

## LANCING PARISH COUNCIL

### Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 12 September 2018 at 7.30pm

**Clrs Present:-** Geoff Patmore (Chair); Carol Albury, Clive Burghard, Robin Monk, Emma Purnell and Gina Scotting.

**Ex-officio:-** Cllrs Gloria Eveleigh & Mick Clark.

**Officer:-** Helen Plant, Clerk.

**Public:-** Four

#### 12. Apologies

Apologies had been received and, with the reason outlined, were accepted from Cllr Jean Turner.

#### 13. Declaration of Substitute Members

None.

#### 14. Declarations of Interest

None.

#### 15. Public Forum/Questions

None.

#### 16. Minutes of the Previous Meeting held on 11 July 2018

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

#### 17. Accounts for payment

##### 17.1 July Expenditure

Committee **RESOLVED** that the following amounts be paid:-

- i. July Current A/C expenditure in the sum of £23,971.61
- ii. July Clerks Payment A/C expenditure in the sum of £12,186.51

##### 17.2 August Expenditure

Committee **RESOLVED** that the following amounts be paid:-

- i. August Current A/C expenditure in the sum of £39,252.75
- ii. August Clerks Payment A/C expenditure in the sum of £5.50

#### 18. Cash Balances & Investments

It was **RESOLVED** that the cash balances and investments of the Council totalling £546,100.54 as at the 31 August 2018 was a true record.

#### 19. Detailed Income & Expenditure by Budget Heading

The Clerk provided explanations in respect of headings which appeared to be overspent but were not due to the use of earmarked reserves or were being offset by income.

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

## 20. Clerk's Report

### 20.1 Grant Aid

Members were reminded that a budget of £5k was earmarked for grant aid purposes. However, it was acknowledged that the number of applications had significantly increased this year, putting extra pressure on that amount. Notwithstanding, Members were reminded that the Committee had delegated authority to vire amounts between the Council's agreed budgets and that the Community Support Fund was not likely to be fully spent over the year. Details of the applications received had been circulated prior to the meeting and the Committee determined allocations.

Applicants who received grant aid would be invited to the Autumn Village Forum to be presented with their cheques.

Four members from Lancing Girlguiding were present at the meeting and were invited to expand on that organisations request and answered Member's questions.

**Resolved** – (a) That £3,000 be vired from the Community Support Fund to Grant Aid.  
(b) That the Grant Aid allocations be as follows:-

1. Fun4Kids - To cover the costs for all activities and events organised.  
**Resolved** – That no donation be made to Fun4Kids as the application did not fulfil the policy criteria as no financial statement had been received.
2. Victim Support – To provide comprehensive training courses to volunteers.  
**Resolved** – That no donation be made to Victim Support.
3. Lancing Flower Club - To assist with the costs of the Hall hire. *(It was noted that the Club was previously a South Hall hirer and the grace period of the old South Hall charge was due to end.)*  
**Resolved** – That the discounted fee for the move from the South Hall to The Jubilee Hall continues.
4. Boundstone Chorus - To create a new musical based on Lancing's links with smuggling. The grant requested was to contribute towards the printing of the scripts and vocal scores.  
**Resolved** – That a donation of £1,000 be made to Boundstone Chorus.
5. Lancing and Sompting Concert Band - To purchase 2 protective Timpani drum covers.  
**Resolved** – That a donation of £400 be made to Lancing and Sompting Concert Band.
6. Adur Sea of Lights - Towards the overall costs of the annual light parade.  
**Resolved** – That no donation be made to Adur Sea of Lights.
7. West Sussex Mediation Service - To train new mediators to allow free mediation services to Lancing residents.  
**Resolved** – That no donation be made to West Sussex Mediation Service.
8. Scout Leader from Unit 67 West Sussex Scouts - The Leader needed to raise £3,500 to be able to attend the 24th World Scout Jamboree in 2019 and the requested amount to be used to purchase a wooden plaque as part of gateway to the site.

**Resolved** – That no donation be made to the Scout Leader from Unit 67 West Sussex Scouts as the application did not fulfil the policy criteria as it was not from an organisation.

9. Adur Special Needs Project - Towards the overall annual running costs.

**Resolved** – That a donation of £2,075 be made to Adur Special Needs Project.

10. Lancing Football Club - To help fund the set up of a Disability Team and more girl's teams to ensure all parts of the community were reached.

**Resolved** – That a donation of £1,500 be made to Lancing Football Club.

11. Friends, Families and Travellers - To put on Crystal Vardo production at the Parish Hall - a play about the history of Romany Gypsies targeted at all ages and raises awareness of Gypsy and Traveller history and culture.

