



The minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE**
held on **Monday 7th February 2022** at **7.30pm**
at Willingdon Community School, Broad Road, Willingdon.

Present: Cllrs Jim Gleeson (JG), (Chairman), Ben Clennell (BC), Howard Coote (HC) (Virtual), Christina Lynn (CL), Douglas Murray (DM), Ian Nisbet (IN), Fran Pritchett (FP), John Pritchett (JP) (Vice Chair), Stephen Shing (SS) (Virtual), Ryan Weedon (RW).

In Attendance: Stephen Keogh – Parish Clerk (SK)

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
FGP22/01	Apologies, Councillors not present and notification of substitutes There were apologies received from Gareth Morgan who was unwell. These apologies were NOTED. There were apologies from Cllrs Howard Coote due to illness and Stephen Shing due to work commitment, who attended Virtually These apologies were NOTED and APPROVED There were apologies received from Cllr John Martin who was on Holiday These apologies were NOTED and APPROVED Cllr Ryan Weedon substituted for Cllr Martin.	
FGP22/02	To accept the minutes of the meeting held on Monday 13th December 2021 RESOLVED: The minutes of Monday 13th December 2021 were accepted as an accurate record and would be signed by the Chairman.	
FGP22/03	Declarations of interest There were declarations of Interest from all Members as they are Trustees of Huggetts Lane Recreation Ground.	
FGP22/04	Public Question Time – to deal with any questions received from members of the public relating to items on this agenda. The chairman of the Jevington residents' association attended and asked the following question: The SDNP and Jevington are working with ESCC to prepare a report regarding road safety measures and driving measures in Jevington. <i>The SDNP has a CIL Projects fund which the Group need to apply for through the Parish Council. The group would like the Parish Council to support the bid and to help in completing the forms and chasing up the report. This was agreed in principle pending sight of the relevant documentation</i> Cllr S Shing asked if he could work with the group. This was agreed. The Clerk would liaise with the SDNP and ESCC to try to get the details.	
FGP22/05	Parish Clerks Report on Items Not on The Agenda The report regarding the co-option and the library lease was NOTED.	

FGP22/06	<u>Administrative Matters</u> (i) <u>Property Matters</u> The Clerk's report was NOTED. The Clerk highlighted the recent issues at the disabled toilet with the visitor who was seen to be putting bags of dog waste and other items in the toilet. Members were asked if they could identify the person. The details have been passed to the police. (ii) <u>Website/social media</u> The Clerk's report was NOTED. The review of the website was awaited. (iii) <u>Newsletter and Publicity</u> The Clerk's report was NOTED. It was noted that the delivery service had now stopped and that alternative arrangements were required. The Royal Mail was offered as a suggestion. Cllr Clennell said he could deliver in Jevington. (iv) <u>Meeting Dates for 2022-2023</u> The Clerk's report was NOTED. It was asked if the Full Council 2023 needs to be moved due to the elections. The Clerk had circulated the latest timetable of meetings for 2022-2023 with the agenda. It was AGREED to RECOMMEND to Full Council that subject to the Annual Council 2023 being moved to 15th May 2023 that the meeting dates be adopted.	
FGP22/07	<u>Financial Matters</u> (i) <u>To Consider a report from the Responsible Finance Officer</u> RESOLVED: To NOTE the report of the RFO. Internal Audit Reports, The Clerk was thanked for his work to get a clean audit report. Annual consideration of Councillors Remuneration and Allowances Scheme, Letter to the MP has been sent and will be circulated to other clerks and request that they to do a similar action. (ii) <u>Payments List for agreement</u> RESOLVED: To APPROVE the list of payments totalling £11,197.41 (iii) <u>Banking Options</u> (iv) <u>Hardship Fund</u> The report was circulated with the agenda highlighting the request from Cllr Weedon regarding the possibilities for some funds being available for families who may drift into fuel poverty. The CAB would administer the funds and assess the applicants for their suitability. All applicants will be expected to be residents of the Parish. The Clerk's report was NOTED. Members felt that the fund should be advertised in the correct circles with the CAB being the proposed group to administer the fund. It was AGREED to RECOMMEND to Full Council that £1000 be set aside for the rest of the financial year. It was AGREED to RECOMMEND to Full Council that a further amount would be agreed for the 2022/23 financial year. (v) <u>Budgetary Controls – income and expenditure to date</u>	<u>SK</u> <u>SK</u> <u>SK</u> <u>SK</u>

