

EAST GRINSTEAD TOWN COUNCIL

To: Chairman and Members of the Finance & General Purposes Committee.
Cllrs Mrs Beckford, Mrs Belsey (Vice Chairman), Mrs Brunson, Hodges, O'Brien, Osborne, Sillitoe, Webster (Chairman), Whittaker and Ryan, Town Mayor and Deputy Town Mayor.
(Other distribution for information only)

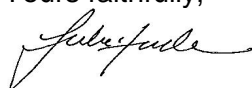
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19th January 2012

Dear Sir/Madam,

Your attendance is requested at a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE to be held in the COUNCIL CHAMBER, East Court on THURSDAY, 26 JANUARY 2012 at 7.45 p.m. Where possible please clarify any points or raise questions before the meeting with the Clerk to ensure an answer can be given. Please note that the report to supplement the agenda has been emailed to your official town council email address (and is posted on the Town Council website). Please print and bring those papers to the meeting, should you have any difficulty please address this with the Clerk prior to the day of the meeting.

Yours faithfully,



J W Holden,
Town Clerk.

A G E N D A

- 1 Public Question Time. The public are welcome to ask questions of the Committee on matters that are within the Committee's remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 8 p.m. - Apologies for absence.
- 3 To receive the Minutes of the meeting held on 24 November 2011.
- 4 To receive any Declarations of Prejudicial and Personal Interest.

Items to agree or note

- 5 To receive the accounts for November and December 2011 (Min. 215 24.11.11).
- 6 Town Council Finances - Position Statement (Min. 216 24.11.11)
- 7 Performance Indicators (Min 217 24.11.11).
- 8 To receive any recommendations of Committees 218 24.11.11)
- 9 Reports from Council Representatives on Outside Bodies (Min. 219 24.11.11) .
- 10 Neighbourhood Plan Working Party (Min. 220 24.11.11)
- 11 Consultation Working Party (Min. 221 24.11.11)

Items to discuss

- 12 Youth Sports Initiative Grants (Min. 288 27.1.11))
- 13 Members Allowances (Min 295 27.01.11)
- 14 Revenue Budget 2012/13 (Min.297 27.01.11)
- 15 Any other Urgent Business

NB The next meeting of the Committee will be held THURSDAY 22nd March 2012

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (26.1.12)
(Other distribution for information only)

Agenda Item 5: ACCOUNTS FOR NOVEMBER AND DECEMBER 2011 (Min. 215 24.11.11)

Members are asked to note the account entries titled as Appendix A on separate PDF document

Agenda Item 6: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 216 24.11.11)

Members are asked to note that the balances on the various Town Council accounts at 19th January 2012 were, rounded to the nearest £, as below. (L.Y.£757,197)

	Revenue	Capital	Total
	£	£	£
Natwest Direct Res-on demand 1.4%	285,268	87,788	373,056
Santander Time Deposit 18 mths 2.29%	50,000		50,000
NatWest Capital Reserve – on demand		97	97
Natwest Current	39,472	6,494	45,966
Royal Term Deposit 36 mths 3.85%	250,000		250,000
Natwest Term Deposit 18 mths 3.00%	150,000		150,000
Total	774,740	94,379	869,119

Agenda Item 7: PERFORMANCE INDICATORS (Min 217 24.11.11)

Details of Performance Indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee are set out below for the period November, and December 2011 inclusive. The comparable figures for the same months in 2010 are shown in brackets alongside.

Members are asked to note this report.

Item	November	December	
Invoices paid within 30 days	99%(100%)	98%(100%)	
Total staff sickness in days	6 (17)	3 (4)	

Agenda Item 9: REPORTS FROM OUTSIDE BODY REPRESENTATIVES (Min 219 24.11.11)

The following update reports have been submitted by The Councils representatives on the outside bodies.

East Grinstead War Memorial Limited (Cllr Mrs Belsey).

This Report is in respect of the General Meeting of the Council of Management of the above which I attended on Wednesday 2nd November 2011 at Chequer Mead.

Finances are generally healthy and the Treasurer was keen to ensure there were sufficient funds for the Company to move forward in the future and in particular money would be allocated to the East Court estate.

Projects currently including allocating funds to the East Court estate, particularly the lake. Allan Tyler had agreed to investigate the project and met with David Terry, Landscape Manager at MSDC. It had been decided due to costs not to rebuild the bridge. They would attempt to restore the view of the mansion from the lake, shrubbery would be removed and undergrowth tidied up. It was proposed to restore this area for the pleasure and enjoyment of the local people. Concerns and care around Great Crested Newts living in the pond were highlighted and contact with Natural England and Sussex Wildlife was necessary. S 106 funds may also be available.

Toilet facilities for children was a priority for future discussion.

The Company logo competition has been launched. David Heasman had circulated the competition rules to all local schools on 14th September, had issued a follow up in October and a final reminder would be sent shortly. It was agreed that it was a good idea to involve local children and that the Company would achieve a new logo.

The delineation of boundaries and land survey was a priority, particularly the eastern end and following a mapping of the East Court estate this has been passed to the Company's solicitors to ensure registration at the Land Registry. There was still a fly tipping issue and gates opening on to the Holtye Track, and it was agreed to reissue a copy of a letter sent by the Company to the neighbouring properties in July 1997 reiterating the position.

Specimen trees have been offered to Tanya Hayman as Tree Warden to plant in commemoration of the Queen's Jubilee next year. It was agreed that these should be accepted, chosen and planted as a clump but with careful thought given to the location.

Town Twinning Association (Cllrs Hodges, Osborne and Scott)

September/ October and November meetings:

News:

An invitation was received from the EG Council for Voluntary Services to attend their AGM and Big Societies event on 4th October in Meridian Hall with Twinning stand.

Councillors Osborne and Scott advised on the Jubilee celebrations 2012 with a view to the Town Twinning participating in the event.

The Chairman reported that Sant Feliu had advised their Town Council had just changed with a new Mayor and a new representative for Town Twinning.

There are encouraging projects in the pipe line with Primary schools with Twin Town links.

Town Twinning have been speaking to the British Council representative at Sackville School and a meeting has been arranged of Teachers from all schools to discuss the Town Twinning Website provided by the British Council. This encourages electronic communications between schools with a National system of accreditation.

Letters from Mrs Valentine (Foreign Languages Teacher) at Sackville school, advising,

1) The hosting of 60 year 8 students from the college De L'Europe, Bourg-De Peage on Tuesday 6th March 2012.

- 2) A stall for the December exhibition at Chequer Mead will be organised.
- 3) Lizzy Whittaker (Year 13) will be going to Mindelheim for 10 days work experience.

The Chairman reported that 35 students from Imberhorne School were currently in Catalonia, Spain and that Sackville has arranged for their Orchestra to visit Spain next year.

The Chairman had met with the Town Clerk to discuss Twinning design in the flower beds.

Remembrance Day - Wreath was laid as previously.

East Grinstead in Bloom - Invitation received to the annual Awards Ceremony held on October 7th.

Forthcoming events:

Youth in Europe. Mindelheim July 2011. - The Mayor reported that he had enjoyed the weekend with Games and considered it very well organised. The team had come second in the games.

Schwaz - the date of the event in Schwaz, 20 - 24th June 2012 was to be reconsidered

Mindelheim - the date of the Frundsbergfest is 12-15th July 2012

Verbania - Invited ladies to attend Ball in Stresa, an event in March 2012.

Updates of Events:

Rugby visit of Bourg De Peage September 2011 - Big weekend of considerable friendship gathered over many years. The Trophy was won by France.

Verbania - A delegation of four had attended the weekend Flower festival in September 2011.

The organisation of the exhibition "Europe on your Doorstep" at Chequer Mead was a great success with good interest from schools in EG and Twin Towns. 2 Teachers attended from Mindelheim and 1 from Bourg-De- Peage.

East Grinstead Music and Arts Festival (Cllr Sweatman)

EGMAF exists to promote singing, dancing and speech and drama in Sussex and neighbouring counties. Festival concerts are held annually in East Grinstead at Chequer Mead. Since I was given EGMAF to represent as a Town Councillor, I have sat on a few of their meetings, of which I have the following to report

- 1). A grant application to the Gatwick Airport Community Trust for £1000.00 proved to be unsuccessful
- 2) EGMAF has been asked by the Federation to provide photos from past festivals to be part of a book of photos to be presented to the Queen for her Jubilee
- 3). Adult classes to be encouraged
- 4). Syllabuses to be printed on request to cut costs. Available on-line
- 5). Review of child protection policy discussed
- 6) Dates for forthcoming festivals for 2012/13 are available on-line

East Grinstead Fair Trade (Cllr Sweatman)

Fairtrade is a National organisation estb. 1992 by various organisations such as Oxfam, World development movement, Christian aid etc.

to improve the trading positions of producer organisations to deliver sustainable livelihoods to farmers and their communities.

The East Grinstead branch of which I am their council representative, have sat on a few of their meetings, of which I have the following to report

- 1). Plans to arrange an unfair football match to highlight the inequalities of farmers and growers not getting a fair deal
- 2). To encourage schools to be of fair trade status, of which St. Peters is close to achieving
- 3) To Re-iterate that we are fair trade Council at a future Council meeting
- 4). Prospects of getting involved in the forth coming Jubilee celebrations
- 5). Future plans to get more products sold in more shops

Agenda Item 10: NEIGHBOURHOOD PLAN WORKING GROUP (Min 220 24.11.11)

The Following update has been provided by the Chairman of the Steering group Cllr Mrs Brunsdon:

Two of the three groups have started the work on the results of the previous survey, to produce the next round of consultation. The first group dealing with Town Centre Regeneration and Business Development are completing their options and impacts survey which is expected to be made available to the public for comment within the next week.

Consultation will be via electronic means and also hard copies made available at local venues for collection and return to the Town Council. This format is likely to be followed for the other areas of the consultation.

A press release will accompany the consultation release and banners will be placed in the town to advertise that that the consultation is underway. It remains impractical to deliver a survey to each home in the Town as the cost would be prohibitive at around £1000 per wave.

This update is for noting.

Agenda Item 11 : CONSULTATION WORKING GROUP (Min 221 24.11.11)

The Consultation Group has submitted consultation responses on:

Mid Sussex DC Draft District Plan (this has been circulated to all members and is attached at Appendix B).

The Public Health Plan This was an online response and the text is reproduced at Appendix C.

Agenda Item 12: YOUTH SPORT PARTICIPATION GRANTS 2012/2013 (Min 288 27.1.11)

Members are reminded that in 2006 Members determined as policy that the Town Council would establish a Youth Sports Revenue Grants fund to encourage participation in sport for young people. Subsequently, over the past five years over 28 applications have been received and grants totalling £10,000 have been awarded with £2,000 being allocated in each year. However, as a grant of £100 was made to EGGs (East Grinstead Group of Schools) in June 2011, the allocation for the 2011/2012 financial year is £1,900. Altogether 17 different clubs have received funding – Access All Sports, East Grinstead Stoolball Club, East Grinstead Tennis and Squash Club, East Grinstead Rugby Football Club, East Grinstead Town Football Club (who received funding in two years for different programmes), East Grinstead Meads Football Club (three years), East Grinstead Sports Club (two years), East Grinstead Cricket Club (four years), East Grinstead Swimming Club (four years), East Grinstead Triathlon Club, Felbridge Badminton Club (based in East Grinstead) (2 years), Felbridge and Sunnyside Cricket Club, Kings Volleyball Club, East Grinstead Table Tennis Club, East Grinstead Hockey Club, Chartham Park Golf Club and TS Resolution NTC. Grants to those organisations were awarded on the basis that they met the approved criteria, details as follows:

- (1) The fund is intended to facilitate new initiatives to encourage participation in sport within East Grinstead civil parish and which have a primary focus of serving and benefiting local East Grinstead residents and seeking to improve the health of those participating.
- (2) Applications for Grant Aid will be considered from any bona fide registered sports club/organisation operating within the East Grinstead civil parish or other organisation that has sport and recreation as a primary objective.
- (3) One application can be submitted by any sports club/organisation in any financial year. The maximum amount of grant that will be awarded to any such club or organisation will be £500.
- (4) The Town Council would expect applicants to demonstrate their own commitment to the participation initiative by equal match funding from their own resources or from other fundraising.
- (5) The applicant will need to demonstrate the objectives of the participation initiative and how the effectiveness of this will be measured.
- (6) The Town Council are particularly keen to support sports participation initiatives that focus upon juniors, which must be fully accessible to the disabled wherever possible.

Applications have been received from the following clubs/groups in 2011/2012 financial year – East Grinstead Cricket Club, East Grinstead Swimming Club and Imberhorne School. Details are as follows:

East Grinstead Cricket Club

The Club has some 120 junior members of majority of whom live in the civil parish of East Grinstead. Annual subscription is £40 for under 8s and £58 under 16s. The Club provides facilities for the Town Cricket Club to compete in the premier County League and the local leagues and to maintain club mark standards for players from 6 to 16 years to learn the game and progress up to County standard. They have requested a grant of £250 to maintain the cost of providing qualified coaches for indoor cricket sessions during March and April 2012 and hall hire charges. The sessions will include “taster” sessions for introducing the game to new participants. These sessions will give the only chance for junior players who are not already involved with academy practise to prepare for competitive play before the outdoor season. The section runs nets as economically as possible charging £2 per week and therefore subsidising the sessions. The total cost of the project is £1,040.

East Grinstead Swimming Club

East Grinstead Swimming Club (EGSC) offers the opportunity for anyone aged 7 to 70 to achieve their potential in swimming whether at Club, County, District, National or International level. The Club strives to provide the best possible opportunities for swimmers of all abilities and social backgrounds. There are 250 people involved in the Club, with approximately 90% living in East Grinstead. The annual subscription is £250-£550 depending on number of sessions. The Club has applied for £300 to assist in funding the EG Schools Swimming Gala to be held in March 2012. This is hosted by volunteers from EGSC and additional pool time and medals are paid for by the Club. A nominal contribution of £10 per school is requested to confirm entry. Approximately 15 schools from the East Grinstead area are expected to attend the gala. This year, to mark the Club’s 100th anniversary, the gala will have a different format, with “fun activities” (i.e. float races etc) to include less able swimmers. In addition the Club will run A & B finals for individuals to allow the greatest amount of participation from the swimmers. Children will compete at the gala for their school. 15 schools attend, with approximately 12-14 swimmers attending per school – therefore 180-200 children in total. The gala will also give children considering joining the Club the opportunity to experience a “taster” session free of charge before joining.

