

EAST GRINSTEAD TOWN COUNCIL

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

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Quorum = ¼ members or 3

15th September 2011

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, 22 September 2011 at 7.45 p.m.

Yours faithfully,
JULIE HOLDEN,
Town Clerk.

A G E N D A

- 1 Public Question Time.
- 2 To commence not later than 8 p.m. - Apologies for absence.
- 3 To receive Minutes of the meeting held on 23rd June 2011 (attached).
- 4 To receive any Declarations of Prejudicial and Personal Interest.

Items for note

- 5 To receive the accounts for June, July and August 2011 (Min 66 23.6.11).
- 6 Town Council Finances - Position Statement (Min 68 23.6.11).
- 7 Performance Indicators (Min 73 23.6.11)
- 8 Neighbourhood Plan Working Party (Min 74 23.6.11)

Items for Decision/ Discussion

- 9 East Court War Memorial
- 10 Risk Analysis Report (Min 360 24.3.11)
- 11 To receive any recommendations of Committees (Min 67 23.6.11)
- 12 Community Revenue Grants Applications (Min 171 23.9.10)
- 13 Diary of meetings for civic year 2012/13 (Min 174 23.9.10)
- 14 Members protocol for webmail system and electronic mailings
- 15 Appointment of sub committee (Min 74 23.6.11)
- 16 Any Other Urgent Business

NB The next meeting of the Committee will be held on Thursday 24th November 2011

EAST GRINSTEAD TOWN COUNCIL

To: All Members of the Finance & General Purposes Committee (22.9.11)
(Other distribution for information only)

Agenda Item 5: ACCOUNTS FOR JUNE, JULY AND AUGUST 2011 (Min. 66 23.6.11)

Members are asked to note the account entries attached to the back of the minutes.

Agenda Item 6: TOWN COUNCIL FINANCES – POSITION STATEMENT (Min 68 23.6.11)

Members are asked to note that the balances on the various Town Council accounts at 13th September 2011 were, rounded to the nearest £, as below.

	Revenue	Capital	Total
	£	£	£
Natwest Direct Res-on demand 1.4%	169,316	59,007	228,323
Santander Time Deposit 18 mths 2.29%	50,000		50,000
NatWest Capital Reserve – on demand		97	97
Natwest Current	3,636	6,717	10,353
Royal Term Deposit 36 mths 3.85%	250,000		250,000
Natwest Term Deposit 18 mths 3.00%	150,000		150,000
Total	622,952	65,821	688,773

Agenda Item 7: PERFORMANCE INDICATORS (Min 73 23.6.11)

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

Members are asked to note this report.

Item	June	July	August
Invoices paid within 30 days	96%	98%	100%
Total staff sickness in days	2	0	2

Agenda Item 8: NEIGHBOURHOOD PLAN WORKING GROUP

The Chairman of the Working Group Cllr Mrs Brunson will table a report to update the committee on the work of the group to date.

Agenda Item 9: EAST COURT WAR MEMORIAL

In November of 2010 Mr Piddlesden, approached the Town Council to request that his Uncle; Cpl Wilfred C A Creedy, have his name added to the War Memorial at

East Court. Cpl Creedy lost his life in 1940 as the result of a shooting accident in his billet in Sturminster in Dorset. The story is tragic as it was a friend who shot him. A copy of the newspaper report is held on file 4/6 should any member wish to read the full story.

The two plaques on the war memorial are
Firstly: in memorial of those who were killed in military service in action during the war and : in memorial of the civilian victims of military action during the war (this includes those killed during the Whitehall Bombing).

There is not a plaque that currently would include circumstances such as Cpl Creedy. Military Personnel Killed On Service But Not In Action.

The Roll-of-Honour.com website does include Cpl Creedy and four other names that relate to servicemen who are buried in Mount Noddy Cemetary but are not included on the War Memorial. The circumstances of the death of all but one of the other names are not known. Staff Sgt Arthur Groombridge died following a road accident in October 1945.

