

## RUSTINGTON PARISH COUNCIL

### FINANCE AND GENERAL PURPOSES COMMITTEE

**MINUTES**: of the Meeting held on 28 April 2008

**PRESENT**: Councillors G Tyler (Chairman), A Akbar, J Ceiriog-Hughes, J Collins, Mrs S Lines, D Murphy, D Rogers and M Warrington

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#### **19/08      DECLARATIONS OF INTEREST BY MEMBERS**

Councillor Ceiriog-Hughes declared a personal interest in Minute 22/08. He remained in the Meeting during the consideration of this item and took part in the discussion and vote thereon.

Councillor Tyler declared a prejudicial interest in Minute 23/08. He left the Meeting during the consideration of this item and took no part in the discussion or vote thereon.

#### **20/08      MINUTES**

The Minutes of the Meeting held on 17 March 2008 were signed by the Chairman as a correct record.

#### **21/08      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.

*(Prior to consideration of the following item, Councillor Ceiriog-Hughes had expressed a personal interest as a member of the School's Governing Body)*

#### **22/08      GRANT AID**

The Committee considered an application received from the Summerlea Community Primary School for financial assistance, by way of placing an advertisement in the programme for the School's musical production of "Joseph".

Following a detailed discussion, the Committee RECOMMENDED that a full page advertisement be placed in the programme for the School's musical production of "Joseph" at a cost of £50.00.

*(Prior to consideration of the following item, Councillor Tyler had expressed a prejudicial interest as a member of his family had a financial interest in E-Trade)*

#### **23/08      WEBSITE RE-DESIGN AND ANTI-SPAM SOLUTION**

The Committee considered Quotations received from E-Trade for the Website Re-design and Anti-Spam Solution as follows:-

<b>Website Re-design</b>	
<b>29 page re-design of layout, page structures, and new features</b>	<b>£ 750.00</b>
<b>Anti-Spam and Anti-virus Filtering</b>	
<b>Setup and 2 Year Service</b>	<b>£2,000.00</b>
<b>Annual costs after initial 2 Years</b>	<b>£ 600.00</b>

The Clerk referred to Minute 85/08 of the Monthly Council Meeting held on 17 March 2008 and reminded the Committee that the Council had AGREED that a revised estimate should be obtained from E-Trade for the redesign of the Website, using in-house resources to off-set some of the costs. She said that, as a result of this, the costs were now significantly less than the original estimate which had been £1,500.00.

She also reminded the Committee that the installation of Anti-Spam and Anti-Virus Filtering on the Council's IT System had also been previously agreed in principle by the Finance and General Purposes Committee at its Meeting held on 24 September 2007 - Minute 66/07 refers.

Following a brief discussion, the Committee RESOLVED that the Quotations received from E-Trade for the Website Re-design and Anti-Spam Solution in the sum of £750.00 and £2,000.00 respectively, be accepted.

#### **24/08            POSSIBLE EXTENSION OF NO. 12 BUS SERVICE**

The Committee considered a letter received from Mr P Herbert, Littlehampton Town Council, regarding the possible extension of the current Monday to Friday No.12 Bus Service, to include Saturdays during the Summer Season. The Clerk said that whilst the letter suggested extending the Service from the beginning of May until the end of August, the Town Council, following discussions with Compass Bus Limited, was of the opinion that it would be more practical for the service to be extended with effect from the beginning of June to the end of September.

The Chairman reported that further information had now been received from the Littlehampton Town Council, advising that whilst the County Council had confirmed that it would not be prepared to assist with the funding of the proposed extension to the Service, the District Council had advised, in principle, that it would be prepared to fund one third of the total costs involved in running a full day Saturday service during the aforementioned period. This would amount to some £840.00, if the Council was to participate in the joint funding of this extended Service.

Following a further detailed discussion, the Committee RECOMMENDED that the Council should contribute £840.00, being one third of the total costs, towards the extension of the No. 12 Bus Service, to provide a full day Saturday Service from June to September inclusive.

#### **25/08            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.

#### **26/08            SENIOR ADMINISTRATIVE OFFICER**

The Clerk reported that Mrs Carol Ellis would be retiring from the Council's employment, as part-time Senior Administrative Officer, with effect from close of business on 22 August 2008.

The Clerk said that Mrs Ellis had been employed by the Council since 17 April 2000 and had been a great asset throughout her period of employment. She said that Mrs Harris, the existing Administrative Officer, was currently being trained by Mrs Ellis, to enable her to assume the role of Senior Administrative Officer following Mrs Ellis's retirement.

She confirmed that this would, in effect, mean a promotion for Mrs Harris, and the employment of a member of personnel to assume the role of Administrative Officer in the Council's Office. She said that she would provide a Report for the Committee to consider, in respect of the implications of Mrs Ellis' retirement, the promotion of Mrs Harris, and the appointment of a new Administrative Officer at a later date.

The Committee NOTED this information and RECOMMENDED that a Reception should be arranged for Mrs Ellis, to show the Council's thanks and appreciation for all of her hard work and loyalty during her employment with the Council.

The Clerk said that she would report back to the Committee as soon as she had discussed this further with Mrs Ellis.

**Chairman:** .....

**Date:** .....