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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 20 September 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  
14 September 2017

#### **AGENDA**

**21. Apologies**

**22. Declaration of Substitute Members**

**23. 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.*

**24. 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.*

**25. Minutes of the Previous Meeting held on 19 July 2017 (attached)**

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

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

**26.1 July's Expenditure**

- i. July's Current A/C expenditure in the sum of £65,450.13 (Page 947)
- ii. July's Clerks Payment A/C expenditure in the sum of £12,158.32 (Page 401)

**26.2 August's Expenditure**

- i. August's Current A/C expenditure in the sum of £26,851.58 (Page 951)
- ii. August's Clerks Payment A/C expenditure in the sum of £12,292.88 (Page 403)

**27. Approval of Cash Balances & Investments in the sum of £393,853.86 as at the 31 August 2017**

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

**29. Clerk's Report**

**29.1 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.

It can be confirmed that investigations have been made into 'carers leave' (Minute 20.2/Jul/17 refers). Acas advises that employees who have the responsibility of caring for children, elderly relatives or dependants, an employee can apply for the right to request flexible working and are entitled to time off for dependants to deal with unforeseen circumstances. The previously considered Employee Absence Policy includes these rights.

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

- i. Freedom of Information Publication Scheme
- ii. Employee Grievance and Disciplinary Procedures

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

(b) That the rights of carers be acknowledged as being included in the existing Employee Absence Policy.

**29.2 Grant Aid (report attached)**

The policy and application forms have been available on the web site and a budget of £5k has been 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.

It should be noted that one application is from a business. However, the Grant Aid Policy states that applications will be accepted from organisations. It is therefore recommended that this application is rejected and that the Policy is amended to make it clearer that applications will only be accepted from charitable, voluntary and/or non-profit making organisations.

**Recommendation** – Members’ views are requested.

### **29.3 Certificate in Local Council Administration (CiLCA)**

It can be confirmed that the Clerk and Assistant Clerk, after ten months of study, have successfully passed this nationally recognised qualification and which was a condition of the appointment of both posts.

As stated in the Clerk and Assistant Clerk’s contracts, this qualification entitles both roles to an additional salary scale point. Unfortunately, however, this increase has not been accounted for within the 2017/18 budget, and will therefore create an overspend of £1,219 on the Admin wages budget and £1,871 on the Pension budget.

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

### **29.4 Draft Budget 2018/19 and setting the precept**

The Committee is reminded that it will need to agree the final budget and level of precept for 2018/19 at its meeting on 22 November for resolution by Full Council on 10 January 2018. 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 2018/19 budgetary considerations in addition to the following identified projects and existing budgets:-

1. **Council owned Flat** – £1,000 to replace shower cubicle with a bath (retaining electric shower);
2. **Replacement Stage Steps** – Quotes are currently being sought;
3. **Replacement Access Tower** – £1,000;
4. **Increase in Annual Councillor Allowance** – from £150 to £200;
5. **Increase in Chairs Allowance** – from £750 to £1,000.

The Amenities and Environment Committee considered this matter at its meeting on 13 September and the following projects and equipment have been identified:-

1. **Garden Competition** - £100 to cover general expenses and a request that the Jubilee Hall hiring fee is waived for the Garden Competition presentation event;
2. **Beach Green Play Area replacement fencing** - quotes are currently being sought;
3. **Grounds maintenance equipment, including new heavy duty self-propelled hand lawn mower, football pitch line marker, generator and demolition-hammer** - £2,500;
4. **Widewater** – new item – to cover incidental costs specific to Widewater - £500;
5. **Monks Rec Improvement Project** - £20,000.

**Recommendations** – That the costs of the identified projects above be included in the 2018/19 budgetary considerations.

### **29.5 Council owned flat at 100 South Street**

The current tenancy at the above property is due to expire on 14 November 2017. 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.

## **29.6 Hall Hire Payment Arrangements**

### **i. Displaced South Hall Regular Hirers**

As members are aware, the South Hall has now been let out to for exclusive use by a Montessori Nursery. Ofsted carried out their inspection on 14 September and the Nursery has passed meeting all the necessary requirements. All but one of the regular South Hall hirers have now located to other rooms within the Parish Halls, mainly the Jubilee Hall. However, what has not been approved is for those regular hirers to continue paying the South Hall session rate for a specified period in lieu of the inconvenience of being displaced.

**Recommendation** – That the regular South Hall hirers who have been displaced to the Jubilee Hall following the exclusive use by the Montessori Nursery, be given a one-year period of paying the South Hall session rate and for the situation to be reviewed towards the end of that period.

### **ii. To confirm free of charge hall hirers**

As can be expected, the use of the Council Chamber for all Council and Committees meetings etc. are not charged to the Council. However, what is not clear is the identity of the groups who can be given the use of any Parish Hall rooms free of charge.

There are currently three groups who do not have funds of their own and that do not pay for the use of a room, two of which the Council has representatives on; Keep Lancing Safe and Lancing Vision Group. The third group is the Community Panel, originally set up by the Police, but now run as an extension of Neighbourhood Watch.

Furthermore, the Cinema Working Group have requested the hall free of charge for the remainder of 2017/18 to assist with the Group's finances until other options of how best to run the Cinema are explored, e.g. by a community group instead of the Council, and the Garden Competition Working Group have requested that the hall hire fee be waived for the presentation event.

As the Council aims to retain its improved business acumen, it is recommended that this Committee provides a clear direction on this matter.

**Recommendation** – That the Committee provides a clear direction as to which groups can use Parish Hall rooms free of charge.

## **30. 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

## **31. Recommendation from the Value for Money Sub-committee –**

### **Review of Parish Council's Licence Agreements (*Confidential Minutes attached*)**

The VfM Sub-committee met on 23 August to review the Council's four License Agreements for the provision of services and amenities to ensure best value is being obtained, how the tenders should be managed and where best to advertise the tenders for onward recommendation to this Committee. The confidential Minutes of that meeting, which lay out the Sub-committee's recommendations are attached for Members' information. These minutes will be made available to the public once the tender process has been completed.

**Recommendation** – That the recommendations of the Value for Money Sub-committee be approved.

**32. Consideration of an Independent Financial Review**

Details will be outlined 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.**