

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th JANUARY 2018 AT 7.30PM IN THE STEYPNING CENTRE

Present: Cllrs Lloyd, Syred, Bowell, Northam and Willett.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/86 APOLOGIES FOR ABSENCE

86.1 There were apologies received from Cllr Pearcey, Goldsmith, Muggeridge and Trundle

F&GP/17/87 DECLARATIONS OF INTEREST AND DISPENSATIONS

87.1 No declarations of interest received.

F&GP/17/88 QUESTIONS FROM THE FLOOR

88.1 There were no questions from the floor.

F&GP/17/89 MINUTES OF PREVIOUS MEETING

89.1 Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 12th December 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/90 MATTERS ARISING AND ACTIONS

90.1 F&GP/17/74.1 Telephony- Investigation of alternative provider – discussed later in meeting under item 99.1.

90.2 F&GP/17/74.2 Bowling club lease – ongoing.

CLERK

90.3 F&GP/17/74.3 Chairs and Clerks training – Session taking place on the 11th January – Actioned.

90.4 F&GP/17/74.4 Springwells Water pump – Steypning society not responded as yet to Cllr Bowell

Cllr Bowell

90.5	F&GP/17/74.6 Additional cleansing grant – ongoing.	CLERK
90.6	F&GP/17/74.10.1 Neighbourhood Wardens Management committee representation –First meeting will be held on the 1 st February. Cllrs Hanson and Pearcey to represent the Council with other two Councillors who expressed an interest possibly rotating in (Cllr Lloyd and Muggeridge) . Clerk to send on Agenda to the two representatives.	CLERK
90.7	F&GP/17/74.10.2 Wardens scheme start-up funds investigation - ongoing.	CLERK
90.8	F&GP/17/75.1 Payments list to include transfers between savings and current account - Actioned	
90.9	F&GP/17/77.1 Approval to proceed with two premises expenses - Clerk actioned	
90.10	F&GP/17/79.1 Barclays account signatory to change – Cllr Howell to send info to Clerk. Clerk to action	CLERK / Cllr Howell
90.11	F&GP/17/79.2 and 79.3 and 79.4 Finance Matters questions discussed under item 94.1	
90.12	F&GP/17/79.5 Budgets for next year – discussed under item 94.3	
90.13	F&GP/17/79.6 The Clerk reported that most progress had been made on quotes for projects relating to Premises committee Projects. Three F&GP projects to be discussed later, that is Web Site, CCTV and Telephony.	
90.14	F&GP/17/80.1 Grant request from Steyning Chamber of commerce – Clerk actioned	
90.15	F&GP/17/80.2 Grant request from Steyning community Orchard – Clerk actioned	
90.16	F&GP/17/81.1 Youth service provision – Clerk to update MOU and gain Full Council approval – Actioned	
90.17	F&GP/17/82.1 Neighbourhood Wardens – Clerk to check agreement and determine Budget requirements for year 2018/19 – Actioned – Not more than a 2 % rise.	
90.18	F&GP/17/83.1 Data Protection – discussed under item 95.1	
F&GP/17/91	PAYMENTS LIST 2017-18	
91.1	To approve list of payments made by the council for the period 1.12.17 – 31.12.17. Cllr Willett proposed, seconded by Cllr Lloyd that the list of payments for December 2017 be approved. Agreed	
F&GP/17/92	JOINT PARISHES CEMETRY COMMITTEE	
92.1	No meeting to report on. South Downs National Park Authority have said in the interim with regards to possible purchase of additional land for extended Cemetery that they will discuss with local farmers. Next meeting on 29 th January.	

F&GP/17/93 ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL

93.1 Premises Committee

Councillors discussed the possible purchase of a new coffee machine. Premises committee had agreed to purchase a machine however wanted a year's warranty and it had transpired since the meeting the deal only allowed for a three month warranty. Councillors decided not to proceed with the purchase at this time, and suggested deputy Clerk bring back new proposals for next Premises meeting.

93.2 Amenities Committee

No Meeting having taken place since last F&GP. None requiring approval.

F&GP/17/94 FINANCIAL MATTERS

94.1

Questions from last meeting answered – Salaries outsourcing referring to service provided by Capita to provide payroll function. Projects invoices have been redirected to related Codes rather than under 'Projects' itself, and Line 4045 which had supported the £80 K before it had a new designation in the system as the Emergency reserve has now been reconciled.

94.2

Cllr Bowell **proposed, seconded** by Cllr Syred that the income and expenditure report for December 2017 be accepted. **Agreed**

94.3

General reserve to be renamed if possible within Financial software (Rialtas system) as 'Current Account' to avoid misunderstanding. Clerk will provide definitions on the financial terms involved for the next meeting, and check with Auditor upon preferred terminology.

CLERK

94.4

Budgets and calculation for the Precept for next year 2018/19 to be discussed tomorrow night with all Councillors as a working group and the details then to be approved at Full Council next week.

94.5

Capital projects that were to be considered for next year can be brought forward for this financial year as there have been so many savings made and there therefore remains money to be spent.

94.6

Request for small grant assistance for the brownies to keep room hire cost low. This was rejected by the Committee in order to be fair to other users

F&GP/17/95 DATA PROTECTION

95.1

The Clerk updated on the latest advice from NALC in so far as there are now cost options being proffered on a range of services to cover data protection via an approved external body, but there is some way to go in terms of being able to buy into a service as yet and even an approximation as to what the cost will be for the next financial year. Currently there is a provisional sum of £1000 in the 18/19 budget to cover this requirement.

95.2

Councillors expressed interest in a training course being set up for councillors. Clerk will begin to look for opportunities

CLERK

F&GP/17/96 96.1	CCTV Clerk updated on progress regarding CCTV. There is a need for prioritisation and the first issue to be resolved should be the MPF. Cllr Lloyd proposed, seconded by Cllr Northam that the Clerk move this process forward and report back to next F&GP with a plan of action. Agreed	
F&GP/17/97 97.1	STREET CLEANING CONTRACT MONITORING Clerk reported on Street cleaning and said that there would shortly be a meeting when Danny returned from Holiday to include Cllr Pearcey to pick up on a couple of issues, and will report back at next meeting.	CLERK/Cllr Pearcey
F&GP/17/98 98.1	SECTION 106 MONIES Clerk reiterated the need to spend the funds available and currently the Council are progressing with a Playground development plan with a working party being set up by Cllr Howell in the next week or so.	
F&GP/17/99 99.1	TELEPHONY ALTERNATIVE PROVIDER Clerk reported that after much negotiation it appeared we could now proceed with a new supplier provided Council agreed to a five year contract. This would involve new Equipment, Line rentals, Broadband and Maintenance and would give the Council a monthly saving of up to £200. Clerk to check the terms of severance before Chair co-signs any agreement and clerk to also ensure references from elsewhere checked.	Clerk/Cllr Howell/Cllr Pearcey
F&GP/17/100 100.1	STEYNING COUNCIL WEB SITE DEVELOPMENTS Cllr Picking had provided a report as a supporting paper and the Clerk talked through the excellent progress so far. There was still a need to interrogate the improved site and add information and there will be a number of meetings with Cllr Picking and the Centre admin staff to achieve this and when an updated version is ready it will be released to Councillors to check it before it goes live. If however despite this work the system still proves inadequate to cope, then Council will need to consider investing in an improved model. We also need to ensure the site is secure.	Clerk/Cllr Picking
F&GP/17/101 101.1	PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19 CONSULTATION Committee asked clerk to respond by saying that they felt there was an unrealistic time frame in terms of the given consultation period	CLERK
F&GP/17/102 102.1	INFORMATION/CORRESPONDENCE ITEMS Southern transit – The Adur valley line route 3 – This has been passed on to Reina Alston and Martin Leigh-Pollitt and they are looking into it.	
F&GP/17/103	DATE OF NEXT MEETING 13TH FEBRUARY 2018	

The Chairman closed the meeting at 9.03pm

Signed Date 13th February 2017

Chairman of F&GP Committee