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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 24 January 2018 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  
18 January 2018

#### AGENDA

**44. Apologies**

**45. Declaration of Substitute Members**

**46. 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.*

**47. 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.*

**48. Minutes of the Previous Meeting held on 22 November 2017 (attached)**

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

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

**49.1 November's Expenditure**

- i. November's Current A/C expenditure in the sum of £83,027.04 (Page 963)
- ii. November's Clerks Payment A/C expenditure in the sum of £12,457.89 (Page 409)

**49.2 December's Expenditure**

- i. December's Current A/C expenditure in the sum of £30,608.83 (Page 966)
- ii. December's Clerks Payment A/C expenditure in the sum of £13,042.86 (Page 411)

**50. Approval of Cash Balances & Investments in the sum of £277,261.27 as at the 31 December 2017**

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

**52. Clerk's Report**

**52.1 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. Risk Management Policy;
- ii. Council Representatives on Outside Bodies Policy;
- iii. Email and Internet Usage Policy;
- iv. Bullying and Harassment Policy;
- v. Member Co-option Policy;
- vi. Safeguarding Children and Vulnerable Adults Policy.

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

**52.2 Heritage Corner**

In anticipation of the formal opening of the 'Heritage Corner' on Saturday, 27 January 2018 between 11am and 1pm, it can be confirmed that some local artefacts have now been loaned, with one of the contributors being Worthing Museum. The Museum Officer will be attending the event and will provide a short talk on Lancing's archaeological past.

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

**52.3 Request for Rate Relief**

It can be confirmed that the request made to Adur District Council for a reduction in rates has been declined. The discretionary rate relief is only available to registered charity's.

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

**52.4 Parish Hall Hirer Complaint (report attached)**

**53. 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.

**54. Parish Council's License Agreements – to determine submitted tenders (*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.**