	RESOLVED: Members NOTED the report of the RFO. (vi) Grant Application The application, circulated with the agenda, was NOTED It was AGREED to RECOMMEND to Full Council that the grant of £520.00 be awarded. The groups were asked to register the Defibrillator with the British Heart Foundation who circulate the information to the emergency services.	
FGP22/08	<u>Recommendations from Recreation Committee</u> (i) <u>Huggetts Lane Play Area</u> The Clerk's Report regarding the choice of contractor for the Huggetts Lane Play Area Project contract was NOTED. It was AGREED to RECOMMEND to Full Council that HAGS Play be awarded the Huggetts Lane Play Area Contract for £50,000 and that the funds would be released from the CIL Reserve. (ii) <u>Tott Yew Recreation Ground Green Gym</u> The Clerk's Report regarding the choice of contractor for the Huggetts Lane Play Area Project contract was NOTED. It was AGREED to RECOMMEND to Full Council that the Great Outdoor Gym Company be awarded the Tott Yew Green Gym Contract for £15,630 and that the funds would be released from the CIL Reserve.	<u>SK</u>
FGP22/09	<u>Policing Matters</u> (i) <u>Liaison with Police - CSAG</u> The Clerk's report was NOTED. Cllr John Pritchett confirmed that he attended these meetings. The level of crime seems to be reducing in most areas. (ii) <u>Willingdon Speed-watch</u> The Clerk's report was NOTED. The Clerk was to distribute a recruitment poster to encourage people to sign up, as the possible amalgamation with Polegate has been refused. (iii) <u>Willingdon Neighbourhood Watch</u> The Clerk's report was NOTED.	<u>SK</u> <u>ALL</u>
FGP22/10	<u>Parish Governance Sub Committee</u> (i) <u>To consider the report to WDC regarding the Governance Review</u> The Clerk's update regarding the Governance Sub Committee report was NOTED. It was AGREED to RECOMMEND to Full Council that the proposals in the report are to be accepted. The report needs to be completed by the Sub Committee to ensure there are no reasons for refusal. It was AGREED that the report should be ready for Full Council to sign off on 28th February 2022	<u>SK</u>
FGP22/11	<u>Liaison with Schools</u> (i) <u>Liaison with Primary School</u> Cllr Morgan has been unable to contact the school due to the pandemic. The Clerk reported that the New Headteacher had helped with the consultation on the new play area equipment for Huggetts Lane Recreation Ground. (ii) <u>Liaison with Community School – Cllr J Pritchett</u> Cllr John Pritchett has been unable to meet the student council as previously planned because of the current Covid situation.	

FGP22/12	<u>Review of Council Policies.</u> (i) <u>Co -Option Application</u> The Clerk's report was NOTED . It was AGREED to RECOMMEND to Full Council that no changes were required at the current time. (i) <u>CIL Receipt Policy</u> The Clerk's report was NOTED . It was AGREED to recommend to Full Council that the new policy/protocol should be adopted with no further changes. (ii) <u>Grants Policy</u> The Clerk's report was NOTED . It was AGREED to recommend to Full Council that no changes were required at the current time.	
FGP22/13	<u>Personnel Matters</u> (i) Update on Personnel Matters. The Clerk's report was NOTED . The office staff are slowly returning to normal hours in the office but are still wary due to the high case numbers in the area. Cllr Gleeson advised that there may still be a new wave in the coming months.	
FGP22/14	<u>Risk Management – to consider the effects (if any) arising from items on the agenda</u> The issues surrounding the Pandemic are still uncertain.	
FGP22/15	<u>Urgent Matters – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee.</u> None.	
FGP22/16	<u>Date of next meeting</u> The next meeting is scheduled for Monday 11 th April 2022	

Meeting closed at 9.07pm

Signed Committee Chair.....

Date.....