

# FRAMFIELD PARISH COUNCIL

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*Also acting as Trustees to the*

FRAMFIELD MEMORIAL HALL AND, RECREATION GROUND TRUST.  
CHARITY REGISTRATION NO: 305228  
and BLACKBOYS VILLAGE HALL, RECREATION GROUND AND ALLOTMENTS TRUST  
INCORPORATING PALEHOUSE COMMON RECREATION GROUND  
CHARITY REGISTRATION NO: 305225

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## **FINANCE & GENERAL PURPOSES COMMITTEE** **Minutes of the FGP Committee Meeting held on Thursday,** **27 October 2016, at 7 pm at the Village Hall, Blackboys.**

**Present:** Councillors Jeff Goggin (Chairman), Keith Brandon (Vice Chairman), Peter Friend, Maria Naylor and Rob Newton  
**In attendance:** Ann Newton (Parish Clerk). Jan Riddle (RFO) [part]  
**Public:** Five.

*Prior to the commencement of the meeting members of the public to address the Parish Council at the Chairman's discretion for five minutes.*

*Elements of this agenda on staffing matters were held in exempt session and the order of items of the agenda was altered due to a mistake on the agenda for timescale for public speaking.*

*Comments were made from those present regarding the decision to allow the granting of a lease for a telecommunications mast in Framfield. Objection was asked to be lodged regarding the decision to close down dialogue with the public who oppose the mast. A request was made for a copy of the Council complaints policy.*

### **1. Apologies**

There were none. Keith Brandon proposed that Alan Greenslade be co-opted onto the Committee. This was seconded by Rob Newton and agreed by all. The decision will be added to the full Council agenda for ratification in November.

### **2. Declarations of Interest, personal, prejudicial or pecuniary.**

Jeff Goggin declared a prejudicial, pecuniary interest in any items relating to Gill Goggin, his wife, who takes the bookings and cleans the Village Hall in Blackboys. Rob Newton declared a prejudicial, pecuniary interest in any items concerning the Clerk's salary etc; the Clerk being his wife.

### **3. Election of a Chairman and Vice Chairman.**

Rob Newton proposed that Keith Brandon be elected as Chairman of the Committee. This was seconded by Alan Greenslade and agreed by all present. Keith Brandon proposed that Jeff Goggin be elected as Vice-Chairman. This was agreed by all present. There were no other nominations.

### **4. Matters for Discussion.**

#### General Administration

- Terms of Reference for the Committee – consideration of any revisions. This was adopted by the Committee.
- Review of the Council's Internal Audit Effectiveness – all Councillors were in receipt of a copy of the IA report. All Councillors discussed the various elements of the report from the Internal Auditor and agreed that either items had already been dealt with or were included on the agenda.
- Review of the Asset Register. The meeting agreed that the Clerk and RFO would put together an Asset Register using the insurance schedule. This would be reviewed each year. **ACTION: FGP 001 – CLERK/RFO.**

- Review of Standing Orders – all Councillors were in receipt of a copy; the changes refer to item 3l. The meeting agreed that the item would be changed in line with the legislation to “In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending Council Meetings are allowed to record and/or report all or part of that meeting. This includes filming, audio-recording, photographing or any other means for enabling people not present to see or hear proceedings at the same time as it takes place or later. The Council also reserves the right to film and/or record a meeting”. **ACTION: FGP 002 – CLERK.**
- Review of the Freedom of Information Act Publication document. The meeting agreed that the Clerk should update the document as many more documents were now available on the website and more documents should be added. The meeting also agreed that the charge for a double-sided (where possible) A4 sheet should be increased to £1.00 and the charge for Royal Mail Special delivery included (RN/MN). **ACTION: FGP 003 – CLERK.**
- Policies for discussion and revision. The meeting agreed that it needed to review many of the Council policies and then upload them onto the website. Keith Brandon proposed that a Working Party be set up to implement this work. He offered to Chair the Working Party and Alan Greenslade, Peter Friend and Maria Naylor offered to form it. First meeting to be arranged and revised policies to be drawn up for approval. **ACTION: FGP 004 – CLERK/KB/WP.**
- Correspondence – resolve to confirm that the Parish Council and Clerk should have no further dialogue with the public over matters relating to the opposition to the mast. Due to the excessive and level of correspondence that has been received from a small nucleus of residents, having taken advice from the SSALC to stop any further dialogue immediately, the meeting agreed that this was the best way forward. Keith Brandon proposed that this be agreed. This was seconded by Peter Friend and agreed by all present.

#### Finance

- Review of the budget – all Councillors were in receipt of the finance sheets for the end of year (31 March 2016) and 30 September 2016. Following discussion, the meeting agreed that they would produce a draft budget for 2016/2017 and 2017/2018 by the next meeting. **ACTION: FGP 005 – ALL.**
- Resolve to remove reserve funds into the deposit account – recommendation from the RFO. The meeting agreed to move £35,000 into the deposit account. The Clerk and RFO were also asked to look into whether parish councils can invest in higher rate interest accounts. **ACTION: FGP 006 – RFO/CLERK.**
- Earmarking of Reserves from the figure given by the RFO. The meeting agreed to advise the Clerk how the reserves should be earmarked so that this can be agreed. **ACTION: FGP 007 – ALL.**
- Cross-checking of payments. The meeting carried out four separate cross-checks and found them all to be verified.

**Consideration of exempt information and exclusion of the public.** To give consideration under the Local Government Act 1972, Section 100 (A) (4) to the public being excluded from the meeting for the following item (‘Staffing’) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act. This was proposed by Jeff Goggin, seconded by Maria Naylor and agreed by all present.

*(Rob Newton, the Clerk and RFO left the meeting room whilst the proposals under ‘staffing’ were discussed).*

#### Staffing

- Proposal to increase the Clerk’s salary as recommended by NALC/SLCC. All Councillors were in receipt of an exempt report with the recommendations from NALC/SLCC.
- Proposal to include the RFO on the NALC salary scale including an increase in salary. All Councillors were in receipt of an exempt report with the recommendations from NALC/SLCC.

Following discussion the meeting agreed the final proposals.

*(Rob Newton, the Clerk and RFO returned to the meeting)*

## 5. Trusts

### General Matters arising

- Review of the rents for both the Village Hall, Blackboys, and Memorial Hall, Framfield. The meeting agreed an overall uplift in the hire rates for both halls keeping them in line with each other. Some concession rates require adjusting. Jeff Goggin would liaise with both the Pre-School and Church regarding new rates for the use of the Village Hall, Blackboys. A further review would be considered for the same time next year. **ACTION: FGP 008 – CLERK/RFO/JG.**
- Fire Assessments – both Halls. The meeting agreed that Brian Short should complete the required fire assessments of both halls. Keith Brandon offered his assistance. The Council could then consider if they could remove the fire-extinguishers, or not, in line with what is found in the assessments. **ACTION: FGP 009 – BS/KB.**
- Checklist for Hall staff. The meeting agreed that a checklist needs to be provided for all the hall staff. This could be looked at by the Working Party. **ACTION: FGP 010 – WP.**
- The meeting agreed that the RFO should approach an accountant regarding an audit of the Trust accounts. **ACTION: FGP 011 – RFO.**
- Keith Brandon said he would continue discussions with Framfield School about the use of the rubbish bins for food waste with the potential to move and lock the bins and add the item to the checklist for the Caretaker/add a sticker to the bins. **ACTION: FGP 012 – KB.**

## 6. Councillors' Questions

There were none.

## 7. Next Committee Meeting

To be advised.

*The meeting was closed at 9.25 pm.*

Chairman..... Date .....