

RUSTINGTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES: of the Meeting held on 25 April 2005

PRESENT: Councillors S G Fitzsimon (Chairman), A Akbar, J Ceiriog-Hughes, D Murphy, C Pryor, M Warrington and G Tyler

38/05 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Mrs Rice (Holiday). This apology was accepted by the Committee.

39/05 DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest recorded by Members.

40/05 MINUTES

The Minutes of the Meeting held on 21 March 2005 were signed by the Chairman as a correct record.

41/05 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.

42/05 GRANT AID

The Committee considered an application for Grant Aid received from Ms F Stickings for financial assistance towards the costs of spending three months working as a volunteer in the orphanages of Southern Ghana.

Following a detailed discussion, the Committee RECOMMENDED that no grant be awarded on this occasion, but that the Council's best wishes for a successful trip be conveyed to Ms Stickings.

43/05 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 three items of business to be transacted.

44/05 PURCHASE OF CHURCH FARM COTTAGE, THE STREET, RUSTINGTON

The Clerk referred to Minute 33/05 and said that the Exchange of Contracts had taken place on 19 April 2005, with the Completion Date set at 27 April 2005.

She said that both security and insurance measures were now in place. She confirmed that the Planning Application for a Change of Use to a Museum Centre had been submitted to the local Planning Authority, and she hoped that, accompanied by the Chairman of the Council, she would be meeting with the Development and Planning Consultants to discuss and agree the Listed Building Works required to ensure that the building was compliant with the Disability Discrimination Act and was suitable for the Heritage Association's requirements. She said that following this Meeting a Meeting would be arranged with the Heritage Association, when further discussions could take place in this regard.

Councillor Tyler then referred to an approach received, via the Estate Agents, from the Developers of the new Apartments at the rear of Church Farm Cottage. He said that in order to improve the aesthetic appearance of the entrance to the new development, the Developers were prepared to negotiate with the Council in respect of possible improvements to the existing garage and fencing on the eastern boundary of the property. He said he hoped that a Meeting could soon be arranged when the Clerk and himself could progress this possibility in an effort to achieve some cosmetic improvements and financial planning gain towards the required renovation works.

The Committee was pleased to NOTE this information.

45/05 36 & 38 WOODLANDS AVENUE, RUSTINGTON

(a) 38 Woodlands Avenue

The Clerk referred to Minute 34/05 and said the tenant had failed to vacate the property on 31 March 2005, and had vacated on 5 April 2005, prior to the attendance of the Bailiffs. She said that all locks had been changed at that time.

She then advised the Committee that the Council's Solicitors had prepared an Assured Short Term Tenancy Agreement, as the property was to be let to new Tenants on a one-year Short Term Tenancy Basis with effect from 1 May 2005. She said that the rent agreed was £495.00 per calendar month.

She reported that some maintenance and decoration works had needed to be undertaken prior to the commencement of the new tenancy, including internal decoration of all rooms, carpet cleaning, plumbing works and garden clearance works. She said that the Contractors who had originally dealt with the leak from the upstairs flat would be finishing the works to repair the damage to the ceiling in the coming week.

The Committee NOTED this information.

(b) 36 Woodlands Avenue

The Clerk reported the receipt of a further representation from the owner of No. 36 Woodlands Avenue (Top Floor Flat), expressing a desire to sell the property and once again offering the Council first refusal. She said that she had indicated to the owner of the property that the Council might not be in a position to purchase the property at this time, but that the situation might change in a year or so.

The Committee NOTED this information and RECOMMENDED that the owner of the property should be advised that whilst the Council may still be interested in purchasing the property, it would not be able to consider proceeding any further in this regard in the current financial year.

46/05 REVIEW OF STAFFING AND ADMINISTRATION

The Clerk referred to Minute 35/05 and said that this matter was still being progressed with Mr Rollason. She said that the new post of Building and Facilities Manager had been advertised with interviews planned for 12 May 2005. She confirmed that the salary range for this post would be between £22,512 and £26,703 per annum, pro rata 30 hours per week initially. She said that Mr Rollason had suggested that the Chairman and Vice-Chairman of the Council, together with the Clerk and himself should make up the Interviewing Panel for this post.

She then referred to the members of the Council's personnel who would be affected by this appointment, and said that appropriate notice had been given and all staff had indicated that they were happy to continue their employment with the Council on the terms and conditions laid down and, in certain cases, to be agreed.

The Committee NOTED and RECOMMENDED that the Chairman of the Council, Vice Chairman of the Council, Clerk and Mr Rollason be jointly responsible for appointing a suitable candidate to the position of Building and Facilities Manager.

The Clerk then referred to the need to appoint a pool of part-time administrative staff for the new Information Centre, once opened.

The Committee RECOMMENDED that the recruitment of new administrative staff for the Information Centre should be held in abeyance, pending further information in respect of the construction works and timetable for the new Centre.

Chairman:

Date: