

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th JUNE 2018 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:31

DRAFT MINUTES

ACTIONS

- F&GP/18/1 ELECTION OF CHAIRMAN**
1.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that Cllr Pearcey be elected as the Chairman of the Finance and General Purposes Committee for the forthcoming year 2018/19. **Agreed**
- F&GP/18/2 ELECTION OF VICE CHAIRMAN**
2.1 Cllr Syred **proposed, seconded** by Cllr Northam that Cllr Bowell serve as the Vice- Chairman of the Finance and General purposes Committee for the forthcoming year 2018/19. **Agreed**
- F&GP/18/3 STATEMENT FROM THE CHAIRMAN**
3.1 *At the F&GP Meeting on the 15th May a member of the public made intemperate and inflammatory remarks about a member of the committee. This was unacceptable behaviour and members of the public are advised that any disrespect shown to this Committee or, an individual Committee member will not be tolerated. May I also remind you that should you make any statement that goes beyond 'fair comment' and it becomes defamatory, that all our public meetings are recorded; these recordings could be used by an offended Councillor taking legal advice on possible civil proceedings. In allowing public participation we therefore ask members of the public to treat the Committee and its members with respect.*
- F&GP/18/4 APOLOGIES FOR ABSENCE**
4.1 Apologies received from Cllrs Muggridge, Willett, G Sullivan and Goldsmith.
- F&GP/18/5 DECLARATIONS OF INTEREST AND DISPENSATIONS**
5.1 None received

F&GP/18/6 QUESTIONS FROM THE FLOOR

6.1.1 **Q – Mr Cree.** - *'I have just returned from the Hay Festival and I fully support the council allocating funds in its annual budget for the Steyning Festival to make it a success. However it cannot be right that 'ad hoc' payments are made by the SPC in this way particularly as the Steyning Festival treasurer is, if I am correct, an SPC councillor. The impression given, right or wrong, is that the SPC is belatedly making up a Steyning Festival shortfall in funding. Surely that cannot be an acceptable SPC practice and perhaps it is even improper because of the clear conflict of interest?*

6.1.2 **A – We will discuss this later on the Agenda**

6.2.1 **Q – Mr Cree** - In November 2017 the SPC supported the Neighbourhood plan recruitment strategy and financial forecast – why did SPC not include the sum for Neighbourhood planning under line 4408 in the 2018/19 budget when expenditure in excess of any locality provision is very likely to be required to make the plan a success?

CLERK

6.2.2 **A - We will have to come back to you with a detailed response**

F&GP/18/7 MINUTES OF PREVIOUS MEETING

7.1 Cllr Pearcey **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 15th May 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/18/8 MATTERS ARISING AND ACTIONS

8.1 F&GP/17/151.1 - Chairs and Clerks training – Went ahead on the 17th April – 7 Councillors, 2 Clerks and the Chair of the SPC NP Committee in attendance – Actioned

8.2 F&GP/17/151.3 - CCTV Update - Ongoing.

CLERK

8.3 F&GP/17/151.6 Large payments and receipts requiring extra explanation - See item 9.1

8.4 F&GP/17/ 151.10 Bowls Lease agreement - Ongoing

CLERK

8.5 F&GP/17/152.2 Remembrance garden bin replacement – Clerk been in touch with The Royal British legion following the last meeting and they said that they had agreed that they could top up the funds provided by ourselves in order to purchase the more expensive bin option plus poppy emblem. Clerk to complete these discussions.

CLERK

8.6 F&GP/17/152.3 Swimming pool services contract and payment review – See item 9.3

8.7 F&GP/17/153.1 MPF changing room boiler and system failure – 2 other contractors contacted and quotes sort and Clerk has, with Chair of F&GP's approval, engaged contractor with work due to start in next ten days. - Actioned

8.8 F&GP/17/154.1 Data protection documents approval at Full Council – Actioned

8.9 F&GP /17/156.1 Dispensation for councillors – Actioned

8.10 F&GP/17/157.1 Check correspondence items going on Web site – Actioned

8.11 F&GP/17/159.1 Reporting findings of personnel committee to full council – Actioned

F&GP/18/9	FINANCE MATTERS	
9.1	I & E for April and May almost completed but not in time for this meeting – mostly due to Internal audit happening last week - Clerk will report both of these at the next meeting	CLERK
9.2	S106 monies – Clerk asked for an update to be sent through in terms of what was available to Steyning Parish – It appears we still have available to Steyning the following - £12.5K. Cllr Pearcey proposed, seconded by Cllr Northam that as much funding as possible is applied for by Steyning Parish Council and directed towards the Playground development. Agreed	CLERK
9.3.1	Steyning Swimming pool – Clerk and Chair had read both Swimming pool agreements – In them it suggests the Steyning contribution started off being £10K in 1999 and has increased via an RPI calculation each year, there is no reference to other parishes paying Horsham direct or a basis whereby they pay Steyning PC, rather as Clerk stated last meeting, Steyning PC have previously sort donations from other Parish Councils and gained anywhere between £50 and £500. Clerk to write to other Parishes to see if they were still able to provide a donation. Clerk also to forward copy of Swimming pool agreement to all F&GP Councillors.	CLERK
9.3.2	There was also reference to an advisory committee in the agreement and the Steyning contribution used to allow for one Cllr representative to sit on this committee. Clerk asked to get hold of Timetable and to contact Swimming pool Management to see if Advisory committee still exists and to see if a Councillor can sit on it once more. Timetable to be brought to next meeting.	CLERK
9.4	Internal Audit undertaken 6 th June – Clerk sent round copies of the internal auditors report – Committee believed it was a very good report and thanked the Clerk for his work. Cllr Pearcey proposed, seconded by Cllr Syred to accept content and recommendations from the Internal Audit report 2017/18 and recommend it for approval at Full Council. Agreed	
9.5	Annual Accounting statements 2017/18 - Clerk included the statement and all associated background financial data in supporting papers. Cllr Pearcey proposed, seconded by Cllr Northam to agree the Annual Accounting statements 2017/18 are an accurate record of the Steyning accounts and recommend it for approval at Full council. Agreed	
9.6	Annual Governance statement. Clerk sent round the Governance statement for review. Cllr Northam proposed, seconded by Cllr Lloyd to agree the Annual Governance statement 2017/18 is an accurate record of the Steyning accounts and recommend it for approval at Full council. Agreed	
9.7	To agree the Carry forward figure. Cllr Pearcey proposed, seconded by Cllr Northam to agree the Carry forward figure on the Annual statements 2017/18 was accurate. Agreed	
9.8	Notice of Public rights Date of announcement. Cllr Pearcey proposed, seconded by Cllr Syred to agree the Notice of Public rights Date of announcement was accurate and to recommend it for approval at Full council. Agreed	

F&GP/18/10	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
10.1	Premises Committee meeting dated 5th June	
10.1.1	<i>In relation to the Steyning festival being discussed under this item Cllr Howell made a statement in reply to the question raised by a member of the public at the beginning of the meeting. As follows – I'm really disappointed that a member of the public has stood here today and accused the Steyning festival volunteers of making a loss making event, not that anyone knows this yet as finances have not been completed. In terms of the Film promotion, last time the Steyning festival ran their own film event which ended up conflicting with the Steyning centre Film showing which meant that both ventures ended up making a loss. This time both parties worked together and this meant the festival promoted free of charge the film that was shown at the Steyning Centre. Also it is worth noting that whilst I can talk about this item I will not vote if indeed a vote takes place.</i>	
10.1.2	Item relating to minute PR18/08.1 - profit or a portion of it from latest film showing 'greatest showman' go to the Steyning festival. Total profit-£375 Cllr Northam proposed, seconded by Cllr Syred that the committee doesn't accept the Premises recommendation to donate the profits from the 'Greatest Showman' but that Council encourage the Festival applies for a grant and that we record the Councils support for the Festival. Agreed (one abstention)	CLERK
10.2	Amenities Committee meeting dated 29th May 2018 None	
F&GP/18/11	DATA PROTECTION	
11.1	Clerk suggested hour long Data protection training for Cllrs to commence at 7pm before the 17 th September Full Council Meeting. Committee asked Clerk to look for two dates in August if possible to cover councillor availability and also look at Courses at nearby Parishes. Clerk to organise.	CLERK
11.2	Purchase of new .gov.uk Councillor email addresses. Supporting paper outlined reasons behind the proposal. Cllr Pearcey proposed, seconded by Cllr Lloyd that the Council agrees to purchase new email addresses for all Councillors. Agreed	CLERK
11.3	The Clerk reported on latest admin procedures relating to data protection implementation .This happening in 2 key areas, firstly - sending out Data privacy notices with Hall rental invoices – The other main group of customers to consider were the Allotment holders. Also Centre staff are beginning the process of shredding paperwork that has become out of date in relation to Council's Retention and disposal policy. Letter to Allotment holders to be prepared for next Amenities meeting by Clerk, after discussion with Data protection Officer.	CLERK
11.4	ID Cards or badges for Councillors and Clerks for occasions when representing the Council. Clerk to look at alternatives but to ensure they look professional.	CLERK
F&GP/18/12	STREET CLEANING CONTRACT MONITORING	
12.1	Clerk has checked the streets on three occasions since the last meeting and has found them to be well cleaned. No negative reports received from residents or Councillors Clerk believed in the month in question, other than the fact that the bins were not emptied the extra time during the festival farmers market – The reason being it was so busy that parking remotely close to the bins to allow emptying was impossible. As this contract has been working well Cllr Pearcey proposed, seconded by Cllr Howell that this item go back to Amenities to report on monthly and that it comes back to F&GP every six months. Agreed	CLERK

F&GP/18/13 WORKING PARTY REPORT ON POLICY DOCUMENT MEETING

13.1 The working group considered 6 policies. Their findings as follows.

13.2 Standing orders policy – Working group agreed to all the highlighted changes specified previously and to recommend adoption of it. Cllr Pearcey **proposed, seconded** by Cllr Northam to recommend the Standing Order policy be taken to Full Council for its approval. **Agreed** **CLERK**

13.3 Code of conduct policy – Working group agreed not to amend this policy and to recommend adoption of it. Cllr Pearcey **proposed, seconded** by Cllr Syred to recommend the Code of conduct policy be taken to Full Council for its approval. **Agreed** **CLERK**

13.4 Freedom of information & Environmental information regulations requests policy – Working group agreed that the only change required was to update header and footers. Cllr Howell **proposed, seconded** by Cllr Lloyd that F&GP puts it back to the Working party for further review. **Agreed** **CLERK**

13.5 Dignity at work/ Bullying and Harassment policy – Working group agreed not to amend this policy and to recommend adoption of it. Cllr Pearcey **proposed, seconded** by Cllr Lloyd to recommend the Dignity at work/ Bullying and Harassment policy be taken to Full Council for its approval. **Agreed** **CLERK**

13.6 Working party agreed to defer until next working party the following documents. Dispensation scheme and Councillor Allowances policy. Cllr Pearcey **proposed, seconded** by Cllr Lloyd to defer the Dispensation scheme and Councillor Allowances policy until the Working party meets once again. **Agreed** **CLERK**

F&GP/18/14 REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES

14.1 **SALC subscription at £1743.58** Cllr Pearcey **proposed, seconded** by Cllr Northam that council accepts and approves payment of the SALC subscription for 2018/19. **Agreed**

14.2 **HALC subscription at £15.** Cllr Pearcey **proposed, seconded** by Cllr Lloyd that council accepts and approves payment of the HALC subscription for 2018/19. **Agreed**

14.2 **SLCC subscription at £208.** Cllr Pearcey **proposed, seconded** by Cllr Northam that council accepts and approves payment of the SLCC subscription for 2018/19. **Agreed**

F&GP/18/15 STEYNING ROUND HILL ROMP

15.1 Committee discussed the correspondence from the Steyning Athletic club regarding their request to stage the annual Round hill romp. Cllr Syred **proposed, seconded** by Cllr Lloyd Committee approved the request to stage the Round hill romp subject to sight of their insurance policy and subject to the Clerk's review of the Risk assessment document. **Agreed**

F&GP/18/16 INFORMATION/CORRESPONDENCE ITEMS

16.1

Charity called 'Remembered' is running grants to fund memorial silhouettes and SALC have written to promote this fact. Cllr Northam **proposed, seconded** by Cllr Pearcey that the Clerk speaks with the Royal British Legion about this offer. **Agreed**

CLERK

F&GP/18/17 DATE OF NEXT MEETING 10TH JULY 2018

The Chairman closed the meeting at 8.40pm

Signed Date 10th July 2018

Chairman of F&GP Committee