

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th December 2017 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/70 APOLOGIES FOR ABSENCE

70.1 *There were apologies received from Cllr Pearcey*

F&GP/17/71 DECLARATIONS OF INTEREST AND DISPENSATIONS

71.1 Cllr Muggeridge declared an interest in item 11 on this agenda, Youth service provision, as he undertakes voluntary service for the JYPC.

F&GP/17/72 QUESTIONS FROM THE FLOOR

72.1 There were no questions from the floor.

F&GP/17/73 MINUTES OF PREVIOUS MEETING

73.1 Cllr Bowell **proposed** and Cllr Syred **seconded** that the minutes for the meeting held on 14th November 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/74 MATTERS ARISING AND ACTIONS

74.1 F&GP/17/61.1 Telephony. Investigation of alternative provider - ongoing.

CLERK

74.2 F&GP/17/61.2 Bowling club lease – ongoing.

CLERK

74.3 F&GP/17/61.3 Chairs and Clerks training - Clerk has arranged for the date to be 11th January and for it to take place from 6.30 to 8.30pm. The numbers have now been increased so all Councillors can attend. Clerk to ensure all Councillors made aware.

CLERK

74.4	F&GP/17/61.4 Springwells pump ownership – Steyning society are happy to prepare (rub down) and paint it. Cllr Howell to reply positively to their offer.	Cllr Howell
74.5	F&GP/17/61.6 Additional cleansing grant – ongoing.	CLERK
74.6	F&GP/17/61.7 Additional Bin Clearances on Farmers Market - Actioned	
74.7	F&GP/17/65.1 Financial matters questions – Steyning in Bloom income can be recorded separately next year as an extra line under donations. Staff insurance increase will be accounted for on revised budgets for next year, and Clerk has chased Swimming pool, Horsham Matters and Neighbourhood warden's invoices which are outstanding. No response re Swimming pool, H. Matters have now sent through invoices and NW finance officer said to expect an invoice in early New Year and he does not expect it to be more than a 2% rise in next year's invoice	
74.8	F&GP/17/65.2.2 Post Office service - ongoing	
74.9	F&GP/17/65.3 Projects list updated – To be discussed under item 9.3	
74.10.1	F&GP/17/65.4 Neighbourhood Wardens Management committee representation – The Clerk has arranged for the resumption of steering group meetings with the Community Safety Officer – Sharon Cadman – A room has been booked at the Steyning centre for the first meeting on Thursday 1 st February at 11am and will involve all the Parishes representatives. The Clerk had also included as a supporting paper the suggested Terms of reference for this steering group - each parish Council has no more than two representatives. Clerk will confirm to the 4 SPC volunteers and committee will establish the agreed two representatives.	CLERK
74.10.2	There was a question relating to whether SPC had received financial assistance during the schemes start-up phase in the same way as the new proposed schemes would be picking up seed money. The Clerk confirmed SPC had indeed received assistance but had not got a figure as it was very complicated to establish the details. Clerk to find out more.	CLERK
74.11.1	F&GP/17/65.5 Phased Budget software purchase – Clerk purchased the software package after last month's meeting, and has installed it, and has input a phased budget to cover the remainder of this year. This will ultimately provide for a split to more accurately represent the finances into monthly expected incomes and expenditures.	
74.12	F&GP/17/68.1 Millennium Awards – Actioned. Chairman's presentation evening went well. A press release and some photos supplied by Cllr Howell sent via Clerk to Shoreham Herald and West Sussex Gazette	

F&GP/17/75	PAYMENTS LIST 2017-18	
75.1	To approve list of payments made by the council 31.10.17 – 30.11.17 Cllr Bowell proposed, seconded by Cllr Willet that the list of payments for November 2017 be agreed subject to transfers between savings and current accounts being noted as currently not shown. Agreed.	CLERK
F&GP/17/76	JOINT PARISHES CEMETRY COMMITTEE	
76.1	No meeting to report.	
F&GP/17/77	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
77.1	Premises Committee There were two items requiring approval for kitchen works £2,138.50 and radiators £1,023.00. Cllr Syred proposed, seconded by Cllr Willet. Agreed	CLERK
F&GP/17/78	Amenities Committee	
78.1	None	
F&GP/17/79	FINANCIAL MATTERS	