



# EAST PRESTON PARISH COUNCIL

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## **FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES:** of the Proceedings of the Finance and General Purposes (F&GP) Committee held on 21<sup>st</sup> May 2018 at Council Office, 122 Sea Road, East Preston at 10:00.

**PRESENT:** Councillors B Gale, R McElroy, D Moore (until 10:35), D Shah (Chairman) and S Wilkinson

**ALSO:** Clerk to the Council, Simon Cross

Tracy Khoo, East Preston Youth Club (11:17 to 11:20)

**ABSENT:** Cllrs E Linton and G Mathias

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The meeting opened at 10:05. Following the Annual Meeting of the Council on 14<sup>th</sup> May, the membership of this committee was Cllrs Mathias, McElroy, Shah and Wilkinson with one vacancy. As Chairman and Vice-Chairman of the Council respectively, Cllrs Toney and Linton were entitled to attend and vote at meetings of this committee.

Cllrs Gale and Moore attended this meeting as substitutes with full voting rights.

### **331/18 APPOINTMENT OF A COMMITTEE CHAIRMAN FOR THE YEAR 2018/19**

The Clerk confirmed Cllrs Linton and Mathias had informed him they did not wish to stand for this or Vice-Chairman of the committee.

Cllr Shah was appointed unopposed.

### **332/18 APPOINTMENT OF A COMMITTEE VICE-CHAIRMAN FOR THE YEAR 2018/19**

Cllr Wilkinson was appointed.

### **333/18 APOLOGIES AND REASONS FOR ABSENCE**

An apology and a reason for absence were received and accepted from Cllrs Linton and Mathias (both away).

### **334/18 PERSONAL AND/OR PERSONAL/PECUNIARY INTERESTS**

Cllr Gale declared a Personal Interest in Agenda Item 9, *To consider a financial request from the East Preston Festival Committee*. Cllr Gale is an East Preston Festival festivalmaker.

Cllr McElroy declared a Personal Interest in part of Agenda Item 8, *To consider Grant Aid applications received from: [...] East Preston & Kingston Village Hall Foundation [...]*. Cllr McElroy's wife is a member of the Village Hall Foundation committee.

### 335/18 PUBLIC QUESTION TIME

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

### 336/18 ACCOUNTS FOR YEAR-ENDING 31<sup>st</sup> MARCH 2018

The following paper was circulated in advance of the meeting:

## Financial year-end, 31<sup>st</sup> March 2018

**Committee is asked to approve the council's end-of-year financial reports with a view to recommending their further approval at Full Council.**

The financial reports for the year-ending 31<sup>st</sup> March 2018 must be agreed at the June Full Council meeting. Mrs Khoo will be available at the meeting to answer any questions councillors may have. Here is the base report which will need to be approved:

East Preston Parish Council Income and Expenditure Account For the year ended 31 March 2018		
Year ended 31 March 2017		Year ended 31 March 2018
	<b>INCOME</b>	
216,258.00	Precept + ADC Council Tax Base Grant	234,773.12
7,810.00	Rent income (Property: 124 Sea Rd)	8,205.00
2,453.91	Rent income (Sports) - Parish Council	2,000.00
2,929.30	Other income (Amenities & Admin)	858.39
3,833.04	Community Engagement	5,656.02
0.00	WRG Trust Income (inc Sports & V/Hall Rent)	23,088.01
0.00	Reversal of School Crossing accrual 31 March 2017	7,467.50
(300.00)	Write-off - 2015/16 Debtor - GT Railway	0.00
0.00	AoSERA Street Lighting	2,863.65
(63.58)	AoSERA - Unpaid VAT	(229.49)
0.00	Village Green Parking income	505.83
2,725.68	Bank interest received	3,356.32
<u>235,646.35</u>	<b>TOTAL INCOME</b>	<u>288,544.35</u>
	<b>EXPENDITURE</b>	
(26,182.23)	General Administration	(35,624.27)
(66,716.81)	Staff Costs (Salaries, Officer Training & Travel, VO Clothing/Supplies)	(59,129.41)
(967.09)	Property Costs - 124 Sea Rd	(1,178.71)
(4,400.00)	Grant Aid Section 137	(2,050.00)
(1,501.95)	Donations/ Contributions	(1,523.30)
(49,122.54)	Amenities	(44,638.18)
(570.27)	Street Lighting	(3,340.19)
2,354.00	Write-off - 2015/16 Creditor - ADC Bins	0.00
0.00	WRG Trust Total Expenditure	(23,088.01)
(8,488.01)	Annual Contingency Budget	(2,522.93)
0.00	General reserve	(75,000.00)
(17,390.90)	Community Engagement	(18,578.58)
(12,660.43)	Loan capital repayment	(13,130.62)
(2,393.69)	Loan interest	(1,923.50)
<u>(188,039.92)</u>	<b>TOTAL EXPENDITURE</b>	<u>(281,727.70)</u>
<u>47,606.43</u>	<b>TOTAL NET INCOME / (EXPENDITURE)</b>	<u>6,816.65</u>
	<b>GENERAL FUND</b>	
156,888.57	<b>Balance 1 April</b>	185,270.68
47,606.43	Total net Income after interest	6,816.65
<u>204,495.00</u>	Balance before transfers	<u>192,087.33</u>

