

FRAMFIELD PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE Minutes of the FGP Committee Meeting held on Tuesday, 7 June 2011, at 7.30 pm at the Memorial Hall, Framfield.

Present: Maria Naylor (Chairman), Peter Friend, Felicity Groves and Rob Newton (Vice Chairman).
In attendance: Ann Newton (Parish Clerk) and Jan Riddle (RFO).
Public: None.

Some items on these minutes are of a confidential nature and should not be shared with anyone and will be removed before publication on the website.

1. Apologies

There were none.

2. Election of a Chairman and Vice Chairman

Rob Newton proposed that Maria Naylor be re-elected as Chairman. This was seconded by Peter Friend and agreed by all present. Maria Naylor subsequently proposed that Rob Newton be re-elected as Vice-Chairman. This was seconded by Peter Friend and agreed by all present. In both cases there were no other nominations and both Maria and Rob accepted the roles.

3. Declarations of Interest

Rob Newton declared a prejudicial interest in any items relating to his wife, the Clerk.

4. Minutes of the Last meeting.

The minutes of the meeting held on 12 January 2011 were approved as read.

5. Matters Arising.

- **Website.** The Clerk reported that a number of the advertisers in the Parish Magazine opted to have an additional advert on the new website. The charge was £20.00 for the year and an income of £340.00 has been achieved which has been transferred to the PC account.
- **Parish Magazine.** The Clerk stated that a record 79 equivalent quarter page adverts had been obtained with a couple more for a part year still in the pipeline. This gives the Magazine a healthy 'profit' of some £800.00 in the kitty for next year.
- **Bank Mandate/BACS payment of salaries.** The Clerk reported that at last the mandate had been agreed by the bank – the signatories had previously been agreed as Ian Paisley, Myran Eade, Rob Newton, Maria Naylor and John Mordaunt. Jan Riddle was to contact the bank with a view to setting up the electronic system to enable BACS payment of salaries. A monthly limit could be organised for security purposes. **ACTION: 06/11/01 - JR.** The Clerk reported that she would remove the salary amounts from the public minutes, although Councillors would still have a full breakdown of the salaries every month. This was agreed by all.

6. Freedom of Information Publication – website.

Everyone was in receipt of the updated publication which was subsequently agreed. The Clerk stated that she would organise for it to be put on the website. The meeting agreed that the charge per single-sided A4 sheet of paper should anyone require copies of documents should be 10p and advertised as such. **ACTION: 06/11/02 - AN.** *The Committee recommends that Full Council adopts the revised publication and charges.*

7. Data Protection Act

The Clerk reported that she had registered with the FOI Officer under the DPA – a mandatory requirement of all Parish Councils. The fee had been £35.00 which would need renewing every year.

8. Standing Orders

Everyone was in receipt of a copy of the revised Standing Orders. These had been adapted from the updated model from NALC. Members were asked to make any comments to the Clerk prior to the next full PC meeting on 21 June 2011. *The Committee recommends that the revised Standing Orders are adopted by the Council.* **ACTION: 06/11/03 – ALL/CLERK.**

- **Revised Financial Regulations** – everyone was in receipt of a copy which were agreed as read and the *recommendation made that they are adopted by Full Council.*
- **Committees - Terms of Reference** – everyone was in receipt of a copy of the revised TOR's for the Planning, Environment and FGP Committee which were agreed as read and the *recommendation made that they are adopted by Full Council.* The meeting also agreed that the TOR for the Recreation Ground Committee was no longer relevant as all matters relating to the grounds were dealt with by the Trusts.

9. Risk Assessment

The Clerk reported that the Internal Auditor had commented that the PC did not appear to have a risk assessment of the Council even though all the measures detailed in such an assessment are in place – standing orders, insurance etc. A draft risk assessment had been obtained of which everyone held a copy. The Clerk agreed to fully adapt this for adoption at Full Council. **ACTION: 06/11/04 – CLERK.**

10. Sale of the Gangmowers

The Clerk reported that she had approached three different individuals regarding the sale of the mowers and had received two verbal negatives and one written quote. The meeting suggested that the mowers be advertised on the website and noticeboard for one month ending 15 July 2011. A date could then be agreed for the interested parties to view the mowers. The meeting however noted that a set of keys is still required for access to the Pavilion. **ACTION: 06/11/05 – CLERK.**

11. Review of the National Savings Account

The Clerk reported that this had been put on the agenda following a request from Mr Bernard Lillywhite. The meeting discussed the matter and decided that as the country was still in a fairly high risk financial situation, NSA were one of the safest options and that therefore no further action would be taken at the moment.

12. Clerk's Gratuity Fund

The meeting agreed that Jan Riddle should set up a subsidiary account at the bank and that the funds should be transferred across. **ACTION: 06/11/06 – JR.**

13. Approval of the end of year accounts 2010/11

Everyone was in receipt of copies of all the relevant papers. Peter Friend proposed that *recommendation be made to Full Council to accept the accounts.* This was seconded by Rob Newton and agreed by all present. Jan Riddle agreed to complete the paperwork and pass it to the Clerk in the week prior to the Council meeting so that they can be sent out with the agenda. **ACTION: 06/11/07 – JR.**

14. Cross-checking of the record books

Due to the length of the agenda the meeting agreed to side-step this item particularly as the Internal Auditor had just satisfactorily completed his internal audit which included cross-checking of the record books.

15. Additional Codes/'Pavilion' accounts

The meeting discussed the removal of some codes and the addition of a new line for exceptions to enable explanations of unprecepted for expenditure – ie the fact that an energy bill has not been received from ESCC for the streetlighting in the last financial year.

