

Lancing Parish Hall  
South Street  
Lancing  
West Sussex  
BN15 8AJ

Tel: 01903 753355

Email: [clerk@lancingparishcouncil.gov.uk](mailto:clerk@lancingparishcouncil.gov.uk)  
[www.lancingparishcouncil.gov.uk](http://www.lancingparishcouncil.gov.uk)



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 22 November 2017 in the Council Chamber, Parish Hall, South Street at 7:00 pm.

Helen Plant  
Clerk to the Council  
16 November 2017

## AGENDA

### 33. Apologies

### 34. Declaration of Substitute Members

### 35. 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.*

### 36. 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.*

**37. Minutes of the Previous Meeting held on 20 September 2017 (attached)**

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

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

**38.1 September's Expenditure**

- i. September's Current A/C expenditure in the sum of £30,679.53 (Page 955)
- ii. September's Clerks Payment A/C expenditure in the sum of £12,510.14 (Page 405)

**38.2 October's Expenditure**

- i. October's Current A/C expenditure in the sum of £30,765.56 (Page 959)
- ii. October's Clerks Payment A/C expenditure in the sum of £12,544.86 (Page 407)

**39. Approval of Cash Balances & Investments in the sum of £381,936.19 as at the 31 October 2017**

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

**41. Clerk's Report**

**41.1 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.

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

- i. Code of Conduct
- ii. Confidential Reporting (Whistleblowing) Policy
- iii. Recording of Public Meetings Policy
- iv. Employee Expenses Policy

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

**41.2 Payment of Councillor Allowances**

It can be confirmed that Councillor allowances can be paid by bank transfer, as well as by cheque. The remuneration form will be amended to reflect this option, which will be available from the 2018/19 financial year.

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

**41.3 Planning Application - Sussex County Football Association Culver Road ([AWDM/1661/17](#))**

Pursuant to Council minute 57ii/Nov/17, and as it incorporates an area of land owned by this Council, the Committee is asked to consider the following planning application:-

Installation of 4no. 50 sitting/standing sheltered stands to East side of pitch. Levelling of adjacent area to south of proposed stands for storage of goals when not in use.

**Recommendation** – No objection.

**41.4 Internal Audit – Half-yearly Review**

Members are advised that the Council's Internal Auditor, Mulberry & Co, will be carrying out the half-yearly internal audit on 20 November 2017. However, the subsequent report that follows such a review is unlikely to be made available until the next Committee meeting in January 2018.

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

**41.5 Heritage Corner (*form attached*)**

Now that the display cabinets have been purchased and in situ, Members need to discuss and agree a date for a formal opening of the 'Heritage Corner', in conjunction with Lancing and Sompting Pastfinders, who will be present at this meeting, and the provision of artefacts etc.

In respect of the loan of artefacts, a draft Loan Agreement form is also attached for approval.

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

**41.6 Draft Budget 2018/19 and setting the precept (*report attached*)**

**42. 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.

**43. Consideration of an Independent Financial Review (*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.**