204,495.00	Balance before transfers	192,087.33
	Transfers to/ (from) Reserves	
5,775.68	Operation Watershed	0.00
0.00	Village Improvement Fund	20,000.00
0.00	EP Youth Provision	5,000.00
(25,000.00)	Lashmar Rd MUGA	50,000.00
0.00	School Crossing Patrol	(7,500.00)
0.00	WRG Trust Sea Lane Toilets Refurbishment	(14,299.16)
0.00	Parish Shopfront	(1,605.00)
0.00	Village Clock	(1,000.00)
0.00	Receptions	(300.00)
<u>185,270.68</u>	<b>Balance 31 March</b>	<u>242,383.17</u>

Simon Cross – **Clerk to the Council**

15<sup>th</sup> May 2018

The committee considered the figures and AGREED unanimously to recommend their approval to Full Council in June.

### **337/18 GRANT AID 2018**

The committee considered the applications received in this year's round of Grant Aid / S137 awards. There were 14 requests and the money requested added up to £6,645.64. Council policy was to favour tangible projects over running costs. Committee members had been asked to call into the Council Office in advance of the meeting to review the applications.

The committee AGREED the following awards:

Organisation – charity no	Amount requested? (£)	For?	Amount and date of previous Sec 137 award (if known)	Decision
1 <sup>st</sup> East Preston Scout Group 305895	<239	one “pop up” shelter	£310 – April 2016	£200
4SIGHT Vision Support 1075447	500	“outreach work and cost towards Low Vision Assessments”	£500 – Sept 2014	£200
Angmering-on-Sea Lawn Tennis Club	600	“to provide benches on tennis courts”	£250 – Sept 2015	£0
Arun & Chichester Citizens Advice Bureau 1099640	100	“To support us in dealing with the increased demand on our service due to the “roll-out” of Universal Credit	£100 - May 2017	£100
Baytree Club	<250	“replacement of table cloths”	£200 – April 2016	£200
CRUSE West Sussex Area 208078	500	“provision of one-to-one bereavement support to East Preston Residents”	£200 – April 2016	£200
East Preston & Kingston Village Hall Foundation 293292	450.84	“extend coverage of cctv in car park”	No known previous Grant Aid awards	decision deferred
Friends of East Preston Infant School 1108710	500	“a diverse range of new [library] books”	£300 – March 2015	£200
Home-Start Arun	630.80	“to recruit, train and	£500 – May 2017	£200

1132416		support a further 2 volunteers in order to meet demand in East Preston”		
St Barnabas Hospice 256789	300	“towards our Hospice Outreach Project”	£250 – May 2017	£200
Sussex Forest Activities	375	“to facilitate an intergenerational activity once a week”	None	£200
Trustees of East Preston Conservative Hall	2000	“to be able to complete a refurbishment of the hall”	No known previous Grant Aid awards	£500
Victim Support (Sussex Area) 298028	< 200	“recruit and train volunteers to provide emotional support to victims of crime”	£200 – May 2017	£200
West Sussex Mediation Service 1084592	200	“Provision of a free mediation service within East Preston and to promote it to the parishioners”	£200 – May 2017	£200

The above grants totalled £2,600 from a budget line of £4,000.

The committee did not feel the purchase of benches for the Angmering-on-Sea Lawn Tennis Club was a suitable use of public money when members of the public would rarely use the benches.

The committee AGREED to ask the Chairman of the East Preston & Kingston Village Hall Foundation committee for clarification on the number and location of the additional cctv cameras. The application will be reconsidered at the committee’s meeting in August.

(Cllr Moore left the meeting part-way through this item owing to a previous engagement.)

### **338/18 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 financial request received from East Preston Festival Committee.**

The following letter was received on 14<sup>th</sup> March:



**East Preston Festival 2018**  
**Friday 1<sup>st</sup> June – Sunday 10<sup>th</sup> June**

Email: [eastprestonfestival@hotmail.co.uk](mailto:eastprestonfestival@hotmail.co.uk)



**RECEIVED**  
**14 MAR 2018**

44, Golden Avenue  
East Preston  
BN16 1QX

10<sup>th</sup> March 2018

Dear Parish Councillors,

Please find enclosed the forms and requested details for the East Preston Festival grant application.

You will see from the audited accounts that our year end is at the end of July, the time when we have the maximum amount of money in our account.

Our Open Meeting takes place in October, giving us time after Festival to finalise our accounts, decide who should receive a donation and then invite them and obtain the correct payee details.

This year we released just under £9,000 to local charities and good causes, and we are holding around £5,000 for a larger donation which will benefit the village of East Preston. We are considering donating this to the disabled beach access scheme that is still in the pipeline.

