

Worth Parish Council

Minutes of the General Purposes and Finance Committee Meeting June 10th 2019 commencing at 7.30pm

Present: Cllr Scott (Chairman)
Cllr Coote
Cllr Dorey
Cllr Hitchcock
Cllr Webb
Mrs J Nagy (Clerk)
Mrs E. Smith (RFO)

Cllr Cruickshank
Cllr Gibson
Cllr Phillips

No members of the public

1 Election of Vice Chairman

Cllr Scott nominated Cllr Hollands; seconded by Cllr Coote and agreed by all present.

The Clerk will advise Cllr Hollands of her appointment

2 Public Question Time

The Chairman highlighted the housekeeping rules and advised if anyone wished to film/record the proceedings could they make themselves known if they had not already done so to the Clerk.

There were no members of the public present.

3 Apologies

Reasons for absence were noted and accepted from Cllrs Anscomb and Hollands

Absent: None

4 Declarations of Interest

There were no declarations of interest at this point of the meeting

5 Minutes

It was proposed by Cllr Hitchcock seconded by Cllr Coote and agreed by all present that the Minutes of the General Purposes & Finance Committee meeting held on 15th April 2019 were a true and correct record.

6 Chairman's Announcements

The Chairman asked if any councillor would be available to man the stall at the Copthorne Carnival on Saturday, 29th June 2019 from 12 noon to around 5pm. Cllrs Coote, Hitchcock and Phillips indicated that they could attend.

7 Correspondence

The Correspondence List was NOTED

8 Accounts and Financial Matters

Details of expenditure against budget, payments, earmarked reserves and bank balances are included in this meeting pack, as at 31st May 2019.

Total receipts for May 2019 of £23,376.13 excl. VAT including a £20,000 transfer
Total payments for May 2019 of £39,927.87 excl. VAT including a £20,000 transfer
Bank Balances as at 31st May 2019 £359,079.6 of which
Earmarked reserves of £113,663

Councillors NOTED and APPROVED the financial information supplied to 31st May 2019 as a true

and correct record of the Council's financial affairs.

The receipt of the first instalment of the precept, a sum of £137,500.00, was received on 30th April 2019

Councillors NOTED receipt of the precept

Income and Expenditure Quarterly Analysis

Councillors considered what additional cost codes they wish to include in the draft spreadsheet prepared by Cllr Scott and agreed the addition of Cost Code 4036 Telephone and Cost Codes 4055 and 4056 Staff and Councillor Training.

It was further agreed that an explanation of miscellaneous income and expenditure would be included in the Clerk's Report.

Earmarked Reserves

It was AGREED that the earmarked reserves would remain unchanged.

Provision of Tablets

The Clerk has sourced a 10.5-inch Samsung android tablet for £208.00 each ex VAT, with a case at £10.99 each ex VAT

It was AGREED by all present that the Clerk would contact all Councillors and purchase a tablet and case for all who wanted these.

Review of HR Policies

At the last HR Committee meeting, it was agreed to act on the advice of consultants HR Services Partnership and review the Council's grievance and disciplinary policies at a cost of £320.00 ex VAT.

AGREED by all present.

Provision of litter bins

After the bin in the Burleigh Way car park was destroyed by fire, the RFO was asked to source a metal replacement.

It was AGREED to purchase two Glasdon Guppy metal bins at £315.57 each.

The RFO is to ascertain the cost of adding the Council's logo to the bins; expenditure to be authorised by the Chairman of this Committee/the Clerk.

Lighting in Bowers Place

It was agreed not to put in an additional light in Bowers Place, as it was felt that this would not significantly increase the lighting levels.

The RFO investigated replacing the light shades, and Vistec the Council's lighting contractor has suggested replacing the bulbs with LED ones at a cost of £870.00 ex VAT, which will improve the lighting.

It was AGREED by all present that bulbs would be replaced by LED bulbs, at a cost of £870.00 + VAT

9 Draft Annual Return

The Clerk circulated copies of the Annual Return, agreed by the Internal Auditor during his visit on 5th June.

The Chairman advised that he was present at the Internal Audit; a few minor changes to the accounting practices.

The Clerk advised that the Return would be formally agreed at Full Council on 24th June.

Councillors NOTED the draft Annual Return.

10 Council Premises and Land

Use of Copthorne Recreation Ground

The Copthorne Social Club has asked permission to use the recreation ground for a charity event on Saturday 20th July from 2pm to 7pm

AGREED by all present: the Clerk was given delegated powers to ensure that the correct risk assessments and insurance are in place prior to the event taking place.

Crawley Down School Visit

The School has asked if it can take a group of children onto the allotment site during week commencing 17th June as part of Healthy Living Week.

The Clerk has agreed, but asked for a copy of the risk assessment, and asked that the school advises when the visit is to take place.

The Clerk's action was NOTED and AGREED.

Trees on boundary of Copthorne Recreation Ground and Copthorne Social Club

Cllr Cruickshank advised that a member of the Club, a qualified contractor, had offered to reduce the height of the trees on the boundary by 2 metres, free of charge.

It was AGREED that the Clerk would progress this with Cllr Cruickshank, once she had confirmed ownership of the trees.

SID Camera

The Clerk advised that the SID camera jointly purchased with the Northern Mid Sussex Cluster parishes was to come to the parish for four weeks from 17th June. She will be liaising with both Copthorne and Crawley Down Speedwatch teams to decide where to locate the camera.

Councillors NOTED this information.

11 Personnel

The Clerk has sent out five application forms for the vacancy for the Assistant Clerk position; to date one has been completed and returned.

The closing date for applications is Wednesday, 12th June.

Cllr Anscomb and Webb, as Chair of Council and Chair of HR Committee will be conducting the interviews on Friday, 21st June, together with the Clerk.

Councillors NOTED this information

12 Items for Future Inclusion on the Agenda

At the last meeting, Cllr Coote asked about the Chairman's boards. The Clerk is still awaiting confirmation of Chairman's names in the 1970s and 1980s before she can order these.

Cllr Webb asked for an item updating on what Section 106 monies were available. The Clerk advised that she was compiling a report for Full Council on 24th June, which would incorporate this matter, as she is suggesting that the Infrastructure Working Party is re-formed, and a meeting scheduled.

Cllr Hitchcock suggested that a meeting of the Community Land Trust Working Party is convened, as he will be preparing an outline scheme for the Crawley Down site. He will advise when this documentation is ready.

13 Items for Future Inclusion on the Agenda

The Clerk apologised as this item was a duplication.

14 Date of the next meeting

The date of the next meeting is Monday, 15th July 2019

Meeting closed at 8.34pm

Chairman: _____

Date: _____