When the war memorial was first commissioned there was a committee formed to consider the names to be included. However the deliberations of this committee are not held at The Town Council and therefore there is no way of knowing if these names were deliberated or not, and if they were as to why the decision was made to not include them in the memorial.

The Finance and General Purposes committee are asked to consider whether a new plaque should be commissioned to be mounted on the war memorial to include Cpl Creedy and any or all of the five other names that have been brought to light.

The five names that have been identified are:

Buckland	George	Sgt RAF Volunteer reserve b 1923 d 9 th Oct. 1942
Creedy	Wilfred CA	Cpl 2 nd Bn Kings Royal Rifle Corp b 1912 d 29 th Mar. 1940
Cross	Herbert	Ldng Air/man RAF Volunteer reserve b1894 d 8 th Nov. 1942
Groombridge	Arthur J	Staff Sgt Royal Army Service Corps b 1916 d 27 th Oct. 1945
Hancox	Robert W	Cpl Royal Army Service Corps d 2 nd Oct 1940

There is space on the side of the memorial that could house a new plaque, there is no room on the front of the memorial. Costs and quotes for a new plaque are currently being sourced, initial indications suggest that it should be manageable within the existing budget. It is possible that once this new plaque is positioned that more names of former East Grinstead residents who lost their lives during the war could come to light. This is simply unknown, therefore officers request that should the principle of the plaque be supported by members, the actual wording be considered to ensure that it would appropriately reflect names that could be entered on the role. A suggestion is : Military Personnel Killed On Service But Not In Action.

A further option could be to consider a new memorial for victims of other conflicts and include this new plaque rather than add a plaque to the side of the existing memorial. This however would be an extensive project and grants may be available to assist with the creation of a new memorial. It is not known whether there are names that could come forward for inclusion in such a memorial.

It is understood that this an emotive issue and as such **members instructions as to how to proceed are requested.**

Agenda Item 10: RISK ANALYSIS REPORT (Min 360 24.3.11)

At the meeting of Committee on 24th March 2011 Members considered the biannual Risk Management report that identified the highest rated risks to the Council that were targeted to be addressed in the year to 31 March 2011.

Since then the RFO has rationalised the recording and reporting of risks by bringing all risks including Health & Safety, Building, IT etc together into one **Risk Register (Appendix A)** which identifies the impact of the risk, the action plan to minimise the risk, the manager responsible for implementing the plan and the timetable for achieving it. New risks will be added to the register as they are identified and risks will be marked accordingly when the action is complete. The register also produces checklists for insurance, health and safety, and ongoing actions relating to maintenance or inspection.

As part of this renewal process we have also conducted an independent **Health and Safety Audit** and an **IT Audit** within the last 18 months. The recommendations of those audits have been incorporated in the Risk Register.

One of the recommendations was a comprehensive review of our **Health & Safety Policy** and a new draft policy, which will be issued to Staff when approved, is attached as **Appendix B**.

Members are recommended to
1 approve the Health and Safety Policy, and;
2 note the Risk report.

Agenda item 11 : TO RECEIVE RECOMMENDATIONS OF COMMITTEES (Min 67 23.6.11)

Members will be asked to agree the recommendations which will be collated once the recommendations have been received from the preceding committees. This will be tabled at the meeting.

Agenda Item 12: COMMUNITY REVENUE GRANTS APPLICATIONS (Min 171 23.9.10)

The Town Council sets aside specific revenue funds each year to enable it to support, in a relatively modest way, a range of groups and organisations in the Town. In accordance with Members' budgetary policy some groups have ring fenced grants, details as follows for the current financial year:-

	£	
East Grinstead Christmas Lights Committee		1,000
East Grinstead Town Twinning Association	1,640	
East Grinstead in Bloom Committee	2,500	
East Grinstead Citizens Advice Bureau	4,000	

East Grinstead Age Concern (for Christmas party)	360
East Grinstead Christmas Promotions Committee	530
East Grinstead C.V.S. (contribution towards rent)	3,000
Badger Trust, Sussex	280
East Grinstead Credit Union	500
East Grinstead Town Museum	2,300

There are other grants funds for dedicated purposes for Youth Sports Development, Youth Initiatives, Campaign Initiatives and Neighbourhood Panel support. A report on the allocation of youth sports development grants will be tables at the November Amenities and Tourism Committee meeting.

In addition to the above £3,800 is allocated for distribution by Members, at this meeting, to other organisations working within or for the benefit of the Town.

Applications for revenue grant aid have therefore been received from the following organisations:-

East Grinstead Music and Arts Festival*
 Meridian Short Mat Bowls Club*
 Barn Field Place Management Ltd
 Jigsaw 4U
 Grenestede Talking News*
 FurniHelp Mid Sussex*
 Soroptimist International, East Grinstead
 Imberhorne Allotments Association
 Meridian FM
 St Catherine's Hospice
 Felbridge & Sunnyside Cricket Club
 National Childbirth Trust
 East Grinstead Council for Voluntary Service (CVS)*

In accordance with policy the above organisations have completed official application forms and/or provided the requisite information to enable the applications to be put before Members. These are available for detailed Member reference on file 6/1 (2011/2012). It has been previously agreed that a brief synopsis of each application should be prepared for Members consideration in order that Councillors are not subjected to an excessive amount of paperwork.

Before considering the various grant requests there is some additional information that may be helpful. The number of applications, Thirteen, is two less than 2010/2011. A number of these applicants received a grant in 2010/2011 and they are recorded above with an *. Members do not have to allocate all funds at this time if they do not wish. Some funds can be held back for late applications that can be determined later in the financial year if Members so determine. In this regard it should be noted, however, the total funding requests exceed funds available. Although there are specific powers available for paying some grants the bulk of these organisations' applications, if met in whole or part, would be paid in accordance with section 137 of the Local Government Act 1972.

Members will be asked to allocate the grants and to this extent the Chairman of the committee will table a list of recommendations to the meeting.

East Grinstead Music & Arts Festival*

The Festival is a registered charity providing facilities for various performing arts in dance, singing and speech and drama. The Festival has applied for a grant of £150 to contribute towards the cost of the singing accompanist. In context, the cost of running the Festival in 2010 was £16,000. Approximately 500-700 people in East Grinstead participate in the Festival annually, mostly young people, and there are over 60 people involved in the Festival organisation.

Meridian Short Mat Bowls Club*

The Short Mat Bowls Club meets weekly in the Meridian Hall and there are 24 members, all but one living in East Grinstead. They have requested a grant of £100 to assist with running costs of the Club.

Barn Field Place Management Ltd

Barn Field Place Management is a residents' association promoting good maintenance and standards of 13 properties in Barn Field Place. The residents are not members of Barn Field Place Management. The Chairman has asked, on behalf of the residents, for a grant of £100 towards the cost of levelling and turfing a strip of land bordering the Barn Field Place properties and Holtye Road. The total cost of the project is £250 and it is felt that not only will the residents benefit from this but passing local pedestrians and motorists too. The residents are happy to contribute to the remainder of the cost.

Jigsaw 4U

Jigsaw4U is an organisation that supports children and young people who have experienced loss and trauma and gives them a voice in decision making about their lives and the services that support them. The organisation rent the top floor of East Court Mansion and employs 10 part-time staff and around 30 volunteers. They receive no statutory funding and make no charge to families. They have requested a grant of £1,000 to assist with increasing costs of rent, telephone and IT.

Grenestede Talking News*

Grenestede Talking News is a registered charity providing a weekly tape/CD to individuals who are blind, partially sighted or having other disabilities making reading a strain. The tapes/CDs contain local information and news. They have requested a grant of £100 towards the annual rent of the recording room in the Old Court House. There are some 70 people involved in the organisation, 95% of whom live in the civil parish of East Grinstead.

Furnihelp Mid Sussex*

FurniHelp Mid Sussex is a registered charity relieving poverty and stress by the provision of basic furniture and household equipment to those in need who are referred by social and caring services, religious organisations and housing associations. The project's annual running costs are £11,000 and funding comes from local authorities, national grant bodies, service clubs and donations. The

Charity is supported by 14 volunteers but they do not have a membership as such. They have requested a grant of £350 to assist with general running costs and especially towards the annual rental on their warehouse, which is £10,000 p.a.

Soroptimist International, East Grinstead

East Grinstead Soroptimist is an organisation for professional and business women, committed to helping women, girls and boys to achieve their potential, realise aspirations and have an equal voice in creating strong and peaceful communities. There are 40 people involved in the Organisation, 80% living in East Grinstead. They have asked for a grant of £350 towards the cost of printing leaflets entitled "Loves me Loves me Not", which raises awareness of the qualities of positive and negative relationships. The leaflets will be distributed to year 9 pupils at Imberhorne and Sackville Schools, who take part in the annual Good Citizen Award scheme.

Imberhorne Allotments Association

The Association manages the Imberhorne Allotments, owned by the Town Council, to provide residents of East Grinstead and surrounding villages with an allotment to grow their own fruit and vegetables. The Association has 65 allotment tenants, 92% of which live in East Grinstead. They have asked for a grant of £500 towards the cost of replacing the existing main gate to the site with a more secure and lightweight construction. The Association last received a grant from the Town Council in 2008 to help pay for surfacing of the site's car park area.

Meridian FM

Meridian FM provides a local community radio service for East Grinstead and environs, and operates from the Jubilee Community Centre. There are 70 people involved with providing the service, 98% of whom live in East Grinstead. The radio station has asked for a grant towards a total cost of £900 to complete the installation of equipment for their second studio, which will allow them to train local people as presenters and offer training to local schools and colleges.

St Catherine's Hospice

The Hospice provides specialised end of life care to local people as well as their families, friends and carers. The catchment area covers Mid Sussex, Crawley, Horsham and East Surrey. They receive only 30% of funding from the NHS. Last year the Hospice received around 70 new referrals for residents of East Grinstead, through contacts with local surgeries. St Catherine's is progressing a new initiative to expand their end of life care to patients in their own homes and has asked for a grant of £800, being the cost of one community nurse for one week.

Felbridge & Sunnyside Cricket Club

The Club aims to foster and promote the sport of cricket at all levels within the community, providing opportunities for recreation, coaching and competition. The Club has a membership of 150 (including 70 junior members), with approximately 95% living in East Grinstead. They have applied for a grant of £500 for new junior/senior cricket non-turf practice net areas for coaching and practice purposes. The total cost of this project is £30,000.

NCT National Childbirth Trust

The East Grinstead Branch of the Trust offers support and information in pregnancy, childbirth and early parenthood and aims to enable every parent to make informed choices. The NCT currently involves 130 households of which 90% are in East Grinstead. They have asked for a grant towards a total project cost of £8,000 to fund Bumps and Babes and to train 10 new "Breastfeeding Peer Supporters" to include hall hire and training costs and equipment, to which all new parents will have access.

East Grinstead Council for Voluntary Services

The EGCVS have made an application in respect of the Volunteer Centre that they operate. The funding awarded last year allowed the service to increase the hours available of the volunteer coordinator to stage events at the library, chequer mead and the town centre which were dedicated to outreach work of raising the profile of local organisations and the need for volunteers. The service this year would like to continue this work focussing on specific local organisations such as Standen and Meridian FM, they believe that targeted work is more successful in recruiting for organisations that need large numbers of volunteers. The CVS would like to offer this type of service to other organisations should this pilot prove successful. They are asking for a grant of £350.

Agenda Item 13: DIARY OF MEETINGS FOR CIVIC YEAR 2012/2013 (Min 174 23.9.10)

The proposed dates for the schedule of meetings for the Civic Year 2012/13 are attached at **Appendix C**. It has been commented that meetings can run late and having canvassed other Parish and Town Councils the start time of 7.45pm would appear to be later than most. The range generally is 6.30 -7.30 pm start times. It is recommended that the start time of East Grinstead Town Council and Committee Meetings be revised to a start time of 7.00pm (with exception of the June, September and March Charities Committee which follow on from the close of the Amenities and Tourism Committee meeting of the same date).

Members are recommended to

- 1 approve the schedule of meetings for 2012/13, and;**
- 2 recommend to Council the change in Standing Orders for the start time of the meetings.**

Agenda Item 14: MEMBERS' PROTOCOL FOR WEBMAIL SYSTEM AND ELECTRONIC MAILINGS

The provision of email addresses for Town Council official business was requested by several members after the election this year. The Council had a licence to provide named email addresses for Councillors on the existing system. This was explored further and through existing IT budgets was able to be facilitated. Members have now been issued with an email address.

The Town Council Officers have spent some considerable time liaising with members to ensure that the system is able to send and receive and to open and save documents. There are no outstanding issues raised with Officers to resolve, although further discussions with the IT remote server provider to improve the system functionality is ongoing. The system although a basic outlook email system, will send and receive, receive documents and allow these to be downloaded for printing.

The use of this facility has to be accompanied by an IT for members protocol and this is attached at Appendix D.

The cost of additional licences has been met from existing IT budgets, this was a one off cost which will not be repeated, However to be value for money, it is important that the email system now become to recognised official route of communication between the Town Council Officers and the Elected Members. The Email therefore is requested to be sanctioned by the Committee as the official communication source. To this extent and in an effort to be environmentally friendly and cost effective it is also recommended that committee reports will be issued to members by email from the next Council round to reduce the resource cost of photocopying and mailing the papers. The Agenda will continue to be issued in hard format in a C5 envelope, however the accompanying report will where possible, be sent via email (occasionally documents that are only received in hard copy such as appendices may need to be copied separately). The average saving to the Council in making this change would be in the region of £250 in mailing, and nearly £1000 in staff time which can be allocated to other tasks.

Members will be provided with paper to cover the volume necessary for home printing of reports and minutes. Members who have electronic devices may decide not to print the reports but view them electronically. The cost of printers and PC's will not be considered as the members allowance is expected to cover the provision of these. Any future member of the Council who does not have an email address will be able to opt to receive hard copies although currently this is not believed to affect any councillors who have all provided personal email addresses to the council.

The Protocol is attached, **Members are recommended:**

- 1 to approve the protocol;**
- 2 to confirm that the official contact route will be the @eastgrinstead.gov.uk address; and**
- 3 to confirm that from the next cycle, except where necessary, hard copies of reports to Members will cease.**

Agenda item 15: APPOINTMENT OF SUB COMMITTEE (Min 74 23.6.11)

It is noted that a large number of consultation documents are being received at present and it is becoming difficult to fit these in to the appropriate committee for preparation of a response during the consultation period. It is therefore recommended that members consider the establishing of a consultation panel to consider consultation when they arrive, formulate responses and report back to the appropriate committee. The panel would be a formal sub-committee to this standing Committee.

Members are asked to:

- 1 approve the formation of a consultation panel, and:**
- 2 determine the membership of this panel. The Chair and Vice Chair of F&GP would be ex-officio members in accordance with existing Standing Orders.**

Town Clerk's Report Ends

Appendix A

This is available in hard copy from the Town Council

Appendix B

Is loaded as a separate document

EAST GRINSTEAD TOWN COUNCIL

DIARY OF MEETINGS 2012/2013

2012

14th May	(M)	Annual Town Council
15th May	(T)	Planning
4th June	(M)	Planning
7th June	(Th)	Public Services
14th June	(Th)	Amenities & Tourism
14th June	(Th)	Charities
21st June	(Th)	Finance & General Purposes
21st June	(Th)	Special Council
25th June	(M)	Planning
2nd July	(M)	Council
16th July	(M)	Planning
6th August	(M)	Planning
3rd September	(M)	Planning
6th September	(Th)	Public Services
13th September	(Th)	Amenities & Tourism
13th September	(Th)	Charities
20th September	(Th)	Finance & General purposes
24th September	(M)	Planning
1st October	(M)	Council
15th October	(M)	Planning
5th November	(M)	Planning
26th November	(M)	Planning
29 th November	(Th)	Public Services
6th December	(Th)	Amenities & Tourism
6th December	(Th)	Charities
13 th December	(Th)	Finance & General Purposes
17th December	(M)	Planning

2013

7th January	(M)	Council
8th January	(T)	Planning
28th January	(M)	Planning
4th February	(M)	Council (Precept)
18th February	(M)	Planning
6th March	(Th)	Public Services
10th March	(M)	Planning
13th March	(Th)	Amenities & Tourism
13th March	(Th)	Charities
20th March	(Th)	Finance & General Purposes
1st April	(T)	Planning
7th April	(M)	Council
21st April	(M)	Planning
22nd April	(T)	Annual Town Meeting

NOTES:

- 1 All full Committee and Council meetings are held in the Council Chamber at East Court Mansion and are open to the public. Meetings commence at 7.00 pm with the exception of the Charities Committee meetings which will commence immediately following the Amenities & Tourism Committee meetings, and the Special Council meeting on 21 June to approve the annual accounts, which will be held immediately following F&GP Committee.
- 2 All Council meetings provide a maximum period of 30 minutes for public questions commencing at 7.00pm.
- 3 All Committee meetings provide a maximum period of 15 minutes for public questions commencing at 7.00 p.m.

Email protocol for Members accessing the webmail system:

- Town Councillors will henceforth be provided with an email address in the format: initial.surname@eastgrinstead.gov.uk . This will be published on the Councils website to allow them to receive direct contact from constituents and town council staff.
- The email is the personal responsibility of each Councillor, it will not be managed by the Town Council Staff in their stead.
- The email will also appear on councillors business cards
- Emails are to be used for Town Councillor business only.
- All emails will include a standard declaration to the effect:
"This email has been sent by an individual Town Councillor, the contents of which are not necessarily Town Council Policy."
- Emails can carry viruses intended to disable or damage systems. Should the Councillor be concerned as to the nature of an email or if the sender is unknown , or if the email has been flagged with a warning by our AV software, they should not open attachments or forward them on to other users. Suspected viruses should be reported to Barry Male at the Town Council.
- The Councillor should conduct good practice, delete emails regularly and /files (especially bulky reports) should be saved (if required) to your C drive and not within Outlook (emails).
- The Councillor must advise the Town Clerk directly if they change their password. The Town Council retain the right to access the system if necessary however, this will not be normal practice and will be after notifying the Councillor of the reason. The list of passwords will be kept by the Town Clerk for emergency access or to close the account should the Councillor cease to serve on the Town Council.
- Emails sent on behalf of the Councillor may be subject to the freedom of information act (FOI). Any emails stored in the system would have to be supplied on request of the Town Clerk should a relevant FOI request be received.
- Emails are written correspondence and as such the author should always consider appropriate responses and remember that they are personally responsible for the content written, especially in regards to the rules of libel and the data protection act. No personal data relating to living persons should be copied to home systems, unless the member has personally registered their system with the Information Commissioner.
- Councillors are asked to consider when forwarding emails that the history (tailings) be considered and deleted as appropriate, as forwarding large content can slow the servers.
- Failure to follow the protocol as set out above could result in the email facility being withdrawn.