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To: Members of the Finance & General Purposes Committee

Cllrs. Carol Albury, Douglas Bradley, Clive Burghard, Mick Clark, Lee Cowen, Geoff Patmore & Jean Turner.

Ex-Officio members: Cllrs Gloria Eveleigh & Liz Haywood.

To: Other Councillors for information

Notice is hereby given that you are required to attend the meeting of the Finance & General Purposes Committee which will be held on Wednesday 15 February 2017 in the Council Chamber, Parish Hall, South Street at 7.00 pm.

AGENDA

86. Apologies

87. Declaration of Substitute Members

88. Declarations of Interest

89. Minutes of the Previous Meeting held on 25 January 2017

The Minutes of this meeting were agreed at the Full Council meeting held on 1 February 2017. Copies of those Minutes were sent to all Members with that agenda, but are attached for information.

90. 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.

91. Accounts for payment

91.1 Expenditure (Current A/C) in the sum of £29,205.48 (Page 916)

91.2 Expenditure (Clerks Payment A/C) in the sum of £11,326.31 (Page 389)

92. Approval of Cash Balances & Investments in the sum of £187,480.74

93. Detailed Income & Expenditure by Budget Heading

Report attached for information.

94. Clerk's Report

94.1 Cost of Normal Elections – 5 May 2016

Pursuant to Committee Minute 85.1/Jan/17, normal election cost comparisons with similar sized councils to that of Lancing Parish Council have been made and those who responded are as follows:-

Local Council	District Council	Year of normal election	Election Costs
Lancing Parish Council	Adur	2016	£18,296.23
Lewes Town Council	Lewes	2015	£17,556.83
Littlehampton Town Council	Arun	2015	£26,139.62

The Clerk from Littlehampton Town Council confirmed that their costs were contested, but were only successful in achieving a small adjustment.

A response has also been received from ADC's Electoral Services Manager in response to this Committee's concerns, who confirmed that costs are kept to a minimum, but elections must be carried out to statute and costs were apportioned and accounted for in line with the Electoral Claims Unit (ECU) guidance. The ECU is a department of the Cabinet Office responsible for reimbursing local authorities for national elections and referendums.

On this occasion, due to the combination of three elections in 2016 (the District, Police & Crime Commissioner and Parish elections), it was not possible for the Parish to share costs for postal votes with the District as happened in 2012. ADC were required to combine the District postal votes mailing with that of the Police & Crime Commissioner instead. Further factors affecting costs to the Parish were an increase in the number of postal voters and postage charges. All costs other than postal packs, ballot papers and specialist count stationary were apportioned to the three different elections based on the size of the electorate and then divided three ways.

The Returning Officer fees are calculated per head of electorate from a scale of fees adopted by all West Sussex authorities (which has not increased for at least sixteen years). Elections are administered by the Returning Officer in a personal capacity not by the Council, hence the fee.

Recommendation – That the payment to Adur District Council for the cost of the 2016 normal elections, in the sum of £18,296.23, now be paid.

94.2 Staffing matters

It can be confirmed that the new NJC pay scales have been announced and an increase of at least 1% for all staff other than Clerks, and for the lower paid, i.e. part-time caretakers, 2% will be applied as from 1 April 2017. This increase was anticipated and has been included within the 2017/18 budget.

Please note that all meetings this Committee are open to members of the public, and that copies of the agenda will be available on the internet and at each meeting or by request, in advance, by telephoning 01903 753355.

Questions and statements from the public will be responded to at all meetings, at the time allocated for this.

Mobile phones must be switched off, or on vibrate only, during all Council Meetings.



Helen Plant
Acting Clerk to the Council.

Date of Notice: 8 February 2017

Please note that alternative formats of this agenda may be available upon request