

Parish Clerk
The Parish Office,
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The minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE**
held on **Monday 23rd June 2025** at 7.30pm
At the Willingdon Community Hub Library, Coppice Avenue, Willingdon.

Present: Cllrs Ian Nisbet (Chair), Ben Clennell (BC), Martin Cooper (MC), Christine Payne MBE (CP),
Fran Pritchett (FP), John Pritchett BEM (JP), Ruth Sheppard (RS), Stephen Shing (SS), Andy Watkins (AW),
Ryan Weedon (RW).

In Attendance: Nicola Williamson –Parish Clerk (NW).

<u>Item</u>	<u>Subject</u>	<u>Action By</u>
FGP25/30	<u>Apologies, Councillors not present and notification of substitutes</u> There were apologies from Cllr Howard Coote who was away. These were NOTED and ACCEPTED .	
FGP25/31	<u>To accept the minutes of the meeting held on Monday 7th April 2025</u> RESOLVED: The minutes of Monday 7 th April 2025 were accepted as an accurate record signed by the Cllr Ian Nisbet (Chair).	
FGP25/32	<u>Declarations of Interest</u> There were no declarations of interests.	
FGP25/33	<u>Public Question Time</u> – to deal with any questions received from members of the public relating to items on this agenda. There were no members of the public present.	
FGP25/34	<u>Parish Clerks Report of items not on the agenda</u> The Clerk's previous circulated report was NOTED . NW reported that movement of funds that was agreed at the last meeting would take place in the next two to three weeks as NW had annual leave coming up. NW reported that the year end audit was now with the external auditor.	NW
FGP25/35	<u>Administrative Matters</u> (i) Property Matters It was noted at the MITP event in Huggett's Lane Recreation that the disabled toilet is being overlooked when it comes to being cleaned. Also, it had been reported that the door was continually being left open for residents without a key to be used. A notice has been put up in the toilet to remind residents that the door should be securely closed after use. Members asked if an automatic spring could be put on the door, NW reported that she would check if this could be done on this particular door as it was for disabled people who might struggle with a automatic spring door. NW to contact the PC cleaner who has agreed to clean this toilet once a week on a Monday evening. At the last meeting it was agreed to send a letter to ESCC Executive Becky Shaw to ask if the PC would	

	purchase the library. Although the PC have a five-year lease with ESCC, the PC would prefer to purchase the library. Becky Shaw informed the PC that ESCC do not wish to sell the freehold of the asset. NW confirmed that she has applied for the library to be a community asset again, as this must be applied for every five years. (ii) Website and Social Media Members were reminded that if they want anything added to the website to contact the office. The website is continually kept up to date with current news. (iii) Newsletter NW reported that the next newsletter will go out towards the end of July so any items Cllrs would like to see in the newsletter please let the office know. Items suggested were the flower troughs, police update and about reporting all crimes (however small) to the police. Updates on Meadowburne and MMF sites. Cllr Fran Pritchett thanked Southern Land Services for such an excellent job with the flower troughs that are around the Parish.	
FGP25/36	<u>Financial Matters</u> (i) To consider report from Responsible Finance Officer Members NOTED the RFO's report. (ii) Reconciliation for March and April 2025 for agreement Cllrs Cooper has completed the March Councillor checks and Cllr Nisbet to complete the Councillor checks for April 2025. RFO Andy Beams has completed the monthly reconciliation satisfactorily. This was NOTED by the Members. (iii) March and April Payment Lists for agreement It was RESOLVED to APPROVE the payment list for March 2025 totalling £23,076.92. It was RESOLVED to APPROVE the payment list for April 2025 totalling £102,950.58. (iv) Budgetary Controls – Income and expenditure to date for all committees It was RESOLVED to NOTE the income and expenditure report. (v) Earmarked and CIL Reserves It was RESOLVED to NOTE the earmarked reserves and CIL report after Members queried amounts for Bus Shelters, Allotments and Village Halls. (vi) Asset Register and Insurance During the last F & GP meeting, several Members raised questions regarding discrepancies between the asset register and the insurance documents. NW reported that she had checked with the insurance company to check that the figures were accurate and consistent and amended as necessary. Cllr Payne asked about how the Personal Accident insurance works for staff and Members. NW reported that both staff and Members are covered by this insurance in the event of an accident occurring during working hours or while driving for work purposes. Members asked how many claims had been made, NW reported in the last 12 years there had only been one claim made by a member of public and the insurance paid out a one-off payment. Members asked if the Meadowburne Pavilion had been added to the insurance yet. NW reported this would happen when the building work has been completed and handed over to the PC. It would then need a valuation to be carried out. Cllr Fran Pritchett asked if a defibrillator would be installed at the Pavilion. NW confirmed this has been agreed.	<u>NW</u>

