

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 23 June 2008

PRESENT: Councillors A Akbar, J Collins, D Murphy, D Rogers and G Tyler

35/08 **ELECTION OF CHAIRMAN**

It was proposed and seconded that Councillor Tyler be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Tyler be elected Chairman of the Committee for the ensuing year.

36/08 **ELECTION OF VICE-CHAIRMAN**

It was proposed and seconded that Councillor Akbar be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Akbar be elected Vice-Chairman of the Committee for the ensuing year.

37/08 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ceiriog-Hughes (Personal Commitment), Mrs Lines (Holiday) and Warrington (Holiday). These apologies were accepted by the Committee.

38/08 **DECLARATIONS OF INTEREST BY MEMBERS**

Councillor Rogers declared a prejudicial interest in Minute 45/08. He left the Meeting during the consideration of this item and took no part in the discussion and vote thereon.

39/08 **MINUTES**

The Minutes of the Meeting held on 19 May 2008 were signed by the Chairman as a correct record.

40/08 **PAYMENT OF ACCOUNTS**

The Committee RECOMMENDED that the Accounts be paid and the necessary cheques be drawn. A copy of these Accounts is attached and forms part of these Minutes.

41/08 **INTERNAL AUDIT - APPOINTMENT OF INTERNAL AUDITOR**

The Clerk reminded the Committee that it was once again necessary to review the Annual Contract with R & J Accountancy and Administration Services, the Council's Internal Auditors.

She said that she had received confirmation from R & J Accountancy and Administration Services that the hourly rate of £22.00 would be increasing to £24.00 for the next twelve month period.

Following a brief discussion, during which it was again acknowledged that R & J Accountancy and Administration continued to provide an excellent service, the Committee RECOMMENDED that they be re-appointed to undertake the role of the Council's Internal Auditor for a further twelve month period.

42/08 **FINANCIAL REGULATIONS**

The Clerk referred to Minute 73/05 and again reminded the Committee of the Council's previous decision to review the Financial Regulations from time to time. She said that in view of the changes made over the past couple of years the Committee may wish to consider either setting up a Working Party, or asking the Internal Audit Committee, once appointed, to review both the Council's Financial Regulations and its Standing Orders at the same time.

Following a detailed discussion, the Committee RECOMMENDED that the Internal Audit Committee should be requested to review both the Council's Financial Regulations and its Standing Orders.

43/08 **GRANT AID**

(a) Victim Support

The Committee considered a request for Grant Aid received from Victim Support Sussex for financial assistance towards the costs of continuing to provide support to victims in the area.

Following a brief discussion, the Committee RECOMMENDED that Grant Aid in the sum of £100.00 be awarded to Victim Support Sussex towards the costs of continuing to provide support to victims in the area, and that the Charity be asked to acknowledge the Council's continuing financial support in its Annual Report and Accounts for 2008/2009.

(b) Woodlands Table Tennis Club

The Committee considered a request for Grant Aid received from Woodlands Table Tennis Club. The Clerk also reminded the Committee that Grant Aid of £210.00 had been previously awarded to the Club, by way of a reduction of £7.00 per week in the hiring fees.

Following a discussion, the Committee RECOMMENDED that Grant Aid, by way of a reduction of £7.00 per week in the hiring fees, for a 12 month period with effect from 9 May 2008, once again be awarded to the Woodlands Table Tennis Club. The Committee also agreed that the Club should be advised to submit a further application for Grant Aid at the end of the next financial year.

44/08 **NO. 12 BUS SERVICE**

The Committee NOTED the No. 12 Bus Service May 2008 Passenger Figures received from Littlehampton Town Council.

Prior to consideration of the following item, Councillor Rogers declared a personal interest, as Vice-Chairman of the Rustington and District Twinning Association.

45/08 **RUSTINGTON AND DISTRICT TWINNING ASSOCIATION - KÜNZELL VISIT**

The Committee considered a letter received from the Treasurer, Rustington and District Twinning Association requesting funding towards the expenses incurred by the Association in respect of the visit of a delegation from Künzell in May 2008.

Following a discussion, the Committee RESOLVED that Grant Aid of £500.00 be awarded to the Rustington and District Twinning Association towards the expenses incurred by the Association in respect of the visit of a delegation from Künzell in May 2008.

46/08 **EXCLUSION OF THE PUBLIC AND THE PRESS**

The Committee, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, RESOLVED that the Public and the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

The Clerk referred to Minute 26/08 and reported that she had advised Mrs Ellis that the Council would like to host a Reception, to signify the Council's thanks and appreciation for all of her hard work and loyalty during her employment with the Council.

The Chairman said that Mrs Ellis had indicated that her preference would be for such a Reception to be held at The Windmill Inn, and with this in mind the Clerk had approached the Landlord with a view to holding the Reception on the evening of Friday 22 August 2008, the actual date that Mrs Ellis would be retiring from her position with the Council. He said that the cost, per head, of a Buffet Reception, would be £6.95.

Following a further discussion, the Committee RECOMMENDED that:-

- (a) A Buffet Reception be held to mark the occasion of Mrs Ellis's retirement from the Council's Employment, on Friday 22 August 2008, at The Windmill Inn, from 6.00 pm to 8.00 pm, at a cost of £6.95 per head
- (b) A glass of Wine, Beer or a Soft Drink be served with the Buffet
- (c) All Members of the Council and Personnel, together with their spouses or partners to be invited to attend the Reception
- (d) The maximum expenditure by the Council should not exceed £500.00.

Chairman:

Date: