

## **RUSTINGTON PARISH COUNCIL**

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Meeting held on 25 February 2019

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

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#### **19/19      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bennett (Work Commitment) and M Jones (Holiday). These apologies were accepted by the Committee.

#### **20/19      DECLARATIONS OF INTEREST**

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 23/19. 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 Street declared a prejudicial and pecuniary interest in Minute 28/19. He remained in the Meeting during consideration of this item but took no part in the discussion and vote thereon.

#### **21/19      MINUTES**

The Minutes of the Meeting held on 28 January 2019 were signed by the Chairman as a correct record.

#### **22/19      MATTERS ARISING FROM THE MINUTES**

##### **(a)      Grant Aid - Rustington Parochial Church Council**

The Clerk referred to Minute 4/19(b) and said that she had now received formal confirmation from the Parochial Church Council that the annual grant towards the upkeep of the Parish Churchyard had always been used solely towards the costs incurred in the clearance, maintenance and repair of the Churchyard.

The Clerk also advised that she had subsequently received a copy of an excerpt from the Church's Financial Statements for the year ended 31 December 2017, which clearly showed the grant as being restricted income.

The Committee NOTED this information.

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

#### **23/19      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.

**Councillor Warren joined the Meeting at this juncture.**

#### **24/19      MONTHLY BUDGET REPORT**

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

**25/19**            **WOODLANDS TABLE TENNIS CLUB - REDUCTION IN WEEKLY HIRING FEES**

The Committee considered a request received from the Woodlands Table Tennis Club. The Clerk reminded the Committee that the Club had previously been granted a reduction of £7.00 per week in respect of both of its weekly hirings of the Village Memorial Hall.

Following a further discussion, the Committee RECOMMENDED that a reduction of £7.00 per booking per week be again made in respect of the Woodland Table Tennis Club's hiring fees, for a further 12-month period with effect from 1 April 2019.

**26/19**            **INTERNAL AUDIT - APPOINTMENT OF INTERNAL AUDITOR**

The Clerk reminded the Committee that it was once again necessary to review the Annual Contract with Ms Rachel Hall, the Council's Internal Auditor.

She said that she had received confirmation from Ms Hall that the current hourly rate of £50.00 would remain unchanged for the next twelve-month period. She advised the Committee that the service provided by Ms Hall during the current financial year had continued to be of a very high standard, as had been the case for the past seven years.

Following a brief discussion, the Committee RECOMMENDED that Ms Rachel Hall be re-appointed to undertake the role of the Council's Internal Auditor for a further twelve-month period with effect from 1 April 2019, at an hourly rate of £50.00.

**27/19**            **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 two 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)*

**28/19**            **PERSONAL DEVELOPMENT REVIEWS**

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.

**29/19**            **RESTRUCTURE OF SENIOR ADMINISTRATIVE PERSONNEL**

The Chairman referred to Minute 18/19 and said that a Report from the Personnel Sub-Committee Meeting held on 19 February 2019 had been previously circulated to all Members.

Following a detailed discussion, the Committee RECOMMENDED that the Personnel Sub-Committee Report be APPROVED.

**Chairman:** ..... **Date:** .....