FGP25/37	<u>Co-option of new Members update</u> NW reported that following the co-option application process with the deadline of Monday 9th June 2025, there are three candidates. The candidates are Dionne Daniel, Terry Dorsett and Nicholas Taylor. The applications for co-option will be reviewed during the upcoming Full Council meeting scheduled for Monday, July 14th, 2025. The application forms will be distributed to Members prior to the Full Council meeting. The three applicants are expected to attend the Full Council meeting and will have the opportunity to address the members in addition to submitting their application forms. Subsequently, the Members will conduct a vote.	
FGP25/38	<u>Meadowburne</u> (i) To agree the Allotments rules and regulations Members thanked the working group for their hard work and to Cllr Payne for updating the rules and regulations. Members discussed the rules and regulations and AGREED the rules and regulation subject to a couple of amendments. (ii) Community Group During the most recent Recreation Meeting, members addressed the anti-social issues occurring in that area and considered whether establishing a community group with a representative from the Parish Council would be beneficial for the residents. Members AGREED that a prominent piece should be put in the newsletter about the importance of reporting incidents to the police, including ways to report crimes.	
FGP25/39	<u>WDC Ward Budgets – update</u> WDC had recently announced that WDC are being given £10,000 to spend in their own wards. Members asked Cllr Shing for any updates and ideas he might have to spend the funds. Cllr Shing reported that this is all he knew at the moment and he was due to have a meeting with WDC leader James Partridge to ask for more clarity on how this would work, timescales and criteria to allocate funds. Meanwhile Cllr Shing asked Members and residents to send him ideas or projects. Cllr Shing asked for this information to be advertised in the PC newsletter and on the website.	
FGP25/40	<u>Policing Matters</u> (i) Any Police Updates PCSO Lauren Tilbury reported the following: The Chief Inspector stopped written reports just before she took over, but she has provided some relevant information for the Members. Willingdon does not have such a big issue when it comes to crime. Since the beginning of the month within the Willingdon and Jevington area there has been a couple of reports of cows in the road plus a number of reported shopliftings between the Welcome store and Tesco's and a couple of reports of antisocial behaviour. There has also been one stolen car from the Jevington area that was quickly recovered.	
FGP25/41	<u>Review of Council Policies</u> (i) Printing and Photocopying Policy It was AGREED to RECOMMEND to Full Council that following changes to 3.1 and 3.2 and to ADOPT the policy. (ii) Community Grants Policy It was AGREED to RECOMMEND to Full Council that no changes were needed at this time and to ADOPT the policy.	<u>NW</u> <u>NW</u>
FGP25/42	<u>School Liaisons – To agree the representatives</u> (i) Willingdon Primary School – It was AGREED for Cllr Christine Payne MBE to be the representative for the Parish Council.	

	(ii) Willingdon Community School - It was AGREED for Cllr John Pritchett BEM to be the representative for the Parish Council.	
FGP25/43	<u>Personnel Sub-Committee</u> It was RESOLVED for the Personnel Sub-Committee to consist of Cllrs Martin Cooper, Howard Coote, Christine Payne MBE and John Pritchett BEM. Cllr Martin Cooper was elected as the Chair.	<u>NW</u>
FGP25/44	<u>Community Infrastructure Levy Sub-Committee</u> It was RESOLVED for the Community Infrastructure Levy Sub-Committee to consist of Cllrs Ian Nisbet, Christine Payne MBE, John Pritchett BEM and Ryan Weedon. Cllr John Pritchett BEM was elected as the Chair.	
FGP25/45	<u>Business Plan Sub-Committee</u> It was RESOLVED for the Business Plan Sub-Committee to consist of Cllrs Ian Nisbet, Christine Payne MBE and John Pritchett BEM Cllr Ian Nisbet was elected as the Chair.	
FGP25/46	<u>Governance Sub-Committee</u> It was RESOLVED for the Governance Sub-Committee to consist of Cllrs Ben Clennell, John Pritchett BEM and Andy Watkins. Cllr Andy Watkins was elected as the Chair.	
FGP25/47	<u>Risk Management</u> – to consider the effects (if any) arising from items on the agenda No matters were raised.	
FGP25/48	<u>Urgent Matters</u> – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee Cllr Sheppard reported that on Facebook residents had been asking who could help with preventing the hollyhocks being cut down next the Willingdon Post office. Members replied this would be down to Eastbourne Borough Council.	<u>NW</u>
FGP25/49	<u>Date of next meeting</u> The next meeting is scheduled for Monday 15 th September 2025.	

Meeting closed at 8.50 pm.

Signed Committee Chair.....

Date.....