

MINUTES of the Meeting of the Finance + General Purposes Committee held at 8.00pm on Thursday 7 March 2019 in the Village Centre, Trinity Road, Hurstpierpoint.

Committee Members Present

Rodney Jackson (Chairman)
Stephen Hand
Tony Lank

Malcolm Llewellyn
John Lowman
Julia Shorrocks

Also Present:

Allan Brown
Stephen Hoyles CLERK TO THE COUNCIL
Paul Mayne – Assistant Clerk

F18/075. Apologies for Absence and Declarations of Interest: The following apologies were received prior to the meeting and accepted: Martin Machan. The following declarations of interest were noted: Rodney Janckson, Minute F18/080.3. Tree surgery:

F18/076. Minutes of the meetings of Finance + General Purposes Committee of 7 February 2019: The Minutes were received and accepted and signed by the Chairman.

F18/077. Matters arising from Minutes of the Finance + General Purposes Committee of 7 February 2019: There were no matters not otherwise covered on this agenda.

F18/078. Adjournment for questions from the public: There being no members of the public present the Committee was not required to adjourn the Meeting in accordance with Clause 19d) of Standing Orders.

F18/079. FINANCIAL MATTERS:

F18/079.1 Payments and receipts: The Committee was asked to RESOLVE to approve:

- (1) Revised payments of £18,739.46 for Month 11 (February 2019). The change being an addition of £1,091.97 salary payment. (REF: *CONFIDENTIAL BRIEFING NOTE Salary – February 2019 21 Feb 2019*)
- (2) Payments of £15,090.22 for month 12 (March 2019) and total receipts of £5,560.00 for Month 11 (February 2019) (Ref: *Schedule March 2019*)

RESOLVED: The Committee approves

- (1) the revised schedule of payments of £18,739.46 for February 2019.
- (2) the schedule of payments of £15,090.22 for March 2019.

F18/079.2 Financial monitoring: The Committee noted the Accounts Records for Month 11 (February 2019), in accordance with the Financial Regulations of the Council, as follows:

- (1) Bank reconciliation and Trial Balance

F18/079.3. 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	27/02/2019	115,058.62	Unity Bank	'20365408	Current
1	31/01/2019	65,728.10	CCLA	'0663140001PC	Shares
7	28/08/2018	53,171.45	Nationwide	'90001826	Bond
9	13/02/2019	33,249.04	Nationwide	'90114712	Bond
10	10/05/2018	50,000.00	Cambridge + Counties	15011214	Deposit
11	31/10/2018	35,000.00	Cambridge + Counties	15012689	Deposit
	TOTAL	£352,207.21			

F18/079.4 Financial Regulations – review of Direct Debits and Standing Orders: In accordance with the Council's Financial Regulations (15 May 2015; 5.6 and 6.7) the Committee was required to review the instructions to the bank for Direct Debits and Standing Orders. (Ref: *Schedule of instructions to the bank for Direct Debits and Standing Orders - 31 March 2019*)

RESOLVED: The Schedule of instructions to the bank for Direct Debits and Standing Orders (31 March 2019) is approved.

F18/079.5 Internal Audit and Year-end 2019: The Committee noted that the Internal Auditor will be visiting 25 April 2019 to inspect the Year-end accounts and Annual Return 2019.

F18/080. CONTRACTS: The Committee was asked to note the following contracts with a cost over £500 + VAT:

F18/080.1 Streetlight replacement scheme: The Committee was advised that the following remain outstanding: 1 column to be painted; all columns to be labelled; 1 'gear-tray' repair at Hassocks Road; certification to be provided.

