



EAST PRESTON PARISH COUNCIL

Council Office, 122 Sea Road, East Preston, West Sussex. BN16 1NN

Tel: 01903 770050

<http://eastpreston.arun.gov.uk/>

Email: eparishcouncil@btconnect.com

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Proceedings of the Finance and General Purposes (F&GP) Committee held on 19th February 2018 at Council Office, 122 Sea Road, East Preston at 10:00.

PRESENT: Councillors G Mathias, R McElroy, D Shah (Chairman) and S Wilkinson

ALSO: Clerk to the Council, Simon Cross

Tracy Khoo, East Preston Youth Club (10:40 to 10:50)

ABSENT: Cllr H Tester

The meeting opened at 10:05.

118/18 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence were received and accepted from Cllr Tester (unavailable).

119/18 PERSONAL AND/OR PERSONAL/PECUNIARY INTERESTS

No declarations were made at this point of the meeting.

120/18 CO-OPTION OF CLLR WILKINSON

Following his co-option to the council last November, Cllr Wilkinson had expressed a willingness to join this committee. The committee AGREED unanimously to co-opt Cllr Wilkinson to the committee.

121/18 PUBLIC QUESTION TIME

No members of the public were present at this part of the meeting.

122/18 EAST PRESTON FESTIVAL COMMITTEE

The following report had been circulated in advance of the meeting:

East Preston Festival Committee

Committee is asked to consider a letter received from East Preston Festival Committee.

The following letter was received on 8th January:



East Preston Festival 2018
Friday 1st June – Sunday 10th June

Email: eastprestonfestival@hotmail.co.uk



RECEIVED
08 JAN 2018

44, Golden Avenue
East Preston
BN16 1QX
8th January 2018

East Preston Parish Council
Sea Road
East Preston

Dear Mr. Duijf,

In my role as Chairman for Festival 2018, I am writing on behalf of the Festival Committee to first of all reiterate our thanks to you and the Parish Council for all the help and assistance you and the staff of the Parish Office have given us over the years.

Now that we are into the New Year, our roles step up a gear as we look forward to the Festival and all the other events we stage over the year, which enables us to release money into the local community. I am enclosing a list of the groups that we helped support in 2017.

I am aware that you have historically and very generously covered the cost of our annual insurance, and I am writing to ask if the Parish Council is able, once again, to cover this cost.

In 2017, the total cost, including the taxes was £1,523 and we do not expect this figure to rise significantly, but the renewal figure is not available until mid-March.

After the success of the Children's Extravaganza last year, the Committee has decided to hold a similar event again this year. It will take place on Saturday 2nd June and we have once again booked CircusSeen for 3 hours at the cost of £200, £180 for the ever popular Robbie the Magician and two Punch and Judy shows by Ray Spark for the cost of £155.

Last year the parish Council very kindly sponsored the cost of the Punch and Judy and we would be delighted if you were able to sponsor them again in 2018. We would of course put the Parish logo beside the event and name you as sponsors in the 5,000 programmes which we print and distribute and also in the flip page programme that is sited on the Village website.

If you need to contact me at all with any questions, I can be contacted on 01903 782783 or by email jackiepilcher@btinternet.com

Kind regards

Jackie Pilcher
Festival 2018 Chairman

Any committee member wishing to see the list of organisations mentioned can see a similar list in the Clerk's Report to December Full Council, Minute 911/17, Item 4.

In the budget for 2018/19, the council put £2,000 into the budget line for support of the East Preston Festival. This was an increase over the £1,600 in the current year's budget. The council sees the Festival as contributing to tourism within the village.

Simon Cross – **Clerk to the Council**

12th February 2018

The committee AGREED unanimously it would cover the Festival Committee's insurance renewal up to £2,000. The use of any money left over from the £2,000 in the budget would be considered at the committee's next meeting. In the meantime, the Clerk would ask the Festival Committee for a copy of its latest audited accounts and remind the Festival Committee it had agreed to complete a Grant Aid form in future. The Clerk would set himself a reminder of that fact too.

123/18 **THE SEAVIEW HOTEL**

The following report had been circulated in advance of the meeting:

Assets of Community Value – The Seaview Hotel

Committee is asked to hear from Mr Jonathan Marshall of J Marshall Ltd., owner of The Seaview Hotel, Sea Road, East Preston.

