

18 June 2019

Dear Councillor (and Parishioners for information)

**FINANCE AND GENERAL PURPOSES COMMITTEE**

YOU ARE HEREBY SUMMONED to attend a Meeting of the above Committee to be held on **Monday 24 June 2019** in the **Roger Montgomeri Room** at The Woodlands Centre, Woodlands Avenue, Rustington, **commencing at 6.15 pm.** (Please use the Council Offices' entrance at 34 Woodlands Avenue).

Yours sincerely

**Clerk of the Council**

**To:** All Members of the Finance and General Purposes Committee and other Members for  
information

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**A G E N D A**

1. Election of Chairman
2. Election of Vice-Chairman
3. Apologies for Absence
4. Declarations of Interest by Members

*Members are reminded to make any declarations of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this Agenda*

*You should declare your interest by stating:-*

- (a) the item you have the interest in*
- (b) whether it is a personal interest and the nature of the interest*
- (c) whether it is also a prejudicial/pecuniary interest*
- (d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak during the Public Question Time*

*You then need to re-declare your prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent*

5. To approve the Minutes of the Meeting held on 13 May 2019  
(*Copy attached*)
6. To consider further such matters as arise from the Minutes
7. To consider the payment of Accounts  
(*Copy of Clerk's Report to follow for Members*)
8. To consider the Monthly Budget Report  
(*Copy to follow for Members*)
9. Internal Audit 2018/2019 - To consider a Report received from the Council's Internal Auditor, R S Hall & Co.  
(*Copy attached for Members*)
10. Applications for Grant Aid from Local Organisations - To consider a Report from the Clerk of the Council  
(*Copy to follow for Members*)
11. Rustington Bridge Club - To consider a request for a reduction in the weekly hiring fee in respect of the John de Bohun Room  
(*Copy attached for Members*)
12. To appoint Representatives to serve on the following:-
  - (a) Internal Audit Sub-Committee
  - (b) Personnel Sub-Committee
13. Personnel Sub-Committee - To review the Terms of Reference  
(*Copy attached for Members*)
14. Urgent matters arising, for information only, since the preparation of this Agenda
15. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the Public and the Press leave the Meeting during consideration of Agenda Item 14, 15 and 16
16. Assistant Clerk - Continuous Service - Clerk to Report
17. Recreational Facilities Assistant - To consider a Report from the Clerk of the Council  
(*Copy enclosed for Members*)
18. Administrative Assistant - Samuel Wickens Centre - To consider a Report from the Clerk of the Council  
(*Copy enclosed for Members*)
19. Member of Personnel - Long Term Sickness Absence - Clerk to report