

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

**CLRs:- Carol Albury, Ann Bridges, Mick Clark, Robin Monk, Emma Purnell, Gina Scotting and Jean Turner.**

**Ex-Officio members, Cllr Lydia Pope, Chair and Cllr Gloria Eveleigh, Vice-Chair**

To: Other Councillors for information

Following the postponement of the meeting scheduled on 10 July; Notice is hereby given that you are required to attend the meeting of the Finance and General Purposes Committee now scheduled on Wednesday 17 July 2019 in the Council Chamber, Parish Hall, South Street at 7.00pm.

A handwritten signature in black ink, appearing to read 'H. Plant'.

Helen Plant  
Clerk to the Council  
10 July 2019

#### 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 8 May 2019 (attached)**

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

**8. Presentation from Empower Energy Ltd**

Pursuant to Committee Minute 60.8/May/19, Roy Roberts, Business Development Manager for Empower energy Ltd, will be in attendance to provide a presentation regarding Empowers proposal to supply and install solar panels and electric car charging points at the Parish Hall and to answer Members further questions with a view for an onward recommendation to be submitted to full Council in respect of the project, although it is recommended any further discussion is deferred until after the presentation at Item 9.

**9. Presentation from Sussex Community Housing Hub**

Pursuant to Committee Minute 60.12/May/19, Graham Maunders, the Hub's Community Led Housing Advisor, is not able to attend this meeting but instead will be making the presentation at the full Council meeting on 24 July 2019.

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

**10.1 May Expenditure**

- i. May Current A/C expenditure in the sum of £44,006.22 (Page 1047)
- ii. May Clerks Payment A/C expenditure in the sum of £5.50 (Page 445)

**10.2 June Expenditure**

- i. June Current A/C expenditure in the sum of £46,609.96 (Page 1051)
- ii. June Clerks Payment A/C expenditure in the sum of £60.50 (Page 447)

**11. Approval of Cash Balances & Investments as at the 30 June 2019 (report attached)**

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

**13. Clerk's Report**

**13.1 Clarification regarding recommended levels of General Reserves**

Further to the request for a more detailed explanation in respect of the need to retain a specific level of general reserves (Minute 60.4(b)/May/19 refers), the Practitioners' Guide to Proper Practices (Governance and Accountability for Smaller Authorities in England) states it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans should an unexpected event or emergency occur. However, given that local council funds are generated from taxation, such reserves should not be excessive, i.e. local council's do not have the power to hold onto an amount of reserves more than required.

That being said, the generally accepted recommendation with regard to the appropriate minimum level of General Reserves is that it should be maintained between 3 and 12 months Net Revenue Expenditure (NRE).

NRE (subject to any planned surplus or deficit) is effectively the Precept less any Loan Repayment and/or amounts included in Precept for Capital Projects and transfers to Earmarked Reserves.

The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any local council with an NRE in excess of £200,000 should plan on 3 months equivalent General Reserve.

It is important that a local council adopts the level appropriate to its size and situation and assures that level is maintained. The Council's current agreed level of reserves is £60k (Council Minutes 65.2(f)/Jan/18 and 80.2b/Jan/419 refer), albeit the Internal Auditor considers this level should be slightly higher (at least 50% of the precept = £161k), but certainly not reducing the current level by any less.

It should be noted that changes in activity levels/range of services provided will inevitably lead to changes in the minimum level of General Reserve.

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

### **13.2 Review of Council Policies and Procedures (*documents attached*)**

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

- i. Online Safety Policy
- ii. Online Safety Agreement for use with Young People
- iii. Behaviour code for adults working with children & young people
- iv. Behaviour code for children and young people

**Recommendation** – That the policies, as submitted, be approved.

### **13.3 Damp in the Parish Hall corridor**

Pursuant to Committee Minute 60.11/May/19, Dyno Plumbing failed to respond to the request to carry out further investigation works to ascertain the main cause for the damp patch in the corridor. However, a surveyor from Paine Manwaring has now visited the site and is due to submit an associated report. It is anticipated that this will be received by the time of the meeting for an update to be provided.

### **13.4 Request to set up Lancing Parish Youth Council email addresses**

As the Youth Council continues to develop, so does the learning around issues associated with safeguarding. As well as the identified need for the new policies submitted at item 13.2 above, it has also been recommended that youth councillors be issued with a generic email address, e.g. ycllr-surname@lancingparishcouncil.gov.uk, to ensure all LPYC communications can be carried out safely and securely, without recourse to the use of private email addresses or phone messenger apps, e.g. WhatsApp etc.

However, there is an associated cost to set up email addresses, i.e. £12 per annum for one email address, but as there is no specific Youth Council budgetary heading, approval is therefore sought for the cost of setting up the relevant number of youth councillor and

mentor email addresses to be paid from an existing Administration budget heading, at an anticipated maximum cost of £240.

**Recommendation** – That the cost of issuing email addresses to the Youth Council be approved.

**13.5 Community Cinema (*details attached*)**

The Cinema's income and expenditure is attached for Members' information.

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

**14. 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.

**15. Parish Council Flat – Request for a Review of Current Arrangements**

The Clerk will provide a verbal report at the meeting.

**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.**