



# HORNDDEAN PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING HELD AT JUBILEE HALL ON MONDAY 3<sup>rd</sup> JUNE 2019 AT 7.00PM

**PRESENT:** Cllr D Alexander (Chairman), Cllr Mrs. L Evans, Cllr A Forbes,  
Cllr J Lay

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager  
(Minute Taker); Simon Ritson, Responsible Financial Officer

**PUBLIC ATTENDANCE:** There were no members of the public present.

F&GP 001/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

F&GP 002/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest received.

F&GP 003/19/20 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES  
COMMITTEE**

Cllr D Alexander nominated Cllr A Forbes as Vice Chairman.

It was **RESOLVED** that Cllr A Forbes be elected vice Chairman of the Finance & General Purposes  
Committee by unanimous vote.

F&GP 004/19/20 **PUBLIC SESSION**

There were no members of the public or the press present

F&GP 005/19/20 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING HELD ON THE 25<sup>th</sup> MARCH 2019**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held  
on the 25<sup>th</sup> March 2019 are duly signed as a true record of the meeting.

This was proposed by Cllr D Alexander and seconded by Cllr A Forbes.

F&GP 006/19/20

**TO RECEIVE AND CONSIDER THE FINAL 2018/2019 MANAGEMENT ACCOUNTS**

A report containing the Quarter management accounts were circulated and discussed. The highlight to be noted is the favourable income variance of £23.0k and a favourable expenditure variance of £15.3k.

It was **RESOLVED** that the Final management accounts for 2018/2019 are received and noted.

F&GP 007/19/20

**TO RECEIVE A REPORT AND REVIEW THE CURRENT EARMARKED AND GENERAL RESERVES**

Following the resolution of item 8:

It was **RESOLVED** that £25k be transferred from the general reserves and added to the earmarked reserves for the Jubilee Hall Project Fund. All agreed.

This will leave the general reserves at £126.4k

F&GP 008/19/20

**TO RECEIVE A FINANCIAL UPDATE IN RESPECT OF THE CONSTRUCTION OF THE LINKED BUILDING AT JUBILEE HALL.**

The chairman requested that item 8 is discussed prior to item 7 as the resolution of item 8 would directly influence the decision of item 7.

The report was circulated and the breakdown of projected costs was discussed. The RFO explained that should Members decide to add additional funds to the earmarked reserves for the Jubilee Hall Project, it would help to keep the amount to be borrowed via a Public Works Loan below the NALC threshold of £500,000 per financial year.

It was **RESOLVED** to borrow £500k from the Public Works Loan, over 25 years. All agreed

F&GP 009/19/20

**TO RECEIVE A REPORT AND CONSIDER THE QUOTATIONS IN RESPECT OF THE INTERIOR REFURBISHMENT OF NAPIER HALL**

A report containing quotations and project details was circulated and discussed.

It was **RESOLVED** the following quotes are accepted and recommended to Council for ratification.

- In respect of decorating – Quote 3
- In respect of carpeting – Quote 1
- In respect of the installation of a hearing loop, the quote provided is accepted
- In respect of the electrical work, the quote provided is accepted.

This was proposed by Cllr D Alexander and seconded by Cllr J Lay. All agreed.

The overall cost for the interior refurbishment is approximately £12.2k

It is noted that some disruption to regular hirers of Napier Hall is likely during the refurbishment project and agreed that where possible hirers will be accommodated in Jubilee Hall.

F&GP 010/19/20      **TO RECEIVE A REPORT AND CONSIDER THE EXTERIOR REFURBISHMENT OF NAPIER HALL**

During the process of obtaining quotes for the interior refurbishment of Napier hall it became apparent that the exterior of the building is in a state of deterioration and requires attention. In the interest of cost saving a proposal to engage the Community Payback Scheme was circulated and discussed.

The cost of the proposal is approximately £1,345.

It was **RESOLVED** to accept and recommend the proposal to Council for ratification.

This was proposed by Cllr D Alexander and seconded by Cllr A Forbes. All agreed.

F&GP 011/19/20      **TO RECEIVE AND CONSIDER THE COMBINED TERMS & CONDITIONS IN RESPECT OF THE HIRE OF JUBILEE AND NAPIER HALL**

T's & C's for casual and regular hirers were combined for Jubilee and Napier Hall respectively and was circulated. Cllr D Alexander expressed that a misunderstanding occurred in that the request was to amalgamate the 4 separate T's & C's into one document. Amendments were discussed and noted.

It was **RESOLVED** to accept and recommend to Council a singular amalgamated Terms & Conditions covering both casual and regular hirers for both halls. This will be submitted to Council for final approval.

F&GP 012/19/20      **TO RECEIVE A REPORT AND CONSIDER THE OPTION OF ACCEPTING CARD PAYMENTS WITHIN THE PARISH OFFICE**

The report was circulated and discussed. It is requested that additional information is gathered and resubmitted to F&GP Committee at the meeting on 22<sup>nd</sup> July 2019.

F&GP 013/19/20      **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

- **Victim Support - £200**
- **All Saints Church, Catherington - £1,000**
- **Home-Start Butser - £1,000**
- **Horndean Band - £1,000**

The grant application were submitted and discussed.

▪ **Victim Support**

It was **RESOLVED** to recommend a grant of £200 to Council.

This was proposed by Cllr Mrs L Evans and seconded by Cllr D Alexander. All agreed.

▪ **All Saints Church, Catherington**

It was **RESOLVED** to recommend to Council to decline a grant of £1,000.

This was proposed by Cllr J Lay and seconded by Cllr Mrs L Evans. All agreed.

- Home-Start Butser  
Additional information is required to establish the benefits of Horndean residents. The chairman suggested that the Chief Officer write to the applicant requesting the additional information to be resubmitted to the F&GP Committee at the meeting of 22<sup>nd</sup> July 2019.
- Horndean Band  
It was **RESOLVED** to recommend a grant of £250 to Council. This was proposed by Cllr D Alexander and seconded by Cllr Mrs L Evans. All agreed.

F&GP 014/19/20      **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).**

There were no members of the public present.

Confidential part of the meeting.

F&GP 015/19/20      **TO RECEIVE A REPORT AND CONSIDER THE REQUIREMENTS SPECIFIED WITHIN THE LEASE PERTAINING TO THE PARISH OFFICE**

The report was circulated. The current lease is due to expire on the 18<sup>th</sup> October 2019.

It was **RESOLVED** to await for the landlady to present the lease.

Meeting closed at 9.27pm

*Dend Alexander*  
.....  
Chairman

22 JULY 2019  
.....  
Dated