

LANCING PARISH COUNCIL

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 24 January 2018 at 7.00pm

Cllrs Present:- Geoff Patmore (Chair); Clive Burghard, Lee Cowen and Gina Scotting.

Ex-officio:- Cllrs Gloria Eveleigh and Mick Clark.

Officer:- Helen Plant, Clerk

Public:- None.

44. Apologies

Apologies were received were accepted from Cllrs Carol Albury, Douglas Bradley (reason provided) and Jean Turner (reason provided).

45. Declaration of Substitute Members

None.

46. Declarations of Interest

None.

47. Public Forum/Questions

None.

48. Minutes of the Previous Meeting held on 22 November 2017

Resolved – That the Minutes of the previous meeting held on 22 November 2017 be approved.

49. Accounts for payment

49.1 November's Expenditure

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

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

49.2 December's Expenditure

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

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

Members questioned whether the gas and electricity tariff charges for all Council buildings were economical.

Resolved – That a report to be submitted to the next Finance & General Purposes Committee outlining the usage and tariffs of gas and electricity for all Council buildings.

50. Approval of Cash Balances & Investments in the sum of

It was **RESOLVED** that the cash balances and investments of the Council totalling **£277,261.27** as at 31 December 2017 was a true record.

51. Detailed Income & Expenditure by Budget Heading

Resolved – That the information included in the report be noted.

52. Clerk's Report

52.1 Review of Council Policies and Procedures

Members were reminded that a review was currently being carried out on the Council's Policies and Procedures as a matter of course, to be brought in line with current legislation or had been newly created. Six documents were submitted for consideration.

In respect of the Bullying and Harassment Policy, it was noted that there was no reference to psychological abuse or what redress was available to councillors if they were being bullied by an employee. In respect of the Safeguarding Children and Vulnerable Adults Policy, it was considered that definitions of services and the term 'vulnerable adults' were required and it was questioned whether hirers should be requested to provide details of their own safeguarding policies and DBS checks.

Resolved – (a) That the Risk Management Policy, Email and Internet Usage Policy and Member Co-option Policy, as submitted, be approved.

(b) That, subject to the removal of Lancing Parish Youth Council, the Council Representatives on Outside Bodies Policy be approved and introduced from the start of the 2018/19 Council year.

(c) That, further investigations be made in respect of the Bullying and Harassment Policy and Safeguarding Children and Vulnerable Adults Policy for additional amendments and resubmitted for approval at the next Committee meeting.

52.2 Heritage Corner

In anticipation of the formal opening of the 'Heritage Corner' on 27 January 2018, it was confirmed that some local artefacts had been loaned, with one of the contributors being Worthing Museum. The Museum Officer would be attending the event and would provide a short talk on Lancing's archaeological past.

Resolved – That the information be noted.

52.3 Request for Rate Relief

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

Resolved – That the information be noted.

52.4 Parish Hall Hirer Complaint

Submitted – a report outlining details of a complaint from Worthing and District Amateur Radio Club (the Club), who were a regular hirer of the Parish Hall, to be dealt with under the Parish Council's Complaints Procedure. As the complaint related to Parish Hall matters and actions of the Clerk, the Finance and General Purposes Committee considered the complaint under the Scheme of Delegation. However, should the complainant not be satisfied with the outcome of the Committee's decision, the matter would be escalated to the Council.

In summary, the Club were disgruntled at having to move from the South Hall to the Jubilee Hall following the Council's decision to allow the set up of a nursery in September 2017. Following the move, the Club's equipment was frequently setting off the Parish Hall's fire alarm. Whilst the Club suggested there was a severe fault with the design and/or installation of the fire alarm system and

offered for one of their engineers to work with the Council's fire alarm engineer, the Clerk did not deem this necessary as the system passed with no faulty sensors or broken parts being detected during its recent annual test. It was highlighted to Members that the fire alarm system was triggered on occasions in previous years when the Club hired the South Hall. Consequently, the Clerk suggested that the Club had reached a point where the Parish Hall was no longer a suitable venue for its needs and that the Club should seek alternative premises. The Club were not happy with this suggestion.

Furthermore, the Club were also suggesting that the Council was acting illegally by allowing a business (the Nursery) to occupy part of a public building for the purpose of making a profit and blocking a Right of Way to members of the adjacent church. The Clerk confirmed that a Parish Council that managed a set-up such as Lancing Parish Halls, must find ways of generating income to cover the costs of the building's overall outgoings and commercial activities were an accepted practice provided the buildings use remained for the public benefit, i.e. three other rooms remained available for hire. It was also confirmed that there were no public rights of way around the Parish Hall.

The Clerk advised that the Club had since found alternative accommodation but were requesting the aerials belonging to the Club on the roof of the Parish Hall be removed at the expense of the Council.

Resolved – (a) That the acts of the Clerk in respect of the action against the Radio Club be upheld.
(b) That the aerials belonging to the Radio Club be removed at the expense of the Council.

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 were 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.

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

Submitted - Pursuant to Committee Minute 31/Sept/17 and Council Minute 58/Nov/17, a report to consider the submitted tenders for the Beach Green Bank Holiday Markets, Beach Green and Widewater Kiosks and the Parish Hall Bar concessions. It was confirmed that the notice for the tenders had been advertised in The Herald, via the Council's website and Facebook page, through Adur District Council's procurement service and the National Association of British Market Authorities from 16 November until the closing date. The new License Agreements would run from 1 April 2018 until 31 March 2021.

Resolved – (a) That the tender for Beach Green Bank Holiday Markets be awarded to Ritagate Ltd in the sum of £2,500 per market event (4 markets per year). In addition, a 50% share of all income in excess of £4,500, per annum.

(b) That the tender for the Beach Green and Widewater Kiosks concession be awarded to Keeley Ward in the sum of £19,000 per annum.

(c) That the tender for the Parish Hall Bar concession be awarded to Cuisine Enterprises Ltd in the sum of 15% of net sales (ex VAT) subject to a minimum payment of £75 per annum.

The meeting closed at 8.00pm.