

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 28 January 2019

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

7/19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

8/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 10/19. In the absence of any discussion in respect of this item, which related to work already undertaken satisfactorily, she remained in the Meeting but took no part in the vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 10/19. In the absence of any discussion in respect of this item, which related to work already undertaken satisfactorily, he remained in the Meeting but took no part in the vote thereon.

Councillor Tyler declared a personal interest in Minute 12/19. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Street declared a prejudicial and pecuniary interest in Minute 15/19. He remained in the Meeting during consideration of this item but took no part in the discussion and vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 15/19. He remained in the Meeting during consideration of this item but took no part in the discussion and vote thereon.

9/19 MINUTES

The Minutes of the Meeting held on 7 January 2019 were signed by the Chairman as a correct record.

(Prior to consideration of the following item Councillor Mrs Broomfield had declared a prejudicial and pecuniary interest, as the Proprietor of Owen Electrical)

(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)

10/19 PAYMENT OF ACCOUNTS

The Committee RECOMMENDED that the Accounts be paid and BACS payments be made. A copy of these Accounts is attached and forms part of these Minutes.

11/19 MONTHLY BUDGET REPORT

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

(Prior to consideration of the following item Councillor Tyler had declared a personal interest as a Member of the Littlehampton Concert Band)

12/19 2018 COMMUNITY CAROL CONCERT

The Committee considered making donations to the Littlehampton Concert Band, the Sussex West County Guide Choir and the Friendship Singers in recognition of their participation in the 2018 Community Carol Concert.

The Committee RECOMMENDED that donations be made as follows:-

(a)	Littlehampton Concert Band	-	£200.00
(b)	Sussex West County Guide Choir	-	£100.00
(c)	Friendship Singers	-	£100.00

13/19 ARUN COMMUNITY TRANSPORT

The Clerk referred to Minute 116/18 and said that she had received subsequent information from the Assistant Clerk at Littlehampton Town Council regarding the 266 registered users as at December 2018:-

Littlehampton	67
Rustington	111
East Preston	41
Angmering	8
Arundel	35
Other	4

She said that this information had been sent to the Council, in the hope that as Rustington had the biggest registered customer base with the growing service, it would be prepared to reconsider the possibility of making a financial contribution towards the running costs.

Following a further discussion, during which the Council's ongoing financial commitment to providing the Number 12 Bus Service for the local community was referred to in detail, the Committee AGREED that its previous decision not to offer any financial assistance to the Community Transport Service until it was fully operational and could provide supporting documentation to that effect, should stand.

Councillor Street joined the Meeting at this juncture.

14/19 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 four items of business to be transacted.

(Prior to consideration of the following item Councillor Street had declared a prejudicial and pecuniary interest, as one of the Administrative Assistants concerned was his sister-in-law)

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest, as one of the Administrative Assistants concerned was his daughter)

15/19 NATIONAL PAY AGREEMENT 2019-2020

The Committee considered a Report prepared by the Clerk of the Council in respect of the implications of the above Agreement for 2019-2020.

Following a brief discussion, the Committee RECOMMENDED that the Clerk's Report be APPROVED, with the Pay Award being implemented in accordance with the National Joint Council for Local Government Services (NJC) Agreement. A copy of the Clerk's Report, and associated documentation, is attached and forms a part of these Minutes.

The Committee NOTED that due to the higher than anticipated level of percentage increases for the lower graded members of personnel, the 2019/2020 Budget in respect of Salaries, Employer's NI and Pension, might need to be revised later in the next financial year.

16/19 FINANCE/ADMINISTRATIVE APPRENTICE

The Committee considered a Report prepared by the Clerk of the Council.

The Committee RECOMMENDED that the Clerk of the Council's Report be APPROVED.

It was AGREED that the Chairman of the Council should, on behalf of the Council, write to the Finance/Administrative Apprentice to congratulate her on her achievement.

17/19 MUSEUM MANAGER

The Clerk reported on her recent Meeting with the Museum Manager, to discuss the issue of her six-month Probationary Period which had now ended, and the current position in respect of the temporary reduction in contracted hours being worked by her.

Following a brief discussion, the Committee NOTED that the current Probationary Period for the Museum Manager had been extended by a further three months, based on the information provided by the Clerk.

The Committee then considered a formal request received from the Museum Manager for the current temporary reduction in contracted hours to be extended for a further six months.

Following a further discussion, the Committee RECOMMENDED that the temporary reduction in the Museum Manager's contracted hours should be extended for a period of three months only, to fall in line with the extended probationary period.

18/19 PERSONNEL SUB-COMMITTEE - RESTRUCTURE OF SENIOR ADMINISTRATIVE STAFFING

The Chairman referred to Minute 130/18 and said that Councillor Warren, the Clerk and himself were continuing to work on reviewing the current Senior Administrative Staffing with a view to restructuring it to include an additional post of Deputy or Assistant Clerk. He said that whilst progress was being made, the process was proving to be most time consuming. He advised that it was now hoped that a Meeting of the Personnel Sub-Committee would be being held in the next few weeks, with a subsequent Report being made to the Full Council as soon as practicably possible.

The Committee NOTED this information.

Chairman:**Date:**