

11. Clerk's Report

11.1 Review of Council Policies and Procedures (document attached)

A review of the Council's Policies and Procedures remains ongoing. The following policy has been created, in line with a model, and is attached for members' information and comments if considered necessary: -

- i. Environmental Policy

Recommendation – That the Environmental Policy, as submitted, be approved.

11.2 Community Cinema (details attached)

The new chairs finally arrived at the beginning of June after a different supplier was sourced and have been greatly welcomed by Hall users generally. The Cinema's income and expenditure is attached for Members' information.

Recommendation – That the information be noted.

11.3 Lancing Women's Institute Memorial Tree request

Lancing WI celebrates its 100th anniversary in 2019. Various events and activities are planned for WI members throughout the year, but a request has been made to plant a donated tree at the Parish Hall, to mirror the bench that was donated for the 80th anniversary, which also stands outside the Parish Hall.

There is a suitable location to the front of the Parish Hall building where a tree previously stood but has recently died.

Recommendation – That permission granted to Lancing WI to plant a suitable tree at the Parish Hall.

11.4 Lancing Parish Youth Council – Community Garden at the Parish Hall

LPYC would like to progress their idea of a community garden/allotment to promote the importance of healthy eating. A rota will be created for YCllrs to tend the garden and the Montessori Nursery are also keen to be involved in the project. It is envisaged that the project will evolve, with the Youth Council facilitating sessions on topics such as food growing/healthy eating to other youth organisations to ensure the local community is involved.

Whilst the project will require funding to buy the materials and seeds, which the Youth Council is looking into, permission is sought for a suitably sized raised bed to be installed in the rear garden of the Parish Hall.

Recommendation – That permission be given to Lancing Parish Youth Council to install and maintain a community garden/allotment at the rear of the Parish Hall.

11.5 Outgoing Parish Hall Bar Licensee – Outstanding Payment - Update

Pursuant to Committee Minute 72.8/May/18, the ex-Bar licensee, Mr Stephen Vickers, has responded to the Council's request to enter into a repayment scheme to pay off the outstanding amount of £590.

Mr Vickers's has offered to pay off the debt at £10 per week as he is currently not working and has so far paid £30 off the debt.

Recommendation – That the information be noted.

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.