

HEATHFIELD AND WALDRON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MONDAY 1 JUNE 2009 AT 8.00 P.M.

AT HEATHFIELD COMMUNITY CENTRE

PRESENT: Mr Bassingthwaighte (Chairman), Mrs Clark, Mr Davis, Mr Hough, Mr Newnham and Mrs Plant.

The Clerk was in attendance.

Also present: Representatives from Heathfield and Waldron Rotary Club, Weald Division Guides, Victim Support Sussex, Cuckmere Flood Forum and Le Marché

HEATHFIELD AND WALDRON ROTARY CLUB

Mr Hird spoke in support of a grant application towards running costs of the Heathfield Carnival 2009, which it was hoped would be as successful as last year.

WEALD DIVISION GUIDES

Mrs Morton stated that, whilst the new Bull River Campsite Hut had been re-built, there were some outstanding items. She thanked the Committee for the grant of £1,000 towards re-building but wondered if this request could be considered.

VICTIM SUPPORT SUSSEX

Ms Bartlett spoke in support of the application for a grant towards the cost of recruiting and training volunteers to work in the area. The service had now been extended to include help for children who were required to attend court.

CUCKMERE FLOOD FORUM

Mrs Hesselgrove said that, whilst Heathfield was not directly affected by flooding, the Cuckmere did rise in the parish and there were issues regarding run-off from gullies.

LE MARCHÈ

Mr Woodhouse said that they were trying to build on the success of the skateboarding exhibition in 2008 and the Eastbourne Skaters Association had been booked once again to stage the event at the Skatepark.

The meeting commenced at 8.10 p.m.

09/17 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

Mr Bassingthwaighte informed the Committee that his house was on the market and he would shortly be leaving the parish.

Mr Newnham took the Chair and wished Mr Bassingthwaighte every happiness in the future. Having ascertained that he would be prepared to carry on the

Chairmanship of the Committee until his move, Mr Newnham nominated Mr Bassingthwaighte, seconded by Mr Hough. A vote was taken and Mr Bassingthwaighte was duly re-elected Chairman of the Committee.

Mr Bassingthwaighte re-took the Chair and nominated Mrs Clark as Vice-Chairman of the Committee, seconded by Mr Hough. A vote was taken and Mrs Clark was unanimously re-elected as Vice-Chairman of the Committee.

09/18 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mrs Holmwood, Mr Kerby and Dr Rayner.

09/19 **DISCLOSURE OF INTERESTS**

The following disclosures were made:

Mr Hough – prejudicial interest in respect of The Heathfield Partnership Trust as a Trustee of the Charity.

Mr Bassingthwaighte – prejudicial interest in respect of Heathfield and Waldron Rotary Club.

All Members disclosed a personal interest in respect of Le Marché as the Chairman of the Organising Committee, Mr Woodhouse, was a Parish Councillor.

09/20 **MINUTES**

RESOLVED: That the minutes of the meeting held on 17 March 2009, having been previously circulated, be confirmed and signed by the Chairman as a correct record.

09/21 **MATTERS ARISING**

New Town Sign

Mr Bassingthwaighte would contact County Cllr Simmons to arrange a site visit.

09/22 **FINANCIAL REPORTS**

The Committee noted the Budgetary Control Report and Statement of Reserves as at 31 March 2009.

09/23 **GRANT APPLICATIONS**

(a) Heathfield and Waldron Rotary Club

The Committee considered that the Carnival was a welcome addition to the town's calendar of events and wished to support the 2009 event. It was, therefore, **RESOLVED** that a grant of £500 be given.

Mr Bassingthwaighte left the room during consideration of the above matter and Mrs Clark took the Chair

(b) Weald Division Guides

It was agreed that the new campsite hut would be a useful facility for the Guides and it was **RESOLVED** that a grant of £500 be made.

(c) Victim Support Sussex

The Committee **RESOLVED** to approve a grant of £100 towards the provision of support in the parish.

(d) Cuckmere Flood Forum

The Committee recognised the work being carried out by the Forum to highlight problems with flooding along the Cuckmere and **RESOLVED** to approve a grant of £50.

(e) East Sussex Association for the Blind

The Committee considered the touch type training to be a worthwhile venture and it was **RESOLVED** to approve a grant of £480.

(f) Le Marché

It was agreed to support the proposed skateboarding event and the Committee **RESOLVED** to approve a grant of £500.

09/24 **INTERNAL AUDIT**

The Internal Auditor's report for the end of the 2008/2009 financial year had been circulated to Members. No matters requiring action or attention were identified.

09/25 **ANNUAL AUDIT 2008/2009**

The draft Annual Return was circulated to the Committee for consideration, prior to approval by full Council.

09/26 **PARISH COUNCIL'S INVESTMENTS**

The Chairman reported that there was no longer such urgency in setting up alternative investment proposals as a result of latest figures. The Committee agreed, however, that investment at HSBC should be pursued further.

09/27 **HEATHFIELD PARTNERSHIP**

An update on the work of the Partnership was circulated to all Members. The Committee noted that quotes were being obtained for possible CCTV installation in the town.

09/28 **CHAIRMAN'S RIBBON**

It was proposed that the names of past Chairmen should be added by means of an inscribed bar to the Chairman's ribbon. It was **RESOLVED** to do this, commencing with the immediate past Chairman.

09/29 **FLOWER BASKETS**

The Committee **RESOLVED** to undertake future maintenance of a new hanging basket in Station Approach.

09/30 **AUTHORISED SIGNATORIES FOR CHEQUES**

It was proposed that no changes be made to the list of authorised signatories at present.

09/31 **OFFICE MATTERS**

(i) Telephone system

The Committee noted that a company had now been identified who were able to offer annual maintenance for the existing system and obtain second-hand parts where required. It was **RESOLVED** to enter into a contract with PABX Solutions at a cost of £120 per year, commencing in January 2010.

(ii) Office Signwriting

A report had been distributed to Members regarding quotations obtained to replace the signwriting to the office. The existing signage had been designed by Space Creatives to correspond with the Parish Council logo and following consideration it was **RESOLVED** that the quotation received from Space Creatives for replacement wooden letters at a cost of £620 + VAT be accepted.

09/32 **CRIME AND DISORDER ACT 1988 SECTION 17 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were none.

09/33 **RISK MANAGEMENT**

The Committee considered that the proposed re-investment of the Parish Council's reserves would help retain and improve its financial stability.

09/34 **MATTERS RAISED BY MEMBERS PREVIOUSLY NOTIFIED**

There were none.

09/35 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting would be held on Tuesday 29 September 2009 at 7.30 pm in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield.

09/36 **EXCLUSION OF PUBLIC AND PRESS**

It was **RESOLVED** to exclude the public and press from the meeting during discussion of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Committee considered a confidential report relating to proposed changes to the staffing structure as a result of the retirement of the Finance Officer, Post PC02 with effect from 28 August 2009. The action proposed was duly approved and further details would be available in due course.

The meeting closed at 9.02 p.m.

Signed:

Chairman

Dated: