



The minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE**
held on **Monday 1st June 2020** at 4 pm
Virtual meeting.

Present: Cllrs Andy Watkins (AW) (Chairman) Ben Clennell (BC), Martin Cooper (MC), Christina Lynn (CL), Douglas Murray (DM), Ian Nisbet (IN), Fran Pritchett (FP), John Pritchett (JP), Stephen Shing (SS).

In Attendance: Stephen Keogh – Parish Clerk (SK)

<u>Item</u>	<u>Subject</u>	<u>Action By</u>															
FGP20/72	<u>Apologies, Councillors not present and notification of substitutes</u> There were apologies received from Cllr John Martin, Howard Coote and Jim Gleeson who were at work. Cllr Ben Clennell was in attendance and agreed to substitute (without voting rights) for Cllr Coote.																
FGP20/73	<u>To accept the minutes of the meeting held on 3rd February 2020</u> <u>RESOLVED:</u> The minutes of 3rd February 2020 were accepted as an accurate record and would be signed by the Chairman.																
FGP20/74	<u>Declarations of interest</u> Members declared an interest in the Grants, and these would be noted at that item.																
FGP20/75	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. The public had been asked to submit questions before the meeting to the Parish Clerk. There were no questions.																
FGP20/76	<u>Parish Clerk's Report</u> The Clerk's report was NOTED . The Chairman asked for a risk assessment to be completed by the Clerk for the school's community room with particular reference to access and the separation of the public from Members attending and for that to be available before recommencement of meetings at the school. Cllr J Pritchett asked for more details regarding the proposed portable loop system, The Clerk said that the details would be available for the next Full Council meeting.	<u>SK</u> <u>SK</u>															
FGP20/77	<u>Grants</u> <u>To consider applications from community groups</u> Following questions and discussion it was AGREED unanimously to recommend to Full Council to award the following grants from the allocated budget of £8,800. <table border="1"> <thead> <tr> <th>Organisation</th><th>Amount</th><th>Declared interest</th></tr> </thead> <tbody> <tr> <td>Cuckmere Buses</td><td>£800</td><td></td></tr> <tr> <td>EESAB Polegate</td><td>£100</td><td></td></tr> <tr> <td>JPK Sussex Project</td><td>£2,000</td><td>Cllrs Watkins, F & J Pritchett</td></tr> <tr> <td>Kent, Surrey, and Sussex Air Ambulance</td><td>£600</td><td></td></tr> </tbody> </table>	Organisation	Amount	Declared interest	Cuckmere Buses	£800		EESAB Polegate	£100		JPK Sussex Project	£2,000	Cllrs Watkins, F & J Pritchett	Kent, Surrey, and Sussex Air Ambulance	£600		
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Community School, Quicken Trust	£1,000	All Members
Kingfisher Band	£600	Cllrs J & F Pritchett
Messy Church (St Mary's Church)	£280	Cllrs J & F Pritchett
St Andrews Church Jevington	£650	Cllr Clennell
St Mary's Church Willingdon	£1,000	All members
Willingdon FC Under 7s	£400	
Victim Support	£300	
Total	£7,130	

All grants were recommended subject to the usual condtions.

Cllr J Pritchett asked about the Paragon Fields application and was advised that had been received too late to be included on the agenda.

It was noted that the grant to Willingdon Community School was in relation to the Kabubbu Project which would not now take place in 2020. It was agreed to award the grant on the basis that the trip would be made in 2021 and the grant would be paid in Spring 2021after confirmation had been received next year that the trip would take place.

Cllr Lynn commented that there seemed to be quite a variation between the amount different Councils were willing to give the groups.

Cllr J Pritchett was concerned that due to the Covid-19 lockdown, some churches were struggling to make money as there was no congregation to donate each week.

FGP 20/78 Financial Matters

Council Insurance

The Clerk's report was **NOTED**.

It was **AGREED** to ratify the Decision of the Chairman Clerk and F & GP Committee Chairman to renew the Councils insurance policy with Zurich.

It was **AGREED** to take the 5-year option as this would be best value.

FGP20/79 Financial Matters

i. To consider a report from the Responsible Finance Officer

Members **NOTED** the report of the RFO about the latest income and expenditure

i. End of Year Accounts 2019-2020

RESOLVED: Members **NOTED** the RFO's report and the figures contained in the documents.

ii. Recommendations from Internal Audit Report

Members **NOTED** the report of the Auditor.

iii. Approve the Annual Return and Recommend for Full Council

Members **Noted** the contents of the Annual Return and there being no comments or concerns it was **RESOLVED** to recommend to Full Council to Approve the Annual Return and sign the sections 1 and 2.

iv. Reconciliation and Payments 2019-2020 List for agreement

RESOLVED: To **APPROVE** the reconciliation & **NOTE** the payments list had already been agreed through the year.

v. Budgetary Controls 2020-2021 – income and expenditure report

RESOLVED: Members **NOTED** the report of the RFO.

vi. Consideration of proposed Councillors Remuneration and Allowances Policy

Members **NOTED** the report of the RFO and it was **AGREED** to recommend to Full Council the Allowance and Remuneration Policy be adopted subject to one sentence being removed.

SK

	It was NOTED that even if a scheme was adopted Members did not have to accept any payment. vii. Ratify the Decision to Apply for a Deposit Account for CIL Payments. The Clerks Report was NOTED. RESOLVED: To ratify the decision of the Clerk, Chairman of the F & GP Committee, and the Council to apply for a new Deposit Account for the CIL Payments to be saved. viii. Consideration of CIL monies already received and expected during next financial year The Clerks Report was NOTED. The Chairman reminded Members that there was no community facility or even a Polling Station provided anywhere in Willingdon on the eastern side of the A2270 and very careful consideration needed to be given to what could be provided with the CiL receipts. Cllr Murray commented that the access points to the proposed Brodricklands recreation ground needed to be investigated as this might affect the popularity of the new sports pavilion and facilities. The Clerk was requested to find out the full amount expected from the development. Cllr Pritchett asked that the County Council be asked about their plans for the library and the Council should investigate the cost to purchase the building. It was noted the need for new medical facilities needed to be investigated. Cllr Lynn asked if there was still a need to work on the neighbourhood development plan. The Clerk said this was to be looked at in conjunction with the new Wealden Local Plan but there might be no point if there are no major developments in the future. The Chairman asked that the next Full Council meeting consider the options and for the Council to give the committee a steer as to which options they wished to be investigated further and the priority to be given to each. ix. Internet Banking Update It was noted that the cheque signatories were to be updated at Full Council and at this point the Clerk would contact the bank.	<u>SK</u> <u>SK</u> <u>SK</u> <u>SK</u>
FGP20/80	<u>Personnel Matters</u> i. Update on Personnel Issues. The Clerk's Report was <u>NOTED</u> The Chairman asked that a written Covid-19 Risk Assessment for the Parish office and Cemetery be carried out. The Clerk explained that the staff had agreed a system and procedure for the cleansing of the office after use each day and when visitors have been in the building. The Chairman asked that a Personnel Sub Committee Meeting be arranged in June and before the next Full Council meeting to discuss personnel issues raised regarding Covid-19, staff working from home and any other matters needing attention appropriate to the Sub-Committee.	<u>SK</u> <u>SK</u>
FGP20/81	<u>Risk Management – to consider the effects (if any) arising from items on the agenda</u> None	
FGP20/82	<u>Urgent Matters – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee.</u> Cllr J Pritchett said that the Southern Land Services and Streetlights contractors should be commended for their work through the Covid-19 period so far and commented that the flower troughs and lamp columns were looking very impressive.	
FGP20/83	<u>Date of next meeting</u> To be confirmed	

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Meeting closed at 9.20pm

Signed Committee Chair.....

Date.....