F18/080.2 Village Garden and War Memorial maintenance – Contract B: The Committee was asked to approve the appointment of the preferred contractor for the routine maintenance of the Village Garden and the War Memorial grounds in Hurstpierpoint. The contract included a requirement to offer a planting plan for the Garden, and it was intended to run for 5 years with an option to extend for further two years. Invitations were issued to 4 contractors with a response date of 4 March 2019 but in the event only one quote was received. The offer was from a contractor well-known to the Council for quality work and the price was considered to be reasonable. However, it was noted that the budget 2019/20 (Code 2205) allowed £2200, leaving an expected shortfall of £1100. It was expected that other costs might be less (such as Code 2214) and therefore agreed that the quote would be accepted. (REF: Tender pack: Village Garden + War Memorial maintenance CONTRACT B – Feb 2019; Greenscene Tender – Village Garden 4 March 019)

RESOLVED: Greenscene Landscapes is awarded the 5-year grounds maintenance contract for the Village Garden and War Memorial at a price of £3,294 for year 1 and £17,488.29 for the 5-year work.

F18/080.3. Tree surgery: (Committee Vice-chairman Malcolm Llewellyn chaired the meeting for this item.) The Committee noted the results of the Hurst Meadows Woodland (Wilderness and Tilleys Copse) tree survey, which had been reported to the Advisory Board (21 February 2019). Following the Parish-wide tree survey undertaken in March 2018 and the Hurst Meadows woodland survey in February 2019, it was now intended to carry out surgery on those trees with a 'amber' designation for works. Quotes were being sought from contractors previously used by the Council. (REF: PJC Tree Condition and Safety Survey 23 May 2018; PJC Hurst Meadows Tree Condition and Safety Survey 5 February 2019)

F18/080.4 Cemetery wall repairs: Advice had been received that the appointed contractor has withdrawn from the work. It had been expected that work would start February/March 2019. The Parish Office was reviewing previous quotes and would bring a new recommendation to the Committee as soon as practicable. (REF: Stablehouse Construction email 27 February 2019)

F18/080.5 Seat at Marchants Road: It was reported that, following a request from Hurstpierpoint Society, an application had been made to WSCC to place a new seat in the east verge at the junction of Marchants Road and Trinity Road. WSCC had held a public consultation resulting in one objection and two petitions totalling 30 in support. However, WSCC had said that they would reject the proposal on account of the objection, but the Parish Office had requested that they review the matter in light of the considerable support. The seat had been delivered but not installed and advice was awaited from WSCC. (REF: HP&SCPC email Marchants Road bench 6 March 2019)

F18/081. PROJECTS:

F18/081.1 Action List 2018/19: The Committee noted the Action List for the Council Year 2018/19. It was noted that the Staff Handbook and the Heritage Trail projects were not being progressed. It was suggested that the Heritage Trail might be a project that Hurstpierpoint Society might take forward. (Ref: ACTION LIST 2018/19 rev32 28 February 2019)

F18/081.2 Hurstpierpoint Museum & Heritage Group: The Committee was asked to consider the matter of the insurance of the HM&H Group displays in the cabinet in the Village Centre foyer. The Group was looking to reduce costs and in particular to avoid the £180 pa insurance, which is primarily for the public liability requirements for the cabinet. It was noted that an agreement made 2 February 2006 between the Village Centre Association and HM&HG provided for the cabinet to be occupied. The cabinet would be insured under the general provisions of the Village Centre. However, the agreement had expired in February 2016 and not renewed. It was therefore agreed that a new agreement should be made, between the Village Centre charity and HM&HG and the insurance cover would continue. It was noted that the insurance of the artefacts would continue to be matter for HM&HG. (REF: HVCA Agreement 2 February 2006)

F18/082. OPERATIONS: The Committee was asked to note (exception reports only):

F18/082.1 Street lighting: (No report)

F18/082.2 Toilets: (No report)

F18/082.3 Trees: A large fallen limb in Reeds Lane Recreation Ground (north) had been inspected and judged to require removal, and work is in hand.

F18/082.4 Cemetery: Plot E29: a request had been made for a triple depth burial. It had transpired that the Council had previously given permission when granting the plot in the 1970's. Whilst this was not now accepted practice, it was agreed that permission would be granted.
