

## **RUSTINGTON PARISH COUNCIL**

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

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

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

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#### **30/19      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Tyler (Personal Commitment). This apology was accepted by the Committee.

#### **31/19      DECLARATIONS OF INTEREST**

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 33/19. 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 Rogers declared personal interest in Minute 35/19. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

#### **32/19      MINUTES**

The Minutes of the Meeting held on 25 February 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)*

#### **33/19      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.

#### **34/19      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 Rogers had declared a personal interest, in his capacity as a Committee Member of Littlehampton District Lions Club)*

#### **35/19      GRANT AID - RUSTINGTON STREET FAYRE**

The Committee considered a request for financial assistance towards the costs to be incurred in respect of the 2019 Street Fayre which had been previously circulated to all Members.

Following a brief discussion, the Committee RECOMMENDED that Grant Aid of £1,000.00 be awarded to the Littlehampton District Lions Club towards the costs to be incurred in connection with the 2019 Street Fayre.

#### **36/19      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 item of business to be transacted.

**RESTRUCTURE OF SENIOR ADMINISTRATIVE PERSONNEL**

The Chairman referred to Minute 29/19 and said that the advertisement for an Assistant Clerk had been published on 8 March 2019, with a closing date for applications of 1 April 2019. The Clerk advised that as soon as the completed applications were received from SSALC, a Meeting of the Personnel Sub-Committee would be convened to agree the short list of candidates for interview. She said that the Interviews would be held on 26 April 2019, and then requested the Committee to RECOMMEND to the Council that the Interviewing Panel should be AUTHORISED to appoint the successful candidate to the post of Assistant Clerk.

The Committee was pleased to NOTE this information and RECOMMENDED that the Interviewing Panel should be AUTHORISED to appoint the successful candidate to the post of Assistant Clerk.

The Clerk then asked the Committee to consider closing the Council Offices for a three-day period on 20, 21 and 22 May 2019, so that the contents of all of the archived files could be reviewed and, where possible, disposed of, with the existing filing system being streamlined, to make it was more effective and user friendly for the future, as well as to ensure compliance with GDPR. She said that the Council Offices would also be re-configured during the aforementioned period to accommodate the new member of Personnel, namely the Assistant Clerk.

Following a brief discussion, the Committee RECOMMENDED that the Council Offices should be closed for a three-day period from 20 May 2019, with all calls and enquiries being diverted to the Samuel Wickens Centre.

The Clerk assured the Committee that any enquiries of an urgent nature, would be referred to her via the Council’s Emergency Mobile Phone.

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