**Resolved** – That a donation of £500 be made to Friends, Families and Travellers.

12. Girlguiding Lancing - To fund new resources for the Rainbows, Brownies, Guides and Rangers following a recent revamp of all the badges and activities, to enable the full programme to be on offer to all girls.

**Resolved** – That a donation of £1,875 be made to Girlguiding Lancing.

13. Lancing Parish Youth Council - Creation of community garden at the rear of Parish Hall for use by a local Nursery and wider community with a view to children learning more about where food comes from.

**Resolved** – That a donation of £600 be made to Lancing Parish Youth Council.

## **20.2 Review of Council Policies and Procedures**

A review of the Council's Policies and Procedures remained ongoing and those submitted to this meeting had been created in line with models. It was noted that the new model Standing Orders and Financial Regulations had been updated from the subsequent introduction of the General Data Protection Regulation and The Public Contracts Regulations 2015.

**Resolved** – That the Loan and Investment Policy, as submitted, be approved, with Standing Orders and Financial Regulations now being submitted to full Council with the recommendation of approval.

## **20.3 Consideration of Borrowing Money to fund the Monks Rec Improvement Project**

Submitted – Pursuant to Committee Minute 9.2/Jul/18, a report to consider the borrowing of money from the Public Works Loan Board to fund the Monks Recreation Ground Improvement Project. The details of how parish councils could apply and the criteria that had to be met was outlined, including projects had to be for capital expenditure, the information required to support a borrowing application, that borrowing should not be applied for until all negotiations had been completed and all other consents (e.g. planning permission) had been obtained, and that parish councils should be fully open and transparent with their residents and taxpayers in all dealings in respect of any plans for borrowing and subsequent loan repayments with information being available to residents from an early stage in any project. An attached Appendix showed the half yearly repayment costs over the term of the loan for an example of £1,000,000 and how the term of the loan also affected the total amount being repaid.

It was noted that the Council would need to establish how repayments could be met if it were to borrow money and depending on the amount would depend on whether the precept would need to be increased. It was stressed again that evidence of public support must be obtained.

It was also stressed that other funding options to help progress the project should not be discounted, such as grant aid and business sponsorship, but it was questionable whether the whole amount required to complete the project could be raised that way.

£50,000 was recently granted by Rampion, which took the current amount in the project pot to £100,000. This would be used as matched funding when other grant aid was applied for and was a task that the office now regularly carried out. Furthermore, the Value for Money Sub Committee were recommending that a surplus amount from General Reserves be transferred to this project's earmarked funds.

Members acknowledged that the project was not yet at a stage to meet the borrowing criteria and for the option to be therefore reconsidered at the appropriate time and not discounted as a means of fulfilling the Monks Rec Improvement Project.

**Resolved** – That the option of borrowing funds to complete the Monks Rec Improvement Project be considered at an appropriate time when the criteria can be met.

#### **20.4 Consideration of funding the Social Prescribing scheme**

At the Council meeting on 25 July, a presentation was received in respect of the health initiative, Social Prescribing, an effective approach for improving people's health and wellbeing and a way of developing strong relationships between health and local services and communities (Minute 44.1/Jul/18 refers). It was determined that this Committee be delegated with the task of establishing whether there were any surplus funds in the 2018/19 budget to contribute towards the local social prescribing initiative.

An amount of £2,000 had been identified within Earmarked Reserves that could be allocated to this cause. That amount had been set aside more than 5 years ago to assist the Environment Agency with some sea defense works, i.e. to help with the moving of some beach huts within those works. However, this work did not appear to have been carried out, nor had the EA been in contact to advise that the works were being scheduled in. This amount was not a significant sum and could easily be included within a future years' budget if the works were ever progressed.

**Resolved** – (a) That the decision to earmark £2,000 for Environment Agency works be rescinded and for the amount be donated to the Social Prescribing initiative instead.  
(b) That the Committee be provided with feedback as to how the initiative has benefitted Lancing.

#### **20.5 Community Cinema**

- a. The Cinema's income and expenditure was circulated for Members' information.

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

- b. It was stressed that at the moment, the operation of the Cinema was only made possible due to the commitment of Cllr Monk and that additional help was needed. There had been previous volunteer's from cinema attendee's, but these had not been sustained. Whilst

consideration was given to advertise for additional volunteers, it was deemed more appropriate for Members only to be volunteers due to the collection of the ticket money.

**Resolved** – That Cllrs Burghard, Clark, Eveleigh and Purnell be trained on the projection equipment with a view to manning cinema showings and that volunteers also be sought from full Council.

c. Film choice suggestions were put forward for approval.

**Resolved** – That the following film choices be approved:-

- 1 - The Man Who Invented Christmas (if available)
- 2 - Their Finest
- 3 - Hunt for the Wilderpeople
- 4 - The Post

## 20.6 Draft Budget 2019/20 and setting the precept

The Committee was reminded that it would need to agree the final budget and level of precept for 2019/20 at its meeting on 16 January 2019 for resolution by Full Council on 30 January 2019 at the latest. Extraordinary meetings may have to be called if this timeframe could not be fulfilled.

Members were asked to consider whether there were any potential schemes that would require scoping out for inclusion in the Council's overall 2019/20 budgetary considerations, along with those identified by the Amenities and Environment Committee, who considered the matter at its meeting on 5 September 2018, and the Value for Money Sub-Committee who met on 30 August 2018.

**Resolved** – (a) That the costs of the following identified projects and expenditure be included in the 2019/20 budgetary considerations:-

1. Community Cinema - That the Jubilee Hall hire fee continues to be waived during 2019/20 to the Community Cinema Working Group;
2. Events – Increase from £2,550 to £3,000 to cover general increase in event costs and increase in the number of events held – increase of £450;
3. Noticeboards – Increase from £1,000 to £2,500 to cover the costs of new Millennium Handshake, Beach Green Wildlife and Boat Winch Information panels – increase of £1,500;
4. That a nominal increase year after year on the beach hut rent based on the retail price index (aka inflation) be introduced;
5. That the following Hall hire price changes be approved:-

Room	Current charge	Change to
Jubilee Hall	Mon - Thurs	
	£35 day sessions	No change
	£65 evening sessions	No change
	Friday	
	£38 day sessions	Reduce to £35
	£83 evening sessions	Increase to £90
	Saturday	
£57 day sessions	No change	
£150 early evening	No change	

	£200 late session	No change
Council Chamber	£16 day sessions £26 day session	£20 day sessions £30 evening sessions
Green Room	£13 all sessions	£16 all sessions

6. That further investigations into the costs of installing solar panels on the Parish Hall be made and relevant grant funding be applied for;

7. That £50,000 from General Reserves be committed to the Monks Recreation Ground Improvement Project, i.e. vired to Earmarked Reserves.

- (b) That the payment of Councillor Allowances continues, as the payment is an optional decision anyway.
- (c) That the long term future of the Parish Hall be put on hold until the funding for the Monks Recreation Ground Improvement Project has been secured.
- (d) That the introduction of a sale of beach hut charge, suggested at a flat rate of 5% of the sale price, to new License holders from 2019/20 not be progressed.
- (e) That an amount of £9,000 from General Reserves be used towards skatepark improvement works (Amenities & Environment Committee Minute 15.7ii/Sep/18 refers).

**20.7 Council owned flat at 100 South Street**

It was reported that the current tenancy at the above property was due to expire on 14 November 2018. The Letting Agent had asked whether the Council wished to offer a further 12 month Assured Shorthold Tenancy, subject to the current tenant agreeing terms, and whether an increase in rent was desired.

**Resolved** – That a further 12 month assured shorthold tenancy be offered with no rent increase.

**21. 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.

**22. Land at Monks Recreation Ground**

Submitted – A report to consider selling two pieces of land at Monks Rec to raise funds towards the Improvement Project.

**Resolved** – (a) That the offer from Sussex County Football Association to purchase the area of land the Association currently leases from the Council be declined.

(b) That regarding the selling of another small plot of land not be considered appropriate at this time.

**23. Staffing Matters**

Submitted – A report to consider the Assistant Clerk’s maternity leave, which included details of statutory maternity rights, current contractual arrangements and a maternity cover proposal.

**Resolved** – That the following be recommended to full Council:-

- (a) That the maternity cover particulars be agreed as follows:-

- i. that maternity cover be sought for 10 months on a full time basis on SCP 21, but flexible/part-time hours (pro-rata) being considered for the right candidate, and with the proviso of 4-weeks' notice to terminate the contract early or extend the contract if necessary.
- ii. that the cover be advertised through local council channels from 28 September 2018, with a closing date of 26 October 2018.
- iii. that an interview panel, consisting of 4 Councillors and the Clerk, be set up by the Council to review the applications, create a shortlist and carry out the interview process during November 2018 with a potential start date of 10 December 2018.

(b) That the financial impact of Statutory Maternity Leave and subsequent cover on the 2018/19 Administration budget be acknowledged.

(c) That the financial impact of Statutory Maternity Leave and subsequent cover on the 2019/20 Administration budget be accounted for during the Council's overall 2019/20 budgetary considerations.

The meeting closed at 9.28pm.