



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 Special Meeting of the Finance and General Purposes Committee held on 17th February 2020 at Council Office, Sea Road, East Preston at 09:00.

PRESENT: Councillors J Gunston, G Mathias, R McElroy (Chairman) (from 09:04), S Toney and S Wilkinson

ALSO: Clerk to the Council, Simon Cross

The meeting opened at 09:02.

Vice-Chairman of the committee, Cllr Wilkinson, assumed the chairmanship of the meeting until Cllr McElroy joined the meeting, at which point the chairmanship reverted to Cllr McElroy.

131/20 APOLOGIES AND REASONS FOR ABSENCE

An apology and a reason for absence had been received from Cllr Linton (away) and were accepted by the committee.

132/20 PERSONAL AND/OR PREJUDICIAL/PECUNIARY INTERESTS

No Personal or Prejudicial / Pecuniary Interests were declared at this point of the meeting.

133/20 PUBLIC QUESTION TIME

No members of the public were present.

134/20 MINUTES OF THE MEETING HELD ON 16TH DECEMBER 2019

The draft Minutes had been circulated to all councillors on 7th January asking for suggested amendments by 14th January. None had been received.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 16th December. This action was duly completed by Cllr Wilkinson.

135/20 MINUTES OF THE MEETING HELD ON 13TH JANUARY 2020

The draft Minutes had been circulated to all councillors on 23rd January asking for suggested amendments by 30th January. None had been received.

The committee AGREED unanimously the Minutes could be signed as a true record of the meeting held on 13th January. This action was duly completed by Cllr Wilkinson.

(Cllr McElroy arrived during the above item and took over from the item below.)

136/20 MATTERS ARISING FROM PREVIOUS MEETINGS

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

Updates from previous meetings

Minute 1106/19 – Council budget for 2020/21 – Council approved a budget of £291,771.88 at its meeting on 6th January (Minute 12/21, Resolution 1391).

Minute 1107/19 – Council precept for 2020/21 – Council approved a precept of £275,604.00 at its meeting on 6th January (Minute 13/21, Resolution 1392).

Minute 1108/19 – Investment Policy – Council approved the Investment Policy at its meeting on 6th January (Minute 16/21, Resolution 1394).

Simon Cross – **Clerk to the Council**

7th February 2020

Nothing was added.

137/20 GRANT AID 2020/21 – EAST PRESTON FESTIVAL COMMITTEE

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

Grant Aid 2020/21 – East Preston Festival Committee

Committee is asked to consider a request from the East Preston Festival Committee for Grant Aid funding for the year 2020/21.

In its budget for the forthcoming 2020/21 financial year, the council set aside £2,000 for donating to the East Preston Festival Committee. The committee has a Grant Aid form to complete and that should be with us by the time of this meeting.

In recent years, the bulk of the £2,000 has been spent on the Festival Committee's insurance, and the rest on sponsoring an event, usually one aimed at children. The request is usually considered at this time of year agreeing any payment can be made at the very start of the new financial year.

Simon Cross – **Clerk to the Council**

7th February 2020

An application form had subsequently been received and this had been read by committee members ahead of the meeting.

The application form asked only for £150 sponsorship for a particular event. The Clerk advised this was unusual as the application form usually asked for the council to cover the Festival Committee's annual insurance and he had expected this form to too.

The committee considered some concerns Cllr McElroy had about how the Festival Committee chooses the organisations to which it donates, in particular his belief some of those organisations are actually businesses.

The committee AGREED unanimously to invite the Chairman and Secretary of the Festival Committee to the meeting to be held on 20th April at which any application for insurance cover could be considered as well as a discussion held

about Cllr McElroy's concerns. Throughout this item, Cllr McElroy stressed his overall support for the Festival Committee.

The committee AGREED unanimously to sponsor Nick Cook's Circus Fun Day on 8th June to the sum of £150.

138/20 EAST PRESTON YOUTH CLUB

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

East Preston Youth Club

Committee is asked to consider a funding request received from East Preston Youth Club.

The council received the following letter on 30th January 2020:

East Preston Youth Club

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

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

Mr Steve Toney
Chairman
East Preston Parish Council
122 Sea Road
East Preston BN16 1NN

30th January 2020

Dear Steve

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

I have attached the latest report from Arun Youth Projects which was presented to the Management Committee at their AGM in November. This shows the valuable work the youth team continues to carry out over the past year and the obstacles they are up against.

The youth club needs continued funding to keep it running in East Preston. This year it has received £250 from the Women's Fellowship being their chosen charity at their coffee morning. It has also hopefully been successful in securing funding from the local Co-op both for this financial year and next financial year. I have attached the accounts for the year ended 31 March 2019 and the latest income & expenditure sheet for the youth club.

On behalf of the Management Committee, I would like to thank the Parish Council for taking the time to consider this request and its continued support in providing such a valuable youth service in East Preston. Please could you take this request for funding to your Council for consideration.

I look forward to hearing from you.

Yours sincerely

Andrea Chapman

(Chairman - East Preston Youth Club Management Committee)

The letter is accompanied by an annual report and a set of accounts.

The council set aside £10,000 in its budget for 2019/20 for the Youth Club – to date it has spent none of that money.

Simon Cross – **Clerk to the Council**

7th February 2020

Cllr Mathias provided in-depth knowledge of the position the Youth Club was currently in. There had been some anti-social behaviour from a small number of attendees and this was being dealt with by a multi-agency team including Sussex Police and Arun District Council. There was also some discussion going on concerning the lease from West Sussex County Council to Rascals.

The committee AGREED unanimously to ring-fence this financial year's budgeted £10,000 within the council's reserves. The Clerk would arrange this with the council's book-keeper.

The committee AGREED unanimously to support the objectives of the Youth Club where it could.

139/20 COUNCIL PLAN

Cllr Wilkinson said he had started drafting the Council Plan and had sent an early draft to the Clerk. The Clerk had been on leave and had not had a chance to read the draft. Cllr Wilkinson said he had received no input, as yet, from the chairmen of the council's seven committees. He agreed to send round a reminder.

The committee thanked him for the work he had carried out on this initiative.

140/20 FINANCIAL REGULATIONS

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

Financial Regulations

Committee is asked to set a date for a meeting at which two committee members sit with Mrs Khoo and myself to look at the council's existing Financial Regulations and what changes are required to the latest Model Financial Regulations to bring this council into line with the bulk of the model.

Recently Mrs Khoo has been working every Wednesday morning, so I propose 11th or 25th March for such a meeting.

Two volunteers please.

Simon Cross – **Clerk to the Council**

7th February 2020

Cllr Gunston volunteered to work on this with the Clerk and book-keeper. The Clerk will talk to the book-keeper and confirm a date with Cllr Gunston shortly.

141/20 PETTY CASH

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

Petty Cash

Committee is asked to consider reviewing its Petty Cash sums.

Since July 2015, the Financial Regulations Schedule has allowed the council to hold up to £200 in petty cash. Currently, Mrs Khoo can only go to the bank to get petty cash when the petty cash available in the Council Office drops below £25.

Since Tracy's reduced working hours, both these sums have begun a bit out-of-date. £300 petty cash is probably a more realistic sum these days; the £200 sum has been in place since mid-2015. The £25 limit is probably not necessary as long as the council does not go above the £300 sum. So, if petty cash has dropped to £99, Tracy could then go and get £200 to bring the council back up to just under its £300 limit, rather than having to wait until that sum has dropped to £25.

Simon Cross – **Clerk to the Council**

7th February 2020

The committee AGREED unanimously to the changes proposed. The Financial Regulations Schedule will be updated accordingly.

142/20 ITEMS FOR THE NEXT MEETING (20TH APRIL)

Retrospective Purchase Orders (TK).

The Meeting closed at 09:55.

Chairman: *Cllr Rick McElroy*

Date: **29th June 2020**