

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 24 June 2019

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

In attendance: Mrs C Harris (Finance Manager/RFO)

51/19 ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor Rogers be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Rogers be elected Chairman of the Committee for the ensuing year.

Councillor Rogers then thanked the Committee for continuing to have the confidence to elect him to the position of Chairman of the Committee.

52/19 ELECTION OF VICE-CHAIRMAN

It was proposed and seconded that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Warren be elected Vice-Chairman of the Committee for the ensuing year.

53/19 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Partridge (Holiday). This apology was accepted by the Committee.

54/19 DECLARATIONS OF INTEREST

Councillor Mrs Broomfield declared a prejudicial and pecuniary interest in Minute 56/19. 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 Broomfield declared a prejudicial and pecuniary interest in Minute 56/19. 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 Mrs Broomfield declared a personal interest in Minute 59/19(e). She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Clayden declared a personal interest in Minute 59/19(b). He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 56/19. In the absence of any discussion in respect of this item, he remained in the Meeting but took no part in the vote thereon.

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 67/19. He left the Meeting during consideration of this item and took no part in the discussion and vote thereon.

55/19 **MINUTES**

The Minutes of the Meeting held on 13 May 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 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)

56/19 **PAYMENT OF ACCOUNTS**

The Committee RECOMMENDED that the Accounts, as presented, be APPROVED. A copy of these Accounts is attached and forms part of these Minutes.

57/19 **MONTHLY BUDGET REPORT**

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

58/19 **INTERNAL AUDIT 2018/2019**

The Committee considered the Final Internal Audit Report for the year ended 31 March 2019, received from Rachel Hall of R S Hall & Co.

In concluding her Report, Ms Hall had commented as follows:-

“In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any *material* respect that the regulatory requirements have not been complied with. The Senior Administrative Officer is extremely proficient and thorough, good systems and internal controls are in place to ensure the correct documentation and recording of income and expenditure.”

Following a brief discussion, the Committee NOTED the Final Internal Audit Report for the year ended 31 March 2019, and AGREED that no further action was required in this connection.

The Committee again expressed its thanks and appreciation to the members of personnel involved with the Council's Finance and Administrative Operations, for ensuring that the Internal Auditor continued to be satisfied with the way in which all of these functions were undertaken.

(Prior to consideration of the following item (Minute 59/19(e) refers), Councillor Mrs Broomfield had declared a personal interest, as she was a Community Companion for St Barnabas)

(Prior to consideration of the following item (Minute 59/19(b) refers), Councillor Clayden had declared a personal interest, as a Director of Dove Lodge)

59/19 **APPLICATIONS FOR GRANT AID FROM LOCAL ORGANISATIONS**

The Chairman reminded Members that the Council had, for many years, dealt with the majority of applications for Grant Aid annually at the October Meeting of the Committee, following the appearance of the annual advertisement in the Littlehampton Gazette, in September, inviting applications.

He said that, however, with effect from 2017, the Council had decided that:-

- (i) The Notice inviting applications for Grant Aid should not be advertised in the Littlehampton Gazette, but that the Council's Website, Social Media Page, Newsletter, together with the Noticeboards around the Village, and any other appropriate Social Media Pages, should be the vehicles used to advertise the fact that Grant Aid was available for local Groups, Clubs and Organisations
- (ii) The Notice inviting applications for Grant Aid should be issued at the beginning of April, with a closing date for applications of 1 June. The Clerk's Report, detailing applications received to then, be considered by the Committee at the June Committee Meeting
- (iii) Up to 75% of the balance of Budget provision for Grant Aid could be allocated at the aforementioned Meeting (excluding any Grant made earlier in the financial year in connection with the Summer Street Fayre), with 25% being retained for applications received at any time later in the year.

The Clerk said that provision of £3,250.00 had been made for the current year in respect of Grant Aid generally.

She then reminded the Committee that, so far, during the year commencing 1 April 2019, the Council had awarded the following:-

Littlehampton District Lions Club	<u>£1,000.00</u>
	<u>£1,000.00</u>

The Chairman said that a Report had been previously circulated, which included details of applications as follows:-

(a) **4Sight Vision Support**

A request for financial assistance towards funding support for three clients from Rustington. The Grant Aid requested is £150.00.

(b) **Arun Community Transport**

A request for financial assistance towards funding of a paid part-time co-ordinator post.

(c) **Home-Start Arun**

A request for financial assistance towards the cost of supporting one family from Rustington. The Grant Aid requested is £300.00.

(d) **Lifecentre**

A request for financial assistance of £200.00 towards supporting the service in respect of Rustington residents.

(e) **St Barnabas Hospice**

A request for financial assistance to help cover the cost of running the Service.

(f) **Victim Support**

A request for financial assistance towards continuing to support people in Sussex who have been affected by crime.

(g) Rustington Platinum Community Social Club

A request for financial assistance towards transport expenses for a proposed weekend break away.

(h) West Sussex Mediation Service

A request for financial assistance towards servicing mediation referrals.

Following detailed consideration of the Clerk's Report, the Committee RECOMMENDED the following:-

(a) 4Sight Vision Support

Grant Aid of £150.00 be awarded.

(b) Arun Community Transport

Grant Aid of £200.00 be awarded.

(c) Home-Start Arun

Grant Aid of £200.00 be awarded.

(d) Lifecentre

No Grant Aid to be awarded on this occasion.

(e) St Barnabas Hospice

No Grant Aid to be awarded on this occasion.

(f) Victim Support

Grant Aid of £150.00 be awarded.

(g) Rustington Platinum Community Social Club

Grant Aid of £300.00 be awarded.

(h) West Sussex Mediation Service

No Grant Aid to be awarded on this occasion.

Following a further brief discussion, the Committee AGREED that the fact that there was a balance of funding still available, this should be advertised on the Council's Website, Social Media Page, and any other appropriate Social Media Pages, to try to encourage local Groups, Clubs, Organisations and Charities to apply.

60/19 RUSTINGTON BRIDGE CLUB

The Committee considered a letter received from the Rustington Bridge Club, once again, requesting a reduction in the cost of the Club's weekly hiring of the John de Bohun Room.

The Clerk said that the reduction of £3.00 per week had now been in place for a period of 36 months, as the number of members of the Club had not increased in any substantial way throughout this time.

Following a brief discussion, the Committee RECOMMENDED that the reduction of £3.00 per week on the current cost of the Rustington Bridge Club's weekly hiring, be extended for a further period of 12 months, with a review at that time.

61/19 APPOINTMENT OF REPRESENTATIVES ON SUB-COMMITTEES

The Clerk advised that Representatives should now be appointed on the following Sub-Committees and the Committee AGREED:-

(a) Internal Audit Sub-Committee

Councillors Mrs Broomfield, Mrs Cooper, Rogers, Street and Warren

(b) Personnel Sub-Committee

Councillors Clayden, Mrs Cooper, Rogers, Street, Tyler and Warren

62/19 PERSONNEL SUB-COMMITTEE - TERMS OF REFERENCE

The Committee reviewed the Personnel Sub-Committees Terms of Reference currently in place and subsequently RESOLVED unanimously to take no further action in respect of any amendments to the Terms of Reference. A copy of the Personnel Sub-Committees Terms of Reference is attached and forms a part of these Minutes.

63/19 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 three items of business to be transacted.

64/19 ASSISTANT CLERK - CONTINUOUS SERVICE

The Clerk reported that there was some discrepancy that had come to light following the Assistant Clerk's appointment in respect of eligibility for continuous service. She said that she was in liaison with both HR Services, SSALC and its own Solicitors in this regard, which she hoped would be satisfactorily concluded in the near future.

Following a further discussion, the Committee RECOMMENDED that the Clerk be AUTHORISED to deal with this issue, and to decide on the best way forward to reach a mutually satisfactory conclusion.

65/19 RECREATIONAL FACILITIES ASSISTANT

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.

66/19 ADMINISTRATIVE ASSISTANT - SAMUEL WICKENS CENTRE

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.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest, as the member of personnel concerned was a family member)

67/19 MEMBER OF PERSONNEL - LONG TERM SICKNESS ABSENCE

The Clerk reported that a Member of the Council's Administrative Personnel had now been on sick leave for a period of four months. She said that she had spoken to the individual concerned, and had made a home visit on 13 June 2019. She confirmed that a further Med 3 Statement of Fitness for Work had now been received for a period of six weeks with effect from 14 June 2019.

She advised the Committee that she would be consulting with HR Services in respect of the Council's Sickness and Absence Policy and any options it might wish to consider, should the sickness absence extend to more than six months, and would report back to the Committee at the next Meeting.

The Committee NOTED this information.

68/19 CLERK OF THE COUNCIL - FLEXIBLE/PARTIAL RETIREMENT

The Chairman reminded the Committee that the Clerk would be commencing her flexible/partial retirement status with effect from 1 July 2019.

The Committee NOTED this information and conveyed its best wishes to the Clerk for her future reduced hours' working arrangement.

Chairman:Date: