

**MINUTES of the Meeting of the Finance + General Purposes Committee held** at 8.00pm on Thursday 12 July 2018 in the Village Centre, Trinity Road, Hurstpierpoint.

**Committee Members Present**

Malcolm Llewellyn (Chairman)  
Amanda Geel  
Stephen Hand

Tony Lank  
John Lowman  
Julia Shorrocks

**Also Present:**

Steve Whitehead  
Stephen Hoyles CLERK TO THE COUNCIL  
Charlotte Kempson - Assistant clerk

**F18/012. Apologies for Absence and Declarations of Interest:** The following apologies were received prior to the meeting and accepted: Rodney Jackson, Martin Machan. There were no declarations of interest.

**F18/013. Minutes of the meetings of Finance + General Purposes Committee of 7 June 2018:** The Minutes were received and accepted and signed by the Chairman.

**F18/014. Matters arising from Minutes of the Finance + General Purposes Committee of 7 June 2018:** There were no matters not otherwise covered on this agenda.

**F18/015. 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 1(d) of Standing Orders, in order to receive questions.

**F18/016. FINANCIAL MATTERS:**

**F18/016.1 Payments and receipts:** The Committee was asked to RESOLVE to approve payment of accounts totalling £11,724.06 for month 4 (July 2018) and the total receipts of £1,200.00 for Month 3 (June 2018) (*Ref: Schedule 1 and 2*)

**RESOLVED: The Committee approves the schedule for payments of £11,724.06 for July 2018.**

**F18/016.2 Financial monitoring:** The Committee noted the Accounts Records for Month 3 (June 2018), in accordance with the Financial Regulations of the Council, as follows:

- (1) Bank reconciliation and Trial Balance (Month 3 June 2018)
- (2) Qtr 1 Income and Expenditure (30 June 2018)

It was agreed that the Budget column should be updated to conform with the changes made at the Committee meeting of 7 June 2018 (Minute F18/008.5). It was noted that the 'gateways' CAPEX costs might be exceeded from the budget provision of £20,000.

**F18/016.3. 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	30/06/2018	202,602.99	Unity Bank	'20365408	Current
1	31/05/2018	65,447.45	CCLA	'0663140001PC	Shares
7	18/08/2017	52,772.33	Nationwide	'90001826	Bond
9	09/02/2018	33,000.00	Nationwide	'90114712	Bond
10	10/05/2018	50,000.00	Cambridge + Counties	15011214	Deposit
	<b>TOTAL</b>	<b>£403,822.77</b>			

**F18/016.4 Unity Bank – revised charges:** The Council had been advised of changes to bank charges, meaning that the cost of cash paid in will rise from 20p to 50p per transaction, and that cheques paid in will rise from 10p to 30p per item. The effect on the Council's budget would be immaterial. (*REF: Unity Bank ltr 29 June 2018.*)

**F18/017. CONTRACTS:** The Committee noted the following contracts with a cost over £500 + VAT:

**F18/017.1 Street lighting Replacement Scheme:** The contract with SSE was largely complete but the following matters remain outstanding: Brighton Road – 3 lanterns to be replaced, Chestnut Grove – 2 columns to be replaced, reference labelling of all lights, 15 older columns to be painted (but this was an extra to the contract. To date no response had been received to the Council's letter of 7 June 2018 regarding the performance of the contract, and a further detailed email was issued 28 June 2018 listing the outstanding matters for attention. The Parish Office was seeking to further write to SSE senior management. The Council currently holds two invoices from the contractor totalling £42,017.78 + VAT, with payment pending a resolution of the outstanding matters. Meanwhile 134 streetlights were operating satisfactorily and the Council was now benefitting from the reduced energy consumption of the LED lights, giving an annual saving of approximately £2,700 pa.

**F18/017.2 Hurst Meadows (Contract 2 – Little Park):** The fencing and gates had been installed. There remained the placing of 'MoT' on some paths and the installing of temporary signs (as for Highfield Drive Meadows). The Council's contractor carried out a 'topping' of the growth in the fields over the weekend 23/24 June 2018 (thistle and dock) to limit seed spread. Whilst this was generally supported by the public, there had been one objection on the grounds of damage to wildlife. It was understood that the topping should have been left until later in the year. The matter had been reported to the Hurst Meadows Advisory Board.

**F18/017.3 Waste bins - Hurst Meadows:** Further to the meeting of the Hurst Meadows Management Committee (21 June 2018 Minute PA18/011) quotations had been received for the provision and waste collection for 5 sets of general plus dog waste bins. The costs were: Supply only: £2,267.35 +VAT; installation £500 + VAT; weekly waste collection and disposal £50 + VAT (£2,600 +VAT pa). The costs would be met from the Hurst Meadows budget (Codes: 6013, 6014 and 2202). It was noted that the opportunity might in due course emerge for the collection to be combined with that for the remainder of the Parish and currently undertaken by MSDC. (REF: Glasdon quote ref Q/256471 - 4 July 2018; Sussex Waste quote 6 July 2018; BRIEFING NOTE Hurst Meadows waste bins email 6 July 2018)

**RESOLVED: Hurst Meadows: 5 sets of general and dog waste bins installed and a weekly waste collection implemented, at a cost of £2,267.35 +VAT (supply only); £500 + VAT (installation); £2,600 +VAT (annual waste collection).**

**F18/017.4 Chantry Stables:** The contractor Ferguson had advised a start date of 17 September 2018 for the repairs work, which was considered acceptable.

**F18/017.5 Public toilets- handwash maintenance:** The contract for the maintenance had been renewed at a cost of £925 + VAT for the 12-month period. (REF: Wallgate Ltd Quotation 2620 26 June 2018)

**F18/017.6 Office air-conditioning:** The Committee noted that Council had previously approved the installation of a/c in the Parish Office (Finance + General Purposes Committee Minute F17/025.4). A quotation had been received from H&D to supply and install a wall-mounted heat pump and external inverter unit for a cost of £1,515 + VAT plus an estimated £600 + VAT for the electrical work. Due to the need for an early installation, a request was made to the Chairman and VC of the Committee, for permission to proceed which was approved and the order placed. It was understood that the unit will be installed 17 July 2018 and the cost will be met from the office costs budget. (REF: H&D quotation 2 July 2018)

#### **F18/018. PROJECTS:**

**F18/018.1 Action List 2017/18:** The Committee noted the Action List for the Council Year 2018/19. (Ref: ACTION LIST 2018/19 rev28 3 July 2018)

**F18/018.2 Village Gateways:** Following the meeting of Council 28 June 2018 further consultations were taking place on the 3 locations in Sayers Common and the 4 in Hurstpierpoint, on the detail designs of the gateways. It was intended that these would be finally approved by Council at its meeting 26 July 2018 and proposals for the contract for supply and installation would be considered by this Committee at its September meeting. The Council also asked for a further gateway to be installed in Malthouse Lane and this was currently being investigated.

**F18/018.3 Court Bushes Community Hub:** The internal layout had been agreed with MSDC but the outstanding issues remained the extent of the outside space and curtilage, the commitment of the key user groups, and the terms of the long lease with landowner MSDC. A meeting had been proposed with senior representatives of Mid Sussex District Council to confirm the framework agreement.

**F18/018.4 Reeds Lane play area:** Further to the previous report to the Committee (7 June 2018) consultations with local residents started 29 June 2018 and would close 31 July 2018. A detailed specification would then be prepared for consideration by the Committee.

**F18/018.5. Village Garden Sculpture Plaque:** The Committee considered the placement of an engraved plaque explaining the Circle of Children Sculpture in the village garden. The plaque was to be made from York Stone to match the plinth, and laid flat in front of the sculpture replacing an existing slab. Invitations had been sent out to two contractors and both were received. It was recommended that the work is awarded to Tilleys Stonemasons for the sum of £1,300.00 +

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VAT. And the proposed layout for the plaque agreed. ( Budget code 2207) (Ref: Children of the Fair proposed layout – ATTACHED)

**RESOLVED: The Committee agrees to the installation of the plaque by Tilley's Stonemasons for the sum of £1,300.00 + VAT and agrees to the proposed layout.**

