

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11th SEPTEMBER 2018 AT 7.30PM IN THE STEYPNING CENTRE

Present: Cllrs Goldsmith, Willett, Bowell, G Sullivan, Lloyd and Syred.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/32 APOLOGIES FOR ABSENCE

There were apologies received from Cllrs Northam, Muggridge and Pearcey

F&GP/18/33 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bowell declared an interest in item 37.10 as is a member of the Royal British Legion and in item 37.11 as is a Festival trustee. Cllr Lloyd declared an interest in item 37.12 as is a member of the Steypning Partnership.

F&GP/18/34 QUESTIONS FROM THE FLOOR

34.1 None

F&GP/18/35 MINUTES OF PREVIOUS MEETING

35.1 Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 10th July 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/18/36 MATTERS ARISING AND ACTIONS

36.1 F&GP/18/23.2 CCTV – See item 43.1

CLERK

36.2 F&GP/18/23.3 Bowls Lease agreement – Clerk has received a reply from the solicitors recommending some amendments to the Lease agreement - this is in regard to, 'permitted use' which includes club room and premises but currently not listing the bowls play area itself, also that the playing area is not identified within the maintenance provision, nor is the maintenance of the Boundary fences/hedges. Clerk to ensure agreement amended and resent.

CLERK

36.3	F&GP/18/24.1.1 Clerk to check Budget items 4025, 1008 and 4073 – See item 37.1.1	
36.4	F&GP/18/24.3 Insurance renewal – See item 37.3	
36.5	F&GP/18/24.4.1 HDC Response regarding Swimming pool contract questions– See item 37.4.1	
36.6	F&GP/18/24.4.2 Clerk to write formal donation requests to adjacent Parishes – Actioned	
36.7	F&GP/18/24.4.3 Steyning PC writes to HDC to investigate restructuring of contract – See item 37.4.1	
36.8	F&GP/18/24.6 SPC supplies Book Vouchers as grant request from RBL for school competition – Actioned	
36.9	F&GP/18/24.7 Grant for Steyning and District Partnership agreed – Clerk to reply – Actioned	
36.10	F&GP/18/26.1 Clerk to rearrange Councillor GDPR training – Actioned	CLERK
36.11	F&GP/18/26.2 Clerk to implement new .gov.uk email addresses for Councillors – Actioned. However problems persist with opening ‘mime’ attachments therefore Clerk to email Councillors once again, and bring IT expert back in to attempt to locate issue and in the meantime to continue to use both email addresses. Cllr Willett email address needs updating also.	CLERK
36.12	F&GP/18/26.3 ID Cards and Badges for Councillors and Steyning Staff – Clerk reminded those present that at the last F&GP meeting it was agreed in principle to progress with this idea, but that it would need to be discussed further at Full Council. However time ran out at last full council meeting to do this – therefore it is on the Agenda for next Full Council.	CLERK
36.13	F&GP/18/27.1 Policy working party dates – See item 40.1	
36.14	F&GP/18/28.1 Raising the Profile of the Council. – This to be discussed as agreed at next Full Council meeting	
36.15	F&GP/18/29.1 Clerk to ask Cllr Barling to report on Broadband supply following Full Council meeting – Actioned	
36.16	F&GP/18/30.1 Steyning Festival grant request to go forward to next meeting - See item 37.11	
F&GP/18/37	FINANCE MATTERS	
37.1.1	There was a request to check 3 Budget lines. As follows: Line 4025 – Previous year the budget was £1000 – The budget this year is £4,250 and is correct - initially it was proposed it was to go up to £1250, but then after discussion it was decided that because there was likely to be further CCTV provision at some time during this financial year that this figure go up by an additional £3000, hence the final figure of £4,250.	CLERK

Line 1008 and 4073 are correct – These figures cover the new Neighbourhood plan income (via locality) amounting to a budget income figure of £15,000 and a Neighbourhood plan expenditure figure of £16,400.

Clerk was asked to determine where the £3000 came from as the total expenditure figure was already agreed. The clerk pointed out that it was agreed at the end of the Finance working party meeting in January that provided the precept figure of £248,489 didn't change that the Clerk with assistance from Chair and Vice chair of F&GP could work out the finer details of the remaining Budget line queries.

- 37.1.2** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the income and expenditure report for July be accepted. **Agreed**
- 37.1.3** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the income and expenditure report for August be accepted. **Agreed**
- 37.2.1** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the list of payments for July 2018 be approved. **Agreed**
- 37.2.2** Cllr Bowell **proposed, seconded** by Cllr Lloyd that the list of payments for August 2018 be approved. **Agreed**
- 37.3** **Insurance renewal**
At Full council it was agreed that provided a small working party could meet with the Brokers in a meeting organised and attended by the Clerk, and receive and feel happy about assurances given by the Brookers that appropriate cover was indeed in place, then the Clerk could appoint the new insurance company, via the Brokers, to take on the Council's cover. Assurances were indeed given at this meeting and the Clerk has therefore agreed to the new cover with Axa/Inspire. All claims from potential claimants are therefore covered by either insurer depending on time of claim going in.
- 37.4.1** Swimming pool contract and payment review – Clerk has been in contact with 5 local parish councils to see if they were able to support SPC via donations. After many communications with all 5 Parish clerks the Clerk reported there have been positive response from all of them, and that they are at varying stages of discussions with Councillors via their own Finance or Full Council meetings. So far two confirmed commitments have come from Bramber (£200) and £100 from Ashurst. **CLERK**
- 37.4.2** Clerk has been less fortunate in progressing discussions with HDC who are very difficult to get hold of. **CLERK**
- 37.5** External Audit – The annual audit has not been received from the external auditors yet. The Clerk contacted them to see if there was a hold up for any reason – they said they had not got around to SPC yet. As has been previously discussed, a Steyning resident sent a letter direct to them in order to complain about certain SPC procedures and on the 5th August 3 SPC Councillors decided to email the SPC external auditors direct and in support of the resident's email, and to add their own comments regarding the governance of the Council, this was of course without consent from the Council.

37.6.1	Grand Piano – The Music society is likely to cease running in November, and have asked SPC if it would like to be gifted their Grand piano. The Clerk, the Deputy Clerk and Cllr Lloyd met with their current Chair and he sent through the details which the Clerk read through. Its worth, as an asset, is in the region of £40,000. It can be hired out and this is already the case throughout the year so it will become an income generator, however the maintenance costs are also high. Cllr Howell proposed, seconded by Cllr Lloyd that SPC accepts this generous offer from the music society with thanks and sadness that they are likely to be winding up. Agreed. Clerk and Chair of Council to send letter of thanks to Music society	<i>CLERK / Cllr Lloyd</i>
37.6.2	Music nights as an additional income generator could be discussed at Premises committee	
37.7	Cllr Willett proposed, seconded by Cllr Lloyd agreement to fund £40 each for Clerk and deputy clerk to go on an 'Election and co-opting briefing'. Agreed	<i>CLERK</i>
37.8	Wilson Memorial Trust – Clerk sent around supporting papers for Councillors information. The Exercise equipment application has been submitted and the Playground application is due to be reviewed later this month. Clerk is meeting with some members of the Trust committee this coming Thursday to discuss the exercise equipment proposal, as well as to answer any questions arising from the soon to be reviewed playground application, and will report back to Amenities on progress.	<i>CLERK</i>
37.9	Section 106 Draft Application has been sent off to HDC and the Clerk is still to provide some information regarding this bid as questions arose from the original submission. The amount applied for is £12.500 to part pay for the Playground development. Cllrs suggested the Clerk attempted to apply for a greater amount.	<i>CLERK</i>
37.10	Regarding the Royal British Legions request for a grant to cover the costs to hold their annual dinner and AGM meeting. Cllr Lloyd proposed, seconded by Cllr G Sullivan that Council agree to this request for a £125.50 grant with a caveat that this request in no way sets a precedent for future requests. Agreed, 1 Abstention	<i>CLERK</i>
37.11	Regarding the request from the Steyning festival for a grant to help with the expense of putting on the 2018 Steyning Festival. Cllr Lloyd proposed, seconded by Cllr Syred that Council agree to this request for a £250 grant with a caveat that this request in no way sets a precedent for future requests and that in future we ask to see accounts as part of these requests. Agreed, 2 Abstentions	<i>CLERK</i>
37.12	Steyning and District partnership invited Council to work with them to facilitate the renewal of an 'information board' via a funding application. Cllr Howell proposed, seconded Cllr Willett that Council is prepared to work with the Steyning and District partnership on this venture. Agreed. Also, a Notice Board adjacent the Bus stop in Fletcher's croft car park seems to have been removed and the Clerk was asked to add this onto next Amenities Agenda.	<i>CLERK</i>

F&GP/18/38	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
38.1.1	Premises Committee meeting dated 4th Sept. For information - Major finance items included £1140 agreement to proceed with Curtain lining replacement and £1019.42 for new signage for the Steyning Centre but both these items did not require F&GP approval. No further items needed approval	
38.1.2	Amenities Committee meeting dated 24th July 2018 No items needed approval	
F&GP/18/39	DATA PROTECTION	
39.1	Data protection training happened at the end of August with a good attendance from Councillors and the Clerk has picked up positive feedback relating to the session	
39.2	Clerk's office received our first 'Subject Access Request' from a Steyning resident relating to correspondence between themselves and the Council and other communications relating to that individual	
39.3	This week Council affectively begins to change over to the new email addresses for Councillors in order to provide a more secure communication system	
39.4	The Admin team over the early Summer period went through old correspondence in relation to the Council's new data retention policy and have disposed of, via confidential waste and or shredding, 10 bags worth of out of date archive paperwork	
F&GP/18/40	POLICY WORKING PARTY	
40.1	Policy working committee needs to meet to review remaining SPC policies. Clerk to confirm date of 27 th September at 5pm.	CLERK
F&GP/18/41	INFORMATION/CORRESPONDENCE ITEMS	
41.1	Steyning partnership submitted a request in effect for a bridging loan, for the Council to support, for an 8 week period and for approximately £20K, their request. Committee stated that it could be prudent to suggest HDC help with the finance of the main project involved – that of the Arch access from Newman's gardens car park- in the first instance. Clerk and Cllr Lloyd to approach the Partnership with this idea.	CLERK / Cllr Lloyd
F&GP/18/42	CONFIDENTIAL SESSION	
42.1	To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed would be prejudicial in the public interest Cllr Bowell proposed, seconded by Cllr Lloyd that the meeting go into confidential session and be adjourned for a short period. Agreed	
F&GP/18/43	CCTV	
43.1	Clerk asked to discuss this item more fully with next Amenities meeting	CLERK
F&GP/18/44	CONTRACTS	
44.1.1	Street cleaning contract – Clerk reported on a meeting between himself and the F&GP Chair and the contractor and discussed the issues raised and the points made.	

44.1.2. The Clerk also reported on a meeting with HDC's Head of Waste, Street scene and Fleet, where information was sought and is still awaited.

44.2 **Grass cutting contract** – The clerk reported on this closely monitored service which has been below the standard expected, and that a reduced invoice has been sought (which incorporates their payment to cover the purchase of new gates at Rublees allotments and their installation). Assurances have been received giving notice of a better level of service in future with different personnel being brought in.

44.3 **Neighbourhood wardens contract** – Not up for negotiation at the moment rather that the role of the Wardens is more fully understood by the Police and that this message is put forward at the Wardens steering committee meetings. Then it could be discussed at Full Council and brought back to F&GP

44.4 **Staff salary update** – This item to be delegated to the SPC personnel committee. Clerk to work with Cllr Lloyd to set up the next available date

***CLERK /
Cllr Lloyd***

F&GP/18/45 **DATE OF NEXT MEETING 9TH OCTOBER 2018**

The Chairman closed the meeting at 9.38pm

Signed Date 9th October 2018

Chairman of F&GP Committee