

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

Cllrs:- 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 19 July 2017 in the Council Chamber, Parish Hall, South Street at 7:00 pm.

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

Helen Plant
Clerk to the Council
12 July 2017

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 17 May 2017 (attached)

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

17. Accounts for payment (reports attached)

17.1 Expenditure (Current A/C)

- i. May's expenditure in the sum of £71,216.94 (Page 938)
- ii. June's expenditure in the sum of £62,653.98 (Page 942)

17.2 Expenditure (Clerks Payment A/C)

- i. May's expenditure in the sum of £12,297.91 (Page 397)
- ii. June's expenditure in the sum of £27,820.14 (Page 399)

18. Approval of Cash Balances & Investments in the sum of £373,055.59 as at the 30 June 2017

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

20. Clerk's Report

20.1 Beach Green Car Park Line Marking

It can be confirmed that the line marking was successfully carried out on Monday, 26 June and to the satisfaction of the car park Licensee and the Clerk.

Recommendation – That the information be noted.

20.2 Review of Council Policies and Procedures

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. Staff Absence
- ii. Health & Safety
- iii. Training & Development

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

20.3 Parish Hall – Corridor & Foyer redecoration

Pursuant to Council Minute 15.9/May/2017, the Community Payback Team have continued to come in on Sundays to carry out the work to redecorate the main corridor and foyer area. However, as this work has taken much longer than expected, the Team's last day is likely to be 16 July and the work will be completed by the Caretaking team.

Recommendation – That the information be noted.

20.4 Montessori Nursery – Request for a garden (plan attached)

Plans for the opening of a Montessori Nursery in the South Hall are still in progress and an inspection by Ofsted is awaited to fulfil the particulars.

The proprietors have carried out further research with potential nursery users and there is a desire for the children who may attend the nursery to have more outdoor space at the site. With that in mind, a request has been received for part of the rear of the Parish Hall to be converted from a path to a fenced off garden area at the expense of the proprietors (plan attached).

Furthermore, to account for wheelchair/pram users of the Hall, in particular the North Wing entrance, the proprietors are also prepared to cover the cost of revamping the two steps from the footpath before that entrance to a ramp.

Recommendation – That permission be granted for the pathed area to the rear of the Parish Hall be converted into a fenced off garden area and the steps at the North Wing entrance be revamped into a ramp to accommodate the Montessori Nursery.

20.5 Consideration of Surplus Reserves (*report attached*)

20.6 Clerk's Annual Appraisal

In accordance with Standing Order 20.3, a resolution needs to be made to conduct a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal will then be reported in writing and is subject to approval by the Council, under closed session.

Whilst S/O 20.3 states that it will be the chairmen of the Council and the HR sub-committee who carry out the review, as the HR Sub Committee has not had cause to meet yet this year, it is recommended that the chairman of this committee takes on that role instead.

Furthermore, and as supported by the Society of Local Council Clerks, it is also advisable to have an appointed mediator in place, should any issues arise before the HR Sub Committee are able to meet, in respect of the Clerk's appraisal.

Recommendation – (a) That the Chairmen of the Council and the Finance and General Purposes Committee undertakes a review of the performance and annual appraisal of the work of the Clerk.
(b) That a Councillor be appointed as mediator in respect of the Clerk's appraisal.

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.