

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

CLRs:- 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 12 September 2018 in the Council Chamber, Parish Hall, South Street at 7.30pm.

Helen Plant
Clerk to the Council
6 September 2018

AGENDA

12. Apologies

13. Declaration of Substitute Members

14. 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.

15. 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.

16. Minutes of the Previous Meeting held on 11 July 2018 (attached)

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

17. Accounts for payment (reports attached)

17.1 July Expenditure

- i. July Current A/C expenditure in the sum of £23,971.61 (Page 1003)
- ii. July Clerks Payment A/C expenditure in the sum of £12,186.51 (Page 425)

17.2 August Expenditure

- i. August Current A/C expenditure in the sum of £39,252.75 (Page 1007)
- ii. August Clerks Payment A/C expenditure in the sum of £5.50 (Page 427)

18. Approval of Cash Balances & Investments in the sum of £546,100.54 as at the 31 August 2018 (report attached)

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

20. Clerk's Report

20.1 Grant Aid (details attached)

The policy and application forms have been available on the web site and a budget of £5,000 is earmarked for grant aid purposes. Details of the applications received are attached and the Committee is requested to determine any allocations it considers appropriate. Applicants who receive grant aid will be invited to the half-yearly Village Forum to be presented with their cheques.

Recommendation – Members' views are requested.

20.2 Review of Council Policies and Procedures (document attached)

A review of the Council's Policies and Procedures remains ongoing. The following policies have been created, in line with models, and are attached for members' information and comments if considered necessary: -

- i. Loans and Investments Policy
- ii. Standing Orders
- iii. Financial Regulations

New model Standing Orders and Financial Regulations were updated in line with the General Data Protection Regulation and The Public Contracts Regulations 2015.

Recommendation – That the policies, as submitted, be approved, with Standing Orders and Financial Regulations now being submitted to full Council with the recommendation of approval.

20.3 Consideration of Borrowing Money to fund the Monks Rec Improvement Project (Report attached)

20.4 Consideration of funding the Social Prescribing scheme

At the Council meeting on 25 July, a presentation was received in respect of the health initiative, Social Prescribing, an effective approach for improving people's health and wellbeing and a way of developing strong relationships between health and local services and communities (Minute 44.1/Jul/18 refers).

It was determined that this Committee be delegated with the task of establishing whether there are any surplus funds in the 2018/19 budget to contribute towards the local social prescribing initiative and an amount of £2,000 has been identified within Earmarked Reserves that could be allocated to this cause.

This amount was set aside more than 5 years ago to assist the Environment Agency with some sea defense works, i.e. to help with the moving of some beach huts within those works. However, this work does not appear to have been carried out, nor has the Environment Agency been in contact to advise that the works are being scheduled in. This amount is not a significant sum and could easily be included in a future budget if the works are ever progressed.

Recommendation – That the decision to earmark £2,000 for Environment Agency works be rescinded and for the amount be donated to the Social Prescribing initiative instead.

20.5 Community Cinema (*details attached*)

- a. The Cinema's income and expenditure is attached for Members' information.
- b. At the moment, the operation of the Cinema is only made possible due to the commitment of Cllr Monk and additional help is needed. Members are asked to support the continuation of the cinema by volunteering their time once a month on a Monday evening. This could entail all members being on a rota, so Members would only need to commit to one month a year or a few Members who are keen enough to commit throughout the year.
- c. That the following film choices be approved:-

- 1 - The Man Who Invented Christmas (if available)
- 2 - Their Finest
- 3 - Hunt for the Wilderpeople
- 4 - The Post

Recommendation – Members' views are sought on the above points.

20.6 Draft Budget 2019/20 and setting the precept

Members are reminded that September sees the start of the 2019/20 budgetary process. The Committee will need to agree the final budget and level of precept at its meeting on 16 January 2019 for resolution by Full Council on 30 January 2019 at the latest. Extraordinary meetings may have to be called if this timeframe cannot be fulfilled.

Members are asked to consider whether there are any potential schemes that will require scoping out for inclusion in the Council's overall 2019/20 budgetary considerations in addition to the following identified projects and existing budgets:-

1. **Community Cinema** - That the Jubilee Hall hire fee continues to be waived during 2019/20 to the Community Cinema Working Group.

The Amenities and Environment Committee considered this matter at its meeting on 5 September and the following projects and equipment have been identified:-

1. **Events** – Increase from £2,550 to £3,000 to cover general increase in event costs and increase in the number of events held – **increase of £450;**

- 2. Noticeboards** – Increase from £1,000 to £2,500 to cover the costs of new Millennium Handshake, Beach Green Wildlife and Boat Winch Information panels – **increase of £1,500.**

The Value for Money Sub-Committee recently met to consider what budget headings could be reviewed to either cut expenditure or bring in extra income and the following recommendations are consequently put forward:-

- i. That a sale of beach hut charge be introduced, at a flat rate of 5% of the sale price, to new License holders from 2019/20;
- ii. That, if point i above is agreed, the license agreement be amended accordingly for new license holders from 2019/20;
- iii. That a nominal increase year after year on the beach hut rent based on the retail price index (aka inflation) be introduced;
- iv. That the following Hall hire increases be approved:-

Room	Current charge	Change to
Jubilee Hall	Mon - Thurs	
	£35 day sessions	No change
	£65 evening sessions	No change
	Friday	
	£38 day sessions	Reduce to £35
	£83 evening sessions	Increase to £90
Council Chamber	Saturday	
	£57 day sessions	No change
	£150 early evening	No change
	£200 late session	No change
Green Room	£16 day sessions	£20 day sessions
	£26 day session	£30 evening sessions
Green Room	£13 all sessions	£16 all sessions

- v. That the payment of Councillor Allowances continues, as the payment is an optional decision anyway;
- vi. That further investigations into the costs of installing solar panels on the Parish Hall be made and relevant grant funding be applied for;
- vii. That the long term future of the Parish Hall be put on hold until the funding for the Monks Recreation Ground Improvement Project has been secured;
- viii. That £50,000 from General Reserves be committed to the Monks Recreation Ground Improvement Project, i.e. vired to Earmarked Reserves.

Recommendations – That the costs of the identified projects above be included in the 2019/20 budgetary considerations.

20.7 Council owned flat at 100 South Street

The current tenancy at the above property is due to expire on 14 November 2018. The Agent, Michael Jones, is asking the Council if it wishes to offer a further 12 month Assured Shorthold Tenancy, subject to the current tenant agreeing terms, and whether an increase in rent is desired.

Recommendation – Members’ views are requested.

21. Exclusion of the Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be 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.

22. Land at Monks Recreation Ground (*report attached*)

23. Staffing Matters (*report attached*)

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.