

MINUTES of the Meeting of the Finance + General Purposes Committee held at 8.00pm on Thursday 10 August 2017 in the Village Centre, Trinity Road, Hurstpierpoint.

Committee Members Present

Stephen Hand (Chairman)
Amanda Geel
Martin Machan
Rodney Jackson
John Lowman

Also Present:

Stephen Hoyles CLERK TO THE COUNCIL
Charlotte Kempson – ASSISTANT CLERK

F17/020. Apologies for Absence and Declarations of Interest: The following apologies for absence were received prior to the meeting and accepted: Malcolm Llewellyn and Julia Shorrocks. John Lowman, Stephen Hand and Martin Machan declared a Personal Interest relating to item F17/027.7 Buildings: Bowls Club – request for gate accesses. There were no other declarations.

F17/021. Minutes of the meeting of Finance + General Purposes Committee of 13 July 2017: The Minutes were received and accepted and signed by the Chairman.

F17/022. Matters arising from Minutes of the Finance + General Purposes Committee of 13 July 2017: There were no matters not otherwise on the agenda.

F17/023. Adjournment for questions from the public: There being no members of the public present the Committee was not required to consider whether to adjourn the Meeting in accordance with clause 3(e) of Standing Orders, in order to receive questions.

F17/024. FINANCIAL MATTERS:

F17/024.1 Payments and receipts: The Committee was asked to RESOLVE to approve payment of accounts totalling £16,877.31 for month 5 (August 2017) and the total receipts of £114,164.00 for Month 4 (July 2017) which included the sum of £113,009 commuted sum attached to the Highfield Drive parkland. (Ref: Schedule 1 and 2)

RESOLVED: The Committee approves the schedule of payments of £16,877.31 for August 2017.

F17/024.2 Financial monitoring: The Committee noted the Accounts Records for Month 4 (July 2017), in accordance with the Financial Regulations of the Council, as follows:
(1) Bank reconciliation and Trial Balance

F17/024.3. Deposits and Investment: The Committee noted that the Council was holding the following funds on the dates shown:

Ref	Statement Date	Amount	Bank	Ref	Comment
8	05/07/2017	265,027.22	Unity Bank	'20365408	Current
1	30/06/2017	10,367.26	CCLA	'0663140001PC	Deposit
7	06/07/2016	52,140.42	Nationwide	'90001826	Deposit
TOTAL		£327,534.90			

The Committee noted that the reserves were increasing, and that further sums were expected in due course in relation to the Little Park parkland commuted sum. It was noted that there was a £85,000 protected limit on accounts and it was therefore appropriate that sums were distributed to ensure best protection. It was agreed that investigations be made into additional deposit accounts and also some transfers to the CCLA account.

F17/024.4 s106 funds: Further to Minute F17/016.7 (Committee meeting 13 July 2017) the committee noted the current schedule of s106 funds held by Mid Sussex District Council for use in the Parish. It was reported that the time-limited £13,796 Formal Sport allocation had been granted to the Hurstpierpoint Cricket Club. It was agreed that further investigations be made into matching the available funds with the Parish Council's Infrastructure Programme. It was noted that these figures did not include those arising from the Little Park development, nor the commuted sums connected with the parkland land transfers. (Ref MSDC Schedule of s106 funds June 2017)

F17/025. CONTRACTS: The Committee noted the following contracts with a cost over £500 + VAT:

F17/025.1 Streetlighting Replacement Scheme: The contract with SSE is continuing. The outstanding matters were:

Albourne Road: 3 column and 3 bracket lights
Brighton Road: 9 bracket lights
Kemps: 5 bracket lights
Pitt Lane: 1 column
Hassocks Road: 1 column to complete
Highfield Drive: 3 columns to paint

The Council had been advised that SSE are waiting on UKPN to schedule the necessary works and, at this stage, no deadline had been offered. It was reported that some residents of South Avenue were concerned about the brightness of the lights, but it was also noted that the 'light spill' from the new LED lights was much less than the previous halogen type, and that nearby houses were not directly illuminated.

F17/025.2 Streetlighting energy supply: The current contract with E.ON for unmetered electricity supply for the Council's 140 streetlights expires 30 September 2017. Following the replacement of the old stock with new energy-efficient LED lanterns, the Council was renegotiating the contract and it was expected to receive a proposal very shortly. It was agreed that the awarding of the contract would be delegated to the Clerk providing that it was within the 2017/18 Budget.