**F18/019. OPERATIONS:** The Committee noted (exception reports only):

**F18/019.1 Street lighting:** (No report)

**F18/019.2 Toilets:** (No report)

**F18/019.3 Trees:**

**(1) Tree Survey:** The Committee noted that a routine tree survey had been commissioned of all trees known to be owned by the Council. This prioritised tree surgery work that should be undertaken as urgent, and that which can be undertaken later. Only one item required early attention, being the large dead oak in St Georges/Latchetts Lane by the entrance to Hurst Meadows. It had been acknowledged that this tree, although dead, was in an iconic position and should be retained as much as possible. It was accepted that it could be made safe by removing and trimming branches and does not require felling. On other issues, it was reported that due to the current hot dry weather there was some concern about the lack of water for trees planted in verges around the Parish by Hurstpierpoint Society. It was understood that these were to be the responsibility of the neighbouring householders for the first three years, and then revert to the Highway Authority WSCC. (REF: Tree Safety and Condition Survey PJC consultancy. 23 May 2018)

**F18/019.4 Cemetery:**

**(1) Cemetery boundary wall:** Further to the previous report to the Committee (7 June 2018) contact had been made with both the Planning Authority (MSDC) and the neighbour regarding the possible replacement with a fence and hedge. The Planning authority have not commented and a response from the neighbour was awaited.

**F18/019.5 Recreation Grounds:**

**(1) South Avenue Recreation Ground:** The Clerk had granted permission to the following for a 'small event' as described by the Council's policy:

(a) St Lawrence School – leavers' picnic : 24 July 2018.

(b) RNLi Treasure hunt: 22 July 2018

**(2) Tennis Club access:** It had come to the attention of the Council that the access footpath to the courts consisted of a row of uneven slabs and a better more even path would be preferable. It was proposed that the 10m length is replaced with a full-width concrete slab path at an estimated cost of £700 +VAT. (Budget code 2201). However, the Committee noted that there were other similar paths serving the play area and that these would also be investigated before a decision was made. (REF: Tennis club email 15 June 2018)

**(3) RoSPA safety report:** A routine safety inspection of the Council's play equipment had been undertaken by RoSPA. The following matters were highlighted:

(a) Reeds Lane Recreation Ground: the need for signs explaining the use of the adult gym equipment. A quotation had been received for bespoke signs at a cost of £466.30 +VAT plus installation estimated at £200 +VAT (Budget code 2214) and an order has been placed.

(REF: RoSPA Safety Report: Reeds Lane Recreation Ground)

(b) South Avenue Recreation Ground: The margin around the trampoline had sunk and the ground required levelling. This has been done.

(c) South Avenue Recreation Ground: one corner of one of the slides had moved and required resetting. This required the manufacturer to correct and an instruction has been given.

(REF: RoSPA Safety Report: South Avenue Recreation Ground)

**F18/019.6 Waste bins:** A wasps nest had been reported in one of the South Avenue Recreation Ground bins. This was being addressed.

**F18/0197 Buildings:** (No report)

**F18/019.8 Allotments:** (No report)

**F18/019.9 Village Centre:**

**(1) Booking system:** The booking system was now working satisfactorily and the new Assistant Clerk was assuming responsibility for the day to day management. The invoicing system of the software had not been satisfactory, requiring complex and multiple inputs, and it had therefore been decided to create a bespoke Excel software based invoicing and bookkeeping record which was currently being tested. The HVC trustees had been advised of this arrangement.

**(2) Village Centre lease:** It was reported that Cllr John Lowman had resigned as trustee of the Hurstpierpoint Village Centre Association (HVCA). There was some concern expressed regarding the actions following the Fire Risk Report (October 2017) and about the requirements of the insurance cover. It was agreed that the Council would seek clarification on its liabilities as 'custodian trustee' under the terms of the head-lease with WSCC, and that legal advice would be sought.

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**F18/019.10 Village Garden:**

(1) There had been concern that some of the foliage has outgrown the Garden and, although maintained on a routine basis, now required some significant trimming. Both the Council's current maintenance contractors had been invited to quote for this one-off task and the offer of £250 +VAT has been accepted from Barcombe Landscapes. (Budget code 2201) (*REF: Barcombe Landscapes Village Garden email 30 June 2018*)

**F18/019.11 Highways:** (No report)

**8.12 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 9.12 pm

Chairman

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