We must retain about £4,000 before we can consider staging the Festival as we have many expenses, including £1,200 for the weeks' Village Hall hire (we pay separately for other events), and the cost of the 5,000 programmes we produce is nearly £2,000.

We also have to pay deposits for the various acts we bring into Festival and must keep sufficient funds in the account to cover the deposits that are held by both the Village Hall and Parish Council.

There is of course, renewal of equipment and admin. costs to add to this, which is why we must run other events throughout the year – and all organised by an enthusiastic, but volunteer Committee and our great team of Festival Makers.

Thank you for reading my explanation of our finances.

Yours faithfully

Jackie Pilcher  
Festival 2018 Chairman

In the budget for 2018/19, the council put £2,000 into the budget line for support of the East Preston Festival. At this committee's meeting in February, the committee agreed to pay the Festival Committee's insurance for the current year. It would then consider whether to spend anything remaining from the £2,000 budgeted upon receipt of the annual accounts and the above letter. On 24<sup>th</sup> March, Mrs Pilcher informed the council the total insurance bill for this year was down on previous years to £1,379.38. That leaves £620.62 in the budget line.

In Mrs Pilcher's letter of 8<sup>th</sup> January, the Festival Committee was looking to the council to fund some part(s) of the Children's Extravaganza event which is taking place on Saturday, 2<sup>nd</sup> June. Those parts are: "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," Those three items add up to £535.

Simon Cross – **Clerk to the Council**

17<sup>th</sup> May 2018

The committee AGREED to sponsor the three events listed for the Children's Extravaganza on 2<sup>nd</sup> June. The Clerk was asked to suggest, if a suitable occasion arose, the money set aside for a possible contribution towards the council's plans to improve access to the beach could perhaps be considered as a contribution to the refurbishment of the Sea Road toilet block instead.

### **339/18 MINUTES OF THE MEETING HELD ON 19<sup>TH</sup> FEBRUARY 2018**

The Minutes had been circulated to all councillors on 23<sup>rd</sup> February; no suggested amendments had been made. The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 19<sup>th</sup> February. This action was duly completed by Cllr Shah.

### **340/18 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** – the Leases Working Party, as per the resolution passed at Full Council in March, has informed this council’s solicitor it is ready to sign the new lease to the Angmering-on-Sea Lawn Tennis Club. (Minute 164/18, Resolution 1187)

**Minute 841/17 – Official complaint (Ref: 2017-04)** – the complainant was written to following the Amenities Committee meeting held in March. Nothing further has been heard at the time of writing.

**Minute 843/17 – East Preston & Kingston Village Hall Foundation** – as Members will note later in the supporting papers for this meeting, the Chairman of the Foundation decided to apply for a grant for CCTV rather than go back over the squirrel damage.

**Minute 920/17 – Official complaint (Ref: 2017-05)** – nothing further has been heard from the complainant since the Freedom of Information request was complied with.

**Minute 127/18 – Financial Risk Register** – following the meeting, I have added a new entry to the Risk Register:

25	Loss of income from low usage of the Village Green car-park	There is a low risk the council would need to pay to leave its contract with One Parking early if low usage of the car-park has continued, unacceptable knock-on effects in the surrounding area	L	L	Whilst usage of the car-park is not as high as the council had hoped, it is being used and the council believes usage will come into its own during the summer season. It is disappointing there are still some local businesspeople who appear to be unwilling to park other than on the single yellow line in Sea Road.	F&GP / Amenities
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**Minute 128/18 – East Preston Youth Club** – Full Council agreed the release of £5,000 from Reserves to the East Preston Youth Club. (Minute 162/18, Resolution 1186)

Simon Cross – **Clerk to the Council**

17<sup>th</sup> May 2018

**Minute 152/17 – Angmering-on-Sea Lawn Tennis Club** – the lease was now stuck with the Lawn Tennis Association apparently.

### **341/18 FINANCIAL REGULATIONS AND FINANCIAL REGULATIONS SCHEDULE**

The committee was asked to carry out the annual review of the council’s Financial Regulations and Financial Regulations Schedule which had been circulated in advance of the meeting.

The committee AGREED Cllr Shah and the Assistant Clerk, Mrs Khoo, should get together before the August meeting to update the Financial Regulations to take into account electronic banking. The committee AGREED there was no need to update the Financial Regulations Schedule at this time.

### **342/18 BANKING SIGNATORIES**

(Mrs Khoo joined the meeting at this point.)

The committee AGREED Cllrs Toney and Linton should become banking signatories for the council. Mrs Khoo will sort the paperwork.

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

### **343/18 TERMS OF REFERENCE**

The committee carried out the annual review of the Terms of Reference for the committee and AGREED no changes were necessary at this time.

**344/18 ITEMS FOR THE NEXT FULL COMMITTEE MEETING (20<sup>TH</sup> AUGUST)**

Nothing was suggested above matters already Minuted above.

*The Meeting closed at 11:25.*

Chairman: *Cllr Danny Shah*  
Councillor Danny Shah

Date: **28<sup>th</sup> August 2018**