Committee members will be aware this council applied to Arun District Council to have this property listed as an Asset of Community Value after a previously successful application was overturned at appeal because the nominating body was not correctly constituted.

Arun District Council again listed the venue as an Asset of Community Value once this council had nominated it.

Again, J Marshall Ltd. appealed the decision and a hearing was held by Arun District Council on 30th January, chaired by Karl Roberts, Arun's Director of Place. Mr Marshall believes having the venue listed as an Asset of Community Value has a negative impact upon his ability to do business and to improve the business. For these reasons he had hoped to meet with councillors prior to Mr Roberts making his decision on the appeal. Mr Roberts contacted Mr Marshall to discuss any options further but as Mr Marshall had not responded by the original decision date of 9th February, Mr Roberts went ahead and issued his decision. Mr Roberts rejected the appeal and so the venue remains on the Arun District Council list of Assets of Community Value.

At Full Council on 5th February, council agreed this committee should hear what Mr Marshall has to say. (Minute 92/18, Resolution 1169) On 6th February, I invited Mr Marshall to attend this meeting but, to date, have received no acknowledgement or response.

At the time of writing, as the appeal decision has been made, there is nothing the council could do in this matter so a meeting Mr Marshall may be of limited value.

Simon Cross – **Clerk to the Council**

12th February 2018

The Clerk reported he had received the following email from Mr Marshall just before the meeting:

Simon

Apologies for delay in coming back to you.

As you say there is little point in meeting with regard to the ACV issue at the present time. I am currently reviewing our options with my barrister

Regards

Jonathan

The Clerk had replied saying the council would still meet with Mr Marshall if he came back wanting to meet.

124/18 MINUTES OF THE MEETING HELD ON 20TH NOVEMBER 2017

The Minutes had been circulated to all councillors on 30th November; no suggested amendments had been made. The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 20th November. This action was duly completed by Cllr Shah.

125/18 MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2017

The Minutes had been circulated to all councillors on 19th December; no suggested amendments had been made. The committee AGREED unanimously that the Minutes could be signed as a true record of the meeting held on 11th December, and this action was duly completed by Cllr Shah.

126/18 MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS

The committee NOTED the following report which was circulated in advance of the meeting:

Updates from previous meetings

Minute 152/17 – Angmering-on-Sea Lawn Tennis Club – one, hopefully final question has been sent back to our solicitor's on the new lease to the Angmering-on-Sea Lawn Tennis Club. The question is for clarification on the legal wording of one clause.

Minute 841/17 – Official Complaint (2017-04) received concerning charging for the use of the Village Green car-park – the complaint has been considered by the Amenities Committee and the grace period at the car-park has been extended to 15 minutes. This has been publicised in the Winter 2018 Newsletter which started to be delivered around the village on 8th February. The complainant has been kept informed of developments in this matter but a formal conclusion to the complaint still needs to be sought.

Minute 843/17 – East Preston & Kingston Village Hall Foundation – a Grant Aid application form will be sent to the Village Hall Foundation Chairman this month. This is related to the damage to wiring caused by squirrels.

Minute 845/17 – Grant Aid 2017/18 – the council received the following letter from Littlehampton & District foodbank:



Littlehampton & District foodbank
Littlehampton Baptist Church
Fitzalan Road
Littlehampton
West Sussex
BN17 5NY
T 07925 862289
E info@littlehamptondistrict.foodbank.org.uk
www.littlehamptondistrictfoodbank.org.uk

Thursday 18th January 2018

To East Preston Parish Council

Thank you for awarding £500 to Littlehampton & District Foodbank.

Your generosity will really help us. In 2017 we provided three meals a day for three days for 1077 people; 795 of those were adults and 282 were children under the age of 16. With the rollout of Universal Credit in Arun due later this year we're anticipating that the number of those in need our community will increase.

Thank you for helping us to continue to support those in crisis in our local community.

Kind Regards

Hazel Lodge

Foodbank Coordinator

Minutes 918/17 and 919/17 – Proposed Budget and Precept for 2018/19 – Full Council passed the proposed budget and precept for 2018/19 at its January meeting (Minute 11/18, Resolution 1165 and Minute 12/18, Resolution 1166 respectively).

Minute 920/17 – Official complaint (Ref: 2017-05) – the complainant was invited to attend the meeting of the Amenities Committee on 15th January and did do so. Although asked to provide tangible evidence of any negative impact on her business, the complainant failed to do so. Further to her official complaint, the complainant has submitted a Freedom of Information request which has been complied with and a petition.

Simon Cross – **Clerk to the Council**

19th February 2018

Minute 841/17 – Official Complaint (2017-04) received concerning charging for the use of the Village Green car-park – Cllr Shah reported he had seen the parking warden in the car-park on Sunday, 18th February at a time when there were some cars the owners of which had not bought tickets. A couple of owners left a nearby venue when they saw the parking warden and duly bought tickets. One couple returned from a lengthy walk on the beach and remonstrated with the warden and then started to take photographs of the signage and such like.

The Clerk reported the council had only been contacted by people responding positively to the article in the Winter 2018 Newsletter. Cllr Shah confirmed people had also said to him they appreciated the 15-minutes grace period.

Minute 843/17 – East Preston & Kingston Village Hall Foundation – the committee asked the Clerk to ascertain whether or not the squirrel damage would have been covered by the council’s new insurance policy.

127/18 FINANCIAL RISK REGISTER

The committee NOTED the following report which had been circulated in advance of the meeting:

Financial Risk Register

Committee is asked to review and update, where appropriate, the council’s Financial Risk Register.

Each year the council should review its Risk Registers and update entries as appropriate. The Financial section of the council’s Risk Register is as follows:

	Area of Risk	Consequences if no action taken	Likelihood	Severity	Measures to avoid, reduce or control risk	Owning cttee
	Financial Risks					
19.	Failure to set correct precept within sound budgeting arrangements	Shortfall in precept income resulting in overdrawn bank balances and overspending	L	M	All Committee budgets are reviewed by F&GP Committee and approved by full council in accordance with Council’s budget procedures. Up to date bank and working balances should form part of the Council’s deliberations on its budget – <i>they do</i>	F&GP
21.	Legal Expenses - to help bring legal action or defend a legal claim for example employment dispute, contract dispute or legal advice	Potential for council to incur additional expenditure	L	L	RFO consider the implications for the council of taking out legal expenses insurance and inform F&GP Committee of outcome. Legal expenses are covered in the council’s insurance policy.	F&GP Commi ttee
22.	Loss of cash through theft or dishonesty including Fidelity Guarantee	Loss of income and/or liability for unbudgeted expenditure	L	M	RFO to ensure fidelity guarantee cover is adequate and inform F&GP Committee who will review annually. Safe or Secure Cupboard for Cash. Cash not kept in a lockable cupboard is covered by the council’s insurance policy to £250. Loss of cash is covered by the council’s insurance policy. There is an Employee Dishonesty cover within the council’s insurance policy. This is for £150,000 and is equivalent to Fidelity Guarantee.	F&GP Commi ttee

23.	Failure of internal controls, financial regulations and standing orders to detect fraud or corruption See also 22 above	Loss of cash and property leaving the council to make good or write off the loss. Loss of credibility by the council in terms of governance and probity	L	M	Internal auditor to include in annual plan and test compliance. The audit & governance committee will also carry out some compliance testing and check the bank reconciliation statements. The F&GP committee will also keep financial regulations and standing orders under review	A&GC
24.	Loss of income		L	L	At its meeting on 20 th July, on behalf of the council, the Finance & General Purposes Committee agreed to sign-up for the Leaders Premier Rent Guarantee Service (Minute 465/15). This covers the biggest source of council income, excluding the precept. The remainder of the council's income is not a great enough figure to cover.	F&GP

Simon Cross – **Clerk to the Council**

19th February 2018

The committee AGREED none of the existing entries needed to be updated but a new one should be added for financial charges which may arise if the Village Green car-park is not used at all.

128/18 EAST PRESTON YOUTH CLUB

(Mrs Khoo joined the meeting at this point.)

Cllr Mathias declared a Personal Interest in this item as Chairman of the East Preston Youth Club management committee.

The following report had been circulated in advance of the meeting:

East Preston Youth Club

Committee is asked to consider the following letter:

East Preston Youth Club

122 Sea Road, EAST PRESTON, West Sussex BN16 1NN

Tel: (01903) 770050 Email: eastprestonyouthclub@btconnect.com

Mr Simon Cross
Clerk to the Council
East Preston Parish Council
122 Sea Road
East Preston BN16 1NN

8th February 2018

Dear Simon

The East Preston Youth Club Management Committee, would like to request assistance from the Parish Council, with funding the youth club next year.

The new youth club, which launched in January 2016, has gone from strength to strength due to the hard work and dedication of Arun Youth Projects (who run the youth club on the Management Committee's behalf). After just a year and a half of operation, the new youth club has grown quickly in membership and has engaged with 66 youngsters and has had as many as 43 youngsters attending one session. Due to only one night being made available by Rascals for a youth provision, the membership age range for the new youth club has gone from 11 to 14 years to 11 to 18 years, which shows there is a need for this facility for the older teenagers. Initially, the club was run with a Youth Worker in Charge and a Support Worker and this has had to increase during the first year of operation, introducing an additional Support Worker to accommodate these numbers.

Arun Youth Projects has now recommended to the Management Committee that in order to operate the youth club safely and effectively, it needs to look at opening a second night at an alternative venue for the Seniors (15 to 18 years) as soon as possible. It would also like to keep the youth club operating throughout the school holidays, when the youngsters have more free time and are looking for things to do.

The proposal to do this is to make these changes from 20th February 2018 but this will inevitably incur additional costs and an additional venue charge for the extra night. The proposed second venue, the local Conservative Hall, will be charging the youth club for use of the hall. Budget figures for both this year and next year are provided (please see budget sheet attached to this letter).

The Management Committee had £18,500 in the bank at the beginning of this financial year (April 2017) but this is forecast to significantly reduce by the end of the year (31st March 2018). At its last meeting of the Committee in January, members agreed it would be prudent to aim to maintain a reserve of £10,000 in the bank, which equates to around six months expenditure budget to run the youth club based on 2018/19 budgets.

The Management Committee recognises the Parish Council already kindly provides an office free of charge, for the Management Committee to use as their administrative base and thanks the Council for this. It would also like to take this opportunity to request the £5,000 which the Parish Council allocated to the youth club back in 2014/15, to help fund the youth club during 2018/19. The Committee will also be looking into other external funding options to support the youth club's future running.

On behalf of the Management Committee, I would like to thank the Parish Council for taking the time to consider its request and its continued support in providing such a valuable facility in East Preston. I look forward to hearing from you in due course.

Yours sincerely

Don Richardson

(Treasurer - East Preston Youth Club Management Committee)

Enc. Budget Sheet

I can confirm the £5,000 in the Youth Centre budget line in 2014/15 was not spent and did return to the council's reserves. It has not previously been claimed by the Youth Centre, now East Preston Youth Club.

Simon Cross – **Clerk to the Council**

4th December 2017

Mrs Khoo explained the £5,000 from 2014/15 was being held in an earmarked reserve. The Youth Club management committee was looking at other grants for which it could apply – these would tend to be smaller grants. There was a complication as some organisations did not like to give grants for running costs.

The committee AGREED unanimously to recommend to Full Council it release the £5,000 from earmarked reserves and donate it to the East Preston Youth Club.

CLlr Shah queried whether any additional income from the Village Green car-park, once annual expenditure on maintenance and Business Rates had been covered, could be donated to the Youth Club. Whilst there was some agreement this was a good idea, the Clerk said this would need to be discussed more fully at this committee's next meeting.

(Mrs Khoo left the meeting at the end of this item.)

129/18 IT POLICY

The committee NOTED the following report which had been circulated in advance of the meeting:

Financial provision for future IT requirements

As part of the work Maureen Chaffe is doing for the council in order for it to be compliant with the new General Data Protection Regulations come May of this year, she has suggested all councillors should be issued with a council owned-tablet and that should be the only device upon which councillors access council emails and documentations. This does not need to be implemented immediately but would sensibly be implemented from the May 2019 local council elections. At the same time, all councillors would be issued with a council email address – this would be administered from the office so a councillor would lose access to that email address as soon as they resigned from the council.

This matter does not need to be discussed in any depth at the moment, but the committee needs to be aware this expenditure will come its way if the council agrees with the above thinking.

Simon Cross – **Clerk to the Council**

12th February 2018

The Clerk said the report was to get committee members thinking about this matter ahead of the General Data Protection Regulations talk being given to councillors on 12th March.

130/18 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2017/18

Cllr McElroy was elected Vice-Chairman of the remainder of this municipal year.

131/18 ITEMS FOR THE NEXT FULL COMMITTEE MEETING (21ST MAY)

Nothing was suggested above matters already Minuted above.

The Meeting closed at 10:55.

Chairman: *Cllr Danny Shah*

Date: **21st May 2018**