

# STEDHAM WITH IPING PARISH COUNCIL

Chairman: Lucy Petrie  
Clerk: Morag Birch  
email: [clerk@stedhamwithiping-pc.gov.uk](mailto:clerk@stedhamwithiping-pc.gov.uk)  
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**MINUTES: Meeting of SIPC Finance & General Purposes Committee  
No. 4/Year 4/15-19**

**Held on: Wednesday 12<sup>th</sup> December 2018 7:00pm at Stedham Memorial Hall**

Present: Olia Mitskevich (F&GP Chairman)  
Lucy Petrie  
John Wheelhouse  
Martin Perry  
Catherine Myres

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Council and its Committees.

**1. APOLOGIES FOR ABSENCE:** None

**2. MINUTES OF PREVIOUS MEETINGS:** Minutes from 21<sup>st</sup> November 2018 reviewed and signed

**3. DECLARATIONS OF INTEREST:** None

## **4. RFO JOB DESCRIPTION**

Recommendations agreed as follows. These will be included in the Agenda for the next PC meeting for review and resolution to accept.

- The RFO duties as reviewed should be adopted
- Copy of separate Clerk and RFO duties to be posted to Website after acceptance confirmed by PC on 16<sup>th</sup> January 2019
- RFO self-employed pay rate should be adjusted to be equal to Clerk pay rate which includes holiday pay

## **5. 2019 – 20 BUDGET PLANNING**

### **5.1. BUDGET MONITORING AND CONTROL SPREADSHEET**

It was agreed that the new spreadsheet as proposed by JW should, with a few minor adjustments, be adopted to provide better visibility of actual and planned spend so that any potential over(or under) spends are identified in a timely manner. The spreadsheet structure would be reviewed/amended in light of experience during its first use on next year's budget. It should be noted that the spreadsheet does not account for VAT.

**ACTION: JW** to update spreadsheet and provide working copy to CM for use in preparing next year's Budget.

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## 5.2. BUDGET ALLOCATION FOR EXISTING & PROPOSED PROJECTS

**5.2.1.** It was agreed that the PC accounts should not include ring-fenced funds. It was therefore recommended that the Minsted Residents Group should be asked to take back their funds currently held in the PC bank account.

**It was resolved that the SIPC** instruct the Clerk to advise MRG of the recommendation.

**5.2.2.** Allocation required for general Parish maintenance, including grass cutting, weed control, tree surgery, strimming verges, clearing ditches etc. Three quotes should be obtained, if possible, for each element of the maintenance to ensure a competitive price. Each quote, where applicable, should break the costs into the constituent parts, ie include specific location and frequency of work required such that an objective comparison can be made on a need/value basis. **ACTION: OM.**

The maintenance allocation may need to be increased to allow for more rigorous tree inspection and risk assessment subject to the Review of SIPC tree inspection regime in light of the recent Court of Appeal decision in the case of Cavanagh v Witley Parish Council, as discussed at the SIPC meeting on 21<sup>st</sup> November.

**5.2.3.** Allocation required to cover costs resulting from preparation for and attendance at the Employment Tribunal, currently due in April 2019, including a contingency amount to allow for an adverse outcome. It was agreed that any costs directly attributable to the Tribunal should be identified separately in the Budget.

**It was resolved that the SIPC** instruct the Clerk to submit any costs directly attributable to the Tribunal separately and as overtime.

The Human Resource consultant has advised the Council to employ a solicitor to assist in preparation of any documentation to be submitted to the court to ensure the correct protocols are adhered to.

**It was resolved that the SIPC** should engage a solicitor and cap expenditure at £1000, but also ensure that use of the service and therefore cost is kept to a minimum.

**5.2.4.** Allocation required for continuing support and service provided by email and website providers. There was query re. the current contract and payment terms. **ACTION: Clerk** to send, to CM, recent email from current email and web service provider confirming existing arrangements and cost.

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It was agreed that existing services should be reviewed in terms of costs and benefits and fitness for purpose given new GDPR requirements. Item to be included on agenda for next SIPC meeting on 16<sup>th</sup> January. It was suggested that Simon Barnard be asked if he could provide expertise in this area.

The clerk was asked to confirm all contact information on the website is up to date. In addition, to prepare list of local organisations to be contacted with regard to whether they want any of their information to appear on the website, eg local residents had queried why details about church services were not on the website. **ACTION: Clerk**

- 5.2.5.** Allocation required for hire of Stedham Memorial Hall, with breakdown of type of meeting so that, for example, costs for Neighbourhood Plan meetings can be separately identified. Confirm whether use of video, which is an additional cost of £10/hour, can be included in the Hall. **ACTION: Clerk**

There is a requirement to remove a clause in the charitable trust agreement for the Recreation Ground that prohibits the consumption of alcohol on the Ground. Memorial Hall Trust to be asked whether they would be willing to cover the cost of this. **ACTION: Clerk**

- 5.2.6.** Allocation required for insurance cover for Parish Council activities. Renewal date confirmed, after the meeting, as 20<sup>th</sup> February 2019. Need to check whether defibrillator can be included. **ACTION: RFO**

- 5.2.7.** Allocation required for Audit Fees. Current Internal Auditor, contacted after the meeting, has confirmed he is willing to continue in the role.

- 5.2.8.** Allocation required for election expenses given that 2019 is the fourth year in the current term and therefore a re-election year. Need to consider contingency requirement if a balloted election is required.

- 5.2.9.** Allocation required for remaining two years on the Public Works mortgage on the memorial Hall

- 5.2.10.** Allocation required for subscription fees to Surrey & Surrey Association for Local Councils(SSALC), LCR(confirm whether this is Local Community Bus) and Society of Local Council Clerks(SLCC).

- 5.2.11.** Continuing allocation to Stedham Sports Association(SSA) should be re-considered . Item to be included in next SIPC agenda for public consideration.

- 5.2.12.** Allocation required for maintenance of the Common View Play Area and the Recreation Ground including play equipment. **ACTION: MP** to confirm when the last Risk Assessment was done.

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**5.2.13.** Ongoing costs of running the statutory Allotments need to be reviewed in light of increased rent (charged by CDC to SIPC), water bills and general maintenance costs. Actual running costs to be calculated and suggested increase be advised to Allotment manager for discussion. **ACTION: Clerk**

**5.2.14.** Allocation required for Litter Bins

**5.2.15.** Current allocation and available funds for purchase, installation and maintenance of defibrillator needs to be fully itemized. **ACTION: RFO & Clerk**

**5.2.16.** Other Capital projects to be considered

- Residents clean-up day. **ACTION: OM**
- Fitness/exercise equipment for young people
- Car parking
- Improvement of notice boards

**6.** Cheques were presented for signature. It was agreed that the RFO should be included as one of the cheque signatories as this is the only way to gain access to view/manage the new online accounts.

**7. DATE OF NEXT F&GP MEETING:** TBA (OM to check available dates)

**Conclusion 8:45pm**

**CHAIRMAN:**..... **DATE:**.....