

**RUSTINGTON PARISH COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**MINUTES**: of the Meeting held on 22 February 2010

**PRESENT**: Councillors G Tyler (Chairman), A Akbar, J Collins, Mrs S Lines, D Rogers and P Warren

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**14/10**      **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs Broomfield (Holiday) and Councillor Ceiriog-Hughes (Sickness). These apologies were accepted by the Committee.

**15/10**      **DECLARATIONS OF INTEREST BY MEMBERS**

Councillor Rogers declared a prejudicial interest in Minute 22/10. He left the Meeting during the consideration of this item and took no part in the discussion and vote thereon.

Councillor Tyler declared a prejudicial interest Minute 25/10. He left the Meeting during the consideration of this item and took no part in the discussion and vote thereon.

**16/10**      **MINUTES**

The Chairman referred to Minute 13/10 and expressed his concern in respect of the fact that during consideration of the item in question as exempt business, the separate issue of the Garden Café's financial situation had been discussed, with a recommendation being made by the Committee.

He reminded the Committee that, as he had declared a prejudicial interest in the item, as tabled on the Agenda, he had been unable to participate in the aforementioned discussion. He was also concerned that the un-tabled discussion should not have taken place in exempt business.

Following a detailed discussion, the Committee agreed to NOTE Councillor Tyler's concern in this regard.

The Minutes of the Meeting held on 25 January 2010 were then signed by the Chairman as a correct record.

**17/10**      **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.

**18/10**      **MONTHLY BUDGET REPORT**

The Committee NOTED the Monthly Budget Report which had previously been circulated to Members.

Following detailed consideration of the Monthly Budget Report, the Committee agreed to take no further action in this regard at the present time.

**19/10**      **INTERIM INTERNAL AUDIT 2009/2010**

The Committee NOTED a letter received from R & J Accountancy and Administration regarding the Interim Internal Audit of Accounts for 2009/2010. A copy of this letter is attached and forms part of these Minutes.

The Clerk advised the Committee that the matters raised were currently being addressed and said that further consideration would be given to the Report by the Internal Audit Committee at its next Meeting.

**20/10**            **INTERNAL AUDIT 2010/2011**

The Clerk referred to Minute 43/09 and reminded the Committee of its previous decision to approach alternative Companies when reviewing the Annual Contract in respect of the Council's Internal Auditors.

She said that she had previously circulated Quotations received as follows:-

Rob Martin Accounts	Hourly Rate	-	£24.00
Peter J Consultants	Hourly Rate	-	£44.00
	Car Expenses	-	50p per mile
R S Hall and Co.	Hourly Rate	-	£50.00

Following a brief discussion, the Committee RECOMMENDED that the Quotation received from Mr Rob Martin be accepted for the year commencing 1 April 2010 and that he be reappointed to undertake the role of the Council's Internal Auditor for a further twelve month period commencing on 1 April 2010.

**21/10**            **GRANT AID - SOPHIE'S FUND**

The Committee considered a letter received from Mr K Grimes regarding the possibility of the Council making a donation towards "Sophie's Fund" Fundraising Campaign.

Following a further discussion, the Committee RECOMMENDED that no Grant Aid be awarded on this occasion.

*(Prior to consideration of the following item Councillor Rogers declared a prejudicial interest, as a Member of the Littlehampton and District Lions Club)*

**22/10**            **RUSTINGTON FESTIVAL 2010**

The Committee considered a request received from the Littlehampton District Lions Club for financial assistance towards the costs to be incurred in respect of the 2010 Rustington Festival.

Following a detailed discussion, the Committee RECOMMENDED that a financial contribution of £600.00 be made to the Littlehampton District Lions Club towards the costs of the Carnival and Fete.

**23/10**            **EXCLUSION OF THE PUBLIC AND 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 two items of business to be transacted.

**24/10**            **THE GARDEN CAFÉ - ASSISTANT MANAGER**

The Committee considered a Report prepared by the Clerk of the Council, recommending that Mrs Jeannie Crabb be now established in the post of Assistant Café Manager following satisfactory completion of a six month probationary period.

The Committee RECOMMENDED that the Clerk of the Council's Report be APPROVED.

*(Prior to consideration of the following item Councillor Tyler declared a prejudicial interest, as three members of his family were members of the Pension Fund)*

**25/10 WEST SUSSEX COUNTY COUNCIL PENSION FUND 2010 FORMAL  
VALUATION: RUSTINGTON PARISH COUNCIL (SMALLER SCHEDULED  
BODIES POOL)**

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The Council considered a letter received from Mr R Hornby, Executive Director of Finance and Performance, raising the Council's awareness of potential future contribution rate increases following the 2010 formal valuation, and to obtain its opinion on whether the Scheduled Bodies Pool, of which the Council was a member, should continue.

Following a detailed discussion, the Committee RECOMMENDED that:-

- (a) The Council should express its wish to continue with the current pooling arrangements
- (b) The Council should agree to contribute financially to the cost of an early warning report for the whole pool, subject to other members of the pool making similar financial contributions towards the total cost of £500.00.

**Chairman:** .....

**Date:** .....