

**LANCING PARISH COUNCIL**

**Minutes of the Meeting of the Finance & General Purposes Committee  
held on Wednesday 19 July 2017 at 7.00pm**

**CLLrs Present:-** Geoff Patmore (Chair); Carol Albury, Douglas Bradley, Clive Burghard, Lee Cowen and Gina Scotting.

**Ex-officio:-** Cllr Mick Clark.

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

**Public:-** Cllrs Robin Monk & Emma Purnell

**12. Apologies**

Apologies were received, and with the reason outlined, were accepted from Cllr Gloria Eveleigh.

**13. Declaration of Substitute Members**

None.

**14. Declarations of Interest**

None.

**15. Public Forum/Questions**

None.

**16. Minutes of the Previous Meeting held on 17 May 2017**

**Resolved** – That the Minutes of the meeting held on 17 May 2017 be approved.

**17. Accounts for payment**

Reports had been submitted.

**17.1 Expenditure (Current A/C)**

Committee **RESOLVED** that amounts in the sum of:-

- i. May's expenditure in the sum of £71,216.94
- ii. June's expenditure in the sum of £62,653.98

**17.2 Expenditure (Clerks Payment A/C)**

Committee **RESOLVED** that amounts in the sum of:-

- i. May's expenditure in the sum of £12,297.91
- ii. June's expenditure in the sum of £27,820.14

**18. Approval of Cash Balances & Investments**

It was **RESOLVED** that the cash balances and investments of the Council totalling **£373,055.59** as at 30 June 2017 was a true record.

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

The information included in the report was noted.

## **20. Clerk's Report**

### **20.1 Beach Green Car Park Line Marking**

It was confirmed that the line marking had been successfully carried out on 26 June and to the satisfaction of the car park Licensee and the Clerk.

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

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

Members were reminded that a review was 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 and three documents were submitted.

Clr Patmore noted that there was no mention of 'carers leave' within the Staff Absence Policy.

**Resolved** – (a) That the Staff Absence Policy, Health & Safety Policy and Training & Development Policy, as submitted, be approved.

(b) That investigations be made into the rights of carers leave.

### **20.3 Parish Hall – Corridor & Foyer redecoration**

Pursuant to Council Minute 15.9/May/2017, it was reported that the Community Payback Team had continued to come in on Sundays to carry out the work to redecorate the main corridor and foyer area. However, as the work had taken much longer than expected, it was decided that the Team's last day was 16 July and the work would subsequently be completed by the Caretaking team.

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

*NOTE – At this point, the meeting was adjourned for 5 minutes to carry out a site visit of the proposed garden area to be discussed at item agenda 20.4.*

### **20.4 Montessori Nursery – Request for a garden**

It was noted that plans for the opening of a Montessori Nursery in the South Hall were still in progress and an inspection by Ofsted was awaited to fulfil the particulars.

It was reported that the proprietors had carried out further research with potential nursery users and there was a desire for the nursery children to have more outdoor space. As such, a request had 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. A plan was circulated.

Furthermore, to account for wheelchair/pram users of the Hall, the proprietors were also prepared to cover the cost of revamping the two steps from the footpath to a ramp.

**Resolved** – 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

Submitted – A report to consider how best to spend identified General and Earmarked Reserve surplus funds for onward recommendation to full Council. It was noted that whilst the level of General Reserves should remain at the level of £40k, the balance of the General Reserves at the end of the 2016/17 financial year was £90k, presenting a £50k surplus.

Furthermore, the level of Earmarked Reserves for the PAT Testing to be carried out had been overestimated and had subsequently left an underspend of £8,000. It was noted that this work would be included in the Parish Hall's General Maintenance budget from 2018/19.

However, it was also reported that following the scrutiny of the budgets for the end of quarter 1 of the 2017/18 financial year, a few variances had come to light, namely an underestimation of the Administration – National Insurance expenditure and additional expenditure would be incurred to fill and cover the vacant Caretaker's role and the North Wing Rental, Hiring of Beach Green and Football Pitch Rental income was anticipated to be down by the end of the year. Those factors created a potential overspend of the overall budget amounting to £17,500.

In respect of the Hiring of Beach Green, the Clerk reported that from the investigations made into The Globe Primary School's suggestion of a ferris wheel/merry-go-round being sited on Beach Green during the school holidays (Amenities & Environment Committee minute 14.11 refers), a Fairground operator had offered to site his Playframe on Area B if the daily fee was waived. Whilst it was agreed that the equipment should be taken advantage of and used as a trial period to establish how successful it might be, it was considered that a deal on the daily hire of the area or for a percentage of the fees taken should be negotiated with the operator.

Consequently, consideration of the Councils ongoing and outstanding projects and one necessary expenditure item were then considered

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

- (a) That the PAT Test Earmarked Reserve underspend of £8,000 be transferred to General Reserves;
- (b) That £17,500 of General Reserves be designated to the overall 2017/18 budget should the anticipated overspend come to fruition;
- (c) That £12,200 be apportioned to the following known costs of ongoing projects and flat expenditure as outlined below:-

	<b>Project title/Expenditure required</b>	<b>Cost</b>
a	Heritage Display Cabinets	£ 1,500
b	Defibrillator	£ 1,000
c	Widewater Steps (western end)	£ 7,000
d	Anti-tank Block History Panels	£ 2,000
e	New front door to flat	£ 700
	<b>Total of known costs</b>	<b>£12,200</b>

- (d) That the left-over surplus remains in General Reserves until such time as the Air Raid Shelter, Beach Green Promenade Lighting and Monks Rec Improvement projects have progressed appropriately to the point that an allocation of funds can be considered.

- (e) That a deal on the daily hire or for a percentage of the fees taken should be negotiated with the Fairground operator to site the Playframe on Beach Green Area B during the 2017 school holidays and used as a trial period to establish how successful it might be.

## **20.6 Clerk's Annual Appraisal**

In accordance with Standing Order 20.3, a resolution was sought to conduct a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal would then be reported in writing and submitted for approval by the Council, under closed session.

It was noted that, whilst S/O 20.3 stated that the chairmen of the Council and the HR sub-committee carried out the review, as the HR Sub Committee had not had cause to meet yet this year, it was recommended that the chairman of this committee took on that role instead.

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

**Resolved** – (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 Mick Clark be appointed as mediator in respect of the Clerk's appraisal.

The meeting closed at 8.23pm

Signed Chair  
Date