Imberhorne School

Imberhorne School is in the process of raising £1.6 million towards the cost of building a new sports hall at the School’s upper school site in East Grinstead. Imberhorne is the last school in Sussex that does not own a sports hall. The County Council has provided £1.3 million of funding towards this project. The School itself is dedicated to raising £200,000 and is exploring different avenues of funding to raise the remaining amount to complete the £1.6 million project. The School has asked for a grant as a donation towards the cost of the build.

East Grinstead Meads Football Club

The Meads Football Club provides football activities, coaching and matches for children aged between 5 and 18. East Grinstead Meads Football Club operates a complete “open” policy and fully supports the “Sport for All” ethic. All coaches and helpers are volunteers. The Club has asked for a grant of £500 towards a total cost of £1,000 to purchase one new set of 20 footballs (size 5) as teams progress to the next size, to put two new coaches through the FA level 2 coaching course and to provide a first aid training course for 12 volunteers to meet FA guidelines. The Club

hope that the grant will help them ensure youth football continues at East Grinstead Meads FC in a safe environment and enable them to expand their membership at the older ages of 12 to 18 where there is a great reduction in sport participation generally.

Cllr Webster as Leader of the Council has considered the above and recommends to the Committee that awards be granted as follows:

Cricket Club	£250.00
Swimming Club	£300.00
Imberhorne School	£500.00 (being the maximum from this grant allocation)
East Grinstead Meads FC	£500.00

Agenda item 13: MEMBERS ALLOWANCES Min 295 27.01.11)

Members are aware of the current scheme whereby an allowance may be claimed for compensation of losses while undertaking duties as a Councillor. The 1972 Local Government Act allows for Town Councils to make an award in this respect and is reviewed when the District Council convenes its independent panel and makes recommendations. The Town and Parish Councils must have regard to the report from the District Council but is not bound to follow the recommendations therein.

Members have indicated a wish to include a separate payment for the cost of dependent care when they are undertaking duties, to ensure that the financial implication of being a Councillor does not adversely prejudice anyone against standing for office. This is allowable and should equate to *actual losses*, It can't be claimed unless the cost has been incurred. Evidence will be needed along with a signed claim to say this has been incurred will be necessary.

Having considered the scheme in place at Mid Sussex District Council, it is recommended that the following provision be implemented from April 2012 as an addition to the East Grinstead Town Council Members Allowance Scheme. The 2012/13 budget for Members Allowances has been increased to allow for some claims under this allowance.

Child and Dependent Allowance To be payable at the rates and for attendance at the approved duties as set out below in respect of any childcare up to the age of 16 years or in respect of an older dependent who cannot be left alone. In order to claim this allowance, Members will need to submit a claim using a Child and Dependent Allowance Form available from the Finance Officer, together with a valid business receipt issued by the care provider. Payment will not be made where the care provider is a member of the family of; Council member or the person being care for.

Rate payable:

1. *Child and Dependent Allowance* to be payable at the actual cost or £8.00 per hour whichever is the lower.

Approved Duty - The duties referred to in this Scheme as approved duties for the purpose of the payment of child and dependent allowances are as follows:-

- a. Attendance at a meeting of Full Council
- b. Attendance at a meeting of a Standing Committee of the Council as a member of that committee.

- c. Attendance by Councillors at any approved conference, seminar, forum, training course or workshop.

Members are recommended:

To approve the implementation of a Child Care and Dependant Care Allowance as set out in the report with effect from April 2012.

Agenda item 14 REVENUE BUDGET 2012/2013 (Min 297 27.01.11)

Members are asked to bring with them to the meeting their copy of the booklet entitled "Revenue Estimates 2011/2012"

Committee is advised that neither Planning Committee nor Public Services Committee, which had no budgetary requirements, made alterations to their figures in the budget book when they considered this matter at their meetings on 9th and 12th January 2012, respectively. Any changes proposed by Amenities and Tourism Committee on 19th January 2012 will be verbally reported at the meeting.

The considerations that Members will need to undertake at the meeting are all as indicated in the booklet and will ultimately culminate in a formal recommendation to Council. In summary Members are asked to consider and approve the recommendation from the other Committees, approve their own budget for cost centres under their own control, namely, democratic representation, corporate management, community support, and central administration and support, and then to recommend formally the overall Town Council budget for 2012/2013 financial year to Council. It is Council that will then formally resolve the precept.

Town Clerk's Report Ends