RESOLVED: The award of the revised streetlighting energy supply contract is delegated to the Clerk, providing that it is within the 2017/18 Budget.

F17/025.3 Travellers barriers: Further to Minute F17/017.3 (Meeting 13 July 2017) the Committee was asked to approve a minor alteration to the price, to include the supply and installation of a side access gate to the barrier at Reeds Lane (north) recreation ground. The previous price was £10,175.00 + VAT and the revised price was £10,390.00 + VAT. (REF: Stronghold email and quotation 28 July 2018)

RESOLVED: The supply and installation of 4 barriers is awarded to Stronghold Ltd at a cost of £10,390.00 + VAT.

F17/025.4 Parish Office : The Committee agreed that an air-conditioning unit is fitted in the office, at an estimated cost of £700 + VAT. It was reported that the VCA (as landlords) had approved the matter. (REF: HP&SCPC email 7 July 2017)

RESOLVED: An air-conditioning unit is fitted in the office, at an estimated cost of £700 + VAT.

F17/026. PROJECTS:

F17/026.1 Action List 2017/18: The Committee noted the Action List for the Council Year 2017/18. (Ref: ACTION LIST 2017/18 rev23 30 May 2017)

F17/026.2 Highfield Drive Parkland: The Committee noted that the completion of land transfer and the receipt of the commuted sum of £113,009 took place 20 July 2017. The Committee agreed that the sum is placed in earmarked reserves for the preparation and ongoing maintenance of the 'Hurst Meadows' parkland. (REF: Mayo Wynne Baxter email 20 July 2017).

RESOLVED: The sum of £113,009 is placed in earmarked reserves for the preparation and ongoing maintenance of the 'Hurst Meadows' parkland.

F17/027. OPERATIONS: (exception reports only)

F17/027.1 Street lighting: Nothing to report.

F17/027.2 Toilets: Pitt Lane toilet: The underpinning work has been completed.

F17/027.3 Trees: Chestnut tree adjacent to Bowls Club, South Avenue Recreation Ground: There was a concern that this tree might be diseased but the Council's tree surgeon had inspected and believed that it is only pest infection. (REF: JL Trees email 2 August 2017)

F17/027.4 Cemetery: Nothing to report.

F17/027.5 Recreation Grounds:

(1) South Avenue Recreation Ground: It was reported that Hurst Festival had requested a small event (as defined by the Council's policy) on 23 September 2017. This involved erecting a small marquee on 22 and removing on 24 September 2017. The Committee approved the request. (ref: Hurst Festival email 3 August 2017)

F17/027.6 Waste bins. The open bin at South Avenue Play Area and has been temporarily replaced with a small wheelybin, to prevent waste being scattered by seagulls. The new bins (previously approved) would be installed in due course. Members reported that there were other locations where bins were inadequate. These were known to be the responsibility of MSDC and Members would provide details to enable the Parish Office to advise accordingly. It was also reported that unauthorised waste tipping had apparently been taking place in Malthouse Lane by the stream (close to Jane Murray Way). Both MSDC environmental health officers and Environment Agency officers had been advised.

F17/027.7 Buildings: Bowls Club – request for gate accesses: As part of the project to expand the Club pavilion, the Club were asking for permission to: 1. Insert a single access gate into the northern boundary hedge, to replace the existing access which will be lost by the extended pavilion; and 2. Widen the existing gate at the SE corner, to enable maintenance machinery to enter. (REF: BRIEFING NOTE Bowls Club – 20 July 2017)

RESOLVED: That permission is granted to the Bowls Club to the requests for both gates.

F17/027.8 Allotments: Nothing to report.

F17/027.9 Village Centre bookings: The Committee noted the ongoing discussions with Village Centre Association regarding payment for work done on the new booking system. (Ref: HP&SCPC email 9 August 2017)

F17/027.10 Village Garden: It was reported that Hurst Festival had requested a small event (as defined by the Council's policy) on 17 September 2017, involving stalls and displays. The Committee approved the request. (ref: Hurst Festival email 8 August 2017)

F17/027.12 Highways: Reference was made to the current WSCC roadworks schedule in the Parish. (REF: WSCC Roadworks August 2017)

F17/027.11 Public enquiries: The Committee was advised that the Parish Office maintains a Customer log of all public enquiries and which is available for inspection by Members.

There being no other business the Chairman closed the meeting at 9.03 pm

Chairman
