

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the (remote) Meeting held on 25 January 2021

PRESENT: Councillors G Tyler (Chairman), Mrs C Broomfield, M Broomfield, M Clayden, Mrs A Cooper, A Cooper, Mrs S Partridge, D Rogers, J Street and P Warren

In attendance: Mrs C Harris (Meeting Clerk), Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

Prior to the commencement of the formal business of the Meeting, the Chairman advised that the Meeting would be being recorded (audio) via Microsoft Teams, for the purpose of ensuring clarity for the Minutes, as well as to enable Members of the Public to have access to discussions on specific items if requested. He said that the recording would be dispensed with as soon as the Minutes had been approved by the Council at its next Monthly Meeting.

The Chairman reminded the Committee that due to the current Coronavirus (Covid-19) Pandemic, this Meeting was being held remotely (via Microsoft Teams) and would be delivered within 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020' that are currently enacted for Meetings on and up to 7 May 2021.

The Chairman also advised the Committee that he would again manage the Meeting with clear instructions and requests to Members. He said that Members should indicate their desire to speak on any item, by placing a message in 'Chat', or by clicking on the 'raised hand' icon, in Microsoft Teams, to ensure that anyone wishing to speak on an Agenda Item was given the opportunity to do so.

1/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Other Associated Business) and Mrs Gregory (Indisposition). These apologies were accepted by the Committee.

2/21 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 7/21. He left the Meeting during consideration of this item and took no part in the discussion and vote thereon.

3/21 MINUTES

The Minutes of the Meeting held on 21 December 2020 were signed by the Chairman as a correct record.

4/21 PAYMENT OF ACCOUNTS

The Committee retrospectively APPROVED the payment of the Monthly Accounts in accordance with the Delegated Authority Policy, retrospectively APPROVED by the Full Council at its Meeting on 23 March 2020 (Minute 72/20 Monthly Council Meeting - 27 April 2020 refers) due to the Coronavirus (Covid-19) Pandemic.

A copy of the Accounts is attached and forms a part of these Minutes.

5/21 MONTHLY BUDGET REPORT TO 15 JANUARY 2021

The Committee NOTED the Monthly Budget Report which had been previously circulated to all Members.

**6/21 GRANT AID - DEFIBRILLATOR FOR GEORGIAN GARDENS COMMUNITY
PRIMARY SCHOOL**

The Clerk referred to Minute 82/20(c) and reminded the Committee of the email correspondence previously circulated from the local residents/parents, containing further information in this regard.

Following a further detailed discussion, during which concern was raised about the responsibility for the ongoing monitoring and maintenance, coupled with the fact that the defibrillator would not be publicly accessible, the Committee RECOMMENDED that no Grant Aid be awarded at the present time.

The Clerk was asked to send a response advising that whilst the Committee commended the aforementioned individuals for their fundraising efforts to provide a defibrillator for the School, it was concerned about its limited accessibility being located within the School building or grounds. If, however, the defibrillator was to be sited at a publicly accessible location in close proximity to the School, the Committee would be happy to again consider an application for a financial contribution, subject to receiving confirmation of who would be assuming responsibility for the ongoing monitoring and maintenance.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest, as Mr P Collins was his son-in-law)

Councillor Tyler, Chairman, left the Meeting at this juncture and Councillor Warren, Vice-Chairman, Chaired the Meeting for the duration of the following item.

7/21 WEBSITE MAINTENANCE AGREEMENT FOR RUSTINGTON MUSEUM

The Clerk reminded the Committee that she had previously circulated a Quotation and proposed Agreement (including annual costs) in respect of Website Maintenance for the Museum, received from Mr P Collins for the period 28 January 2021 to 27 January 2022 for £500.00 per annum.

Following a brief discussion, the Committee RECOMMENDED that the above-mentioned Quotation received in the sum of £500.00 per annum, be ACCEPTED for the period commencing 28 January 2021 to 27 January 2022, with a review of the Council's requirements again taking place at the end of the Contract.

Councillor Tyler re-joined the Meeting at this juncture.

8/21 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

9/21 PERSONNEL SUB-COMMITTEE

The Clerk advised the Committee that the Personnel Sub-Committee had met on 24 December 2020, following the announcement that Rustington would be moving into Tier 4 with effect from 26 December 2020, and had agreed the way forward for the Council's Operation, as follows:-

- The Council Offices and the Samuel Wickens Centre (including Museum) to be closed, until such time as any Government announcements changed this position
- Hirings at The Woodlands Centre, the Samuel Wickens Centre and the Youth Centre, with the exception of the Pre-School at The Woodlands Centre and, possibly, the Youth Club, to cease forthwith
- In the case of the Council Offices and the Samuel Wickens Centre, all members of personnel to work from home, as far as was practicably possible

- The Caretaker to continue with his duties at the Youth Centre and at the Samuel Wickens Centre
- The Leisure and Amenities Officer, responsible for overseeing the Council’s external leisure facilities, to continue with his duties
- The Play Area at the Woodlands Recreation Ground to be closed with effect from Christmas Day whilst Rustington was in Tier 4 of the Local Restriction Tiers
- The Car Park Barrier at the Woodlands Recreation Ground to remain closed until further notice
- Public Toilets to remain open, albeit on a reduced hours’ basis - Approximately 8.00 am to 4.00 pm
- The Council’s Emergency Mobile Telephone (07752 493539) to continue to be manned 24 hours per day, seven days per week. Calls to the Council Offices and the Samuel Wickens Centre to again be diverted to the Emergency Telephone
- All Council Meetings to continue on a virtual basis, with hard copies being hand delivered to all Members still requiring them.

She said that the Personnel Sub-Committee had also agreed that it would meet again as and when necessary, subject to any affecting changes which might be announced by the Government, that it was felt require further discussion.

She said that she had sent a further email to the Personnel Sub-Committee on 11 January 2021, following the move of Rustington into Covid-19 Alert Level 5 (Local Restrictions - Tier 5), and whilst there was nothing to be reviewed in respect of the Council’s Operation, she had wanted to give the Sub-Committee the opportunity to review the situation in respect of the Play Area, which was closed. The majority of Members of the Sub-Committee agreed that the Play Area should remain closed, until such time as the National Restrictions were eased sufficiently enough for the Council to feel that it could keep the Play Area ‘Covid-19 safe’.

Following a brief discussion, the Committee RECOMMENDED that the decisions made by the Personnel Sub-Committee, as detailed above, be RETROSPECTIVELY APPROVED.

Chairman: **Date:**