The meeting also set up two new codes (say 502 and 503) and agreed to donate across to both Trust accounts £1,000 of the earmarked £5,000 for each refurbishment project. Any amounts already expended on the projects (architect's drawing of Framfield and H&S report of Blackboys) should be deducted from the £1,000 prior to passing it across. Jan Riddle was asked to add a section to each Trust schedule showing clearly the income from fundraising (funds towards eventual refurbishment), subscriptions (income towards every-day expenditure) and ongoing expenditure. All income and expenditure to date should be clearly added to the relevant Trust spreadsheets. **ACTION: 06/11/08 – JR.** *The Committee recommends to Full Council this way forward.*

Graham Pope had asked if the PC/Trustees could look to increasing the earmarked funds to each refurbishment project to £10,000. The meeting agreed that until the reserve funds could be built up to a more acceptable figure – say two thirds or three quarters of the annual precept – this could not be considered.

16. Donations

The meeting agreed that no further donations would be made from funds from the last financial year.

Trusts

General

17. Staff

- **Update on contracts etc.** The Clerk passed everyone a copy of the proposed job descriptions and a generic contract of employment for all the staff. Also a copy of a Grievance/Discipline Policy in line with the contract of employment. Felicity Groves and Maria Naylor agreed to pass any comments onto the Clerk prior to the meeting on 21 June 2011 so that the paperwork could be issued. **ACTION: 06/11/09 – MN/FG.** The Clerk also had to put together a Health and Safety Policy in line with the other documents. **ACTION: 06/11/10 – CLERK.**
- **Proposal to regularise the position of Caretaker in both Halls.** The meeting agreed that Brian Short should be offered the role of Caretaker in both Halls recognising the many years of voluntary service to the Memorial Hall. The salary would be £125.00 per month, split between both Halls (FF- £75 and BB £50). Brian would also have the opportunity to carry out extra maintenance works for which he would be reimbursed at £10.00 an hour. This would be on the authorisation of the works from the Clerk. The meeting felt that in some ways, Brian's work had been recognised by the amount of Mary's wage and therefore the situation had been discussed with them and Mary had agreed to take a drop in salary of £50.00 per month. *The meeting agreed that this should be recommended to full Council for adoption from 1 July 2011.*

18. The VAT position and Gift Aid

The Clerk handed out a reply from Mark Mulberry confirming that unfortunately both refurbishment projects would have to remain in the name of the Trusts and any monies raised or expended kept within the Trust therefore not enabling any VAT to be claimed back. The Gift Aid position was still outstanding. **ACTION: 06/11/11 – AN/MM.**

19. Charity Commission

The Clerk reported that Jan Riddle had received a note on financial controls from the course she attended on Treasury of Trusts. The meeting agreed to file the note.

Blackboys

20. Review of the Charity Dividends

Myran Eade had asked that the recipient of the charity dividends be reviewed and that the funds could be put into the account for Blackboys Pavilion. Following the discussion, the meeting agreed to *recommend to Full Council* that the charity dividends should continue to be paid into the general Blackboys Trust account allowing the monies to be spent on a wider field of possibilities.

21. Blackboys Pavilion – Commission Architect’s drawing

The Clerk explained that in an attempt to keep the project on the boil during the election period, she had made contact with a fundraising expert at WDC on possibilities of raising money. It seemed as though in their opinion sports clubs generally have more ability to access funds than the PC but that in order to have a chance of success the project needs phasing to show any grant body that any funds they grant across can be spent on the specific part of the project within a designed timeframe – usually a year. They stated that obtaining a detailed architect’s drawing with the work in phased sections would be a good start to this process. Therefore the Clerk has met with Sarah Funnell and obtained a ‘wish list’ from the Cricket Club of prioritised items that they would like to see in the Pavilion on the understanding that they might not receive them all. *The meeting agreed to recommend to Full Council that an architect be instructed to carry out a drawing along similar lines to what was achieved for the Memorial Hall.*

22. Approval of the year end accounts for the Blackboys Trust

All present were in receipt of a set of the accounts. However, due to the lateness of the hour, members were asked to feed back any comments to the Clerk a week prior to the next meeting so that the *accounts could be recommended for approval on 21 June 2011.*

ACTION: 06/11/12 – ALL.

Framfield

23. Signatories

The meeting agreed that it was not necessary to replace the loss of one signatory from the Trust account at the present time.

24. Approval of the year end accounts for the Framfield Trust

All present were in receipt of a set of the accounts. However, due to the lateness of the hour, members were asked to feed back any comments to the Clerk a week prior to the next meeting *so that the accounts could be recommended for approval 21 June 2011.*

ACTION: 06/11/13 – ALL.

25. Emergency works to Hall

The Clerk reported that Graham Pope had highlighted some urgent remedial works needed to the changing rooms prior to the next football season. *The meeting agreed to recommend to Full Council to obtain the cheapest quotes for the works.*

26. Any other business at the discretion of the Chairman

The Clerk reported that she had received a letter from ESCC stating that the streetlight at the junction of the B2102 and B2192 in Blackboys had been removed as it had been damaged beyond repair. The cost was £408.00 plus VAT. The meeting agreed that the Clerk should inform ESCC that with the imminent engineering works to that junction, it would be advisable to wait until after this has been completed. **ACTION: 06/11/14 – CLERK.**

27. Next Committee Meeting

It was suggested that with the current workload a further meeting in September would be preferential.

The meeting was closed at 9.30 pm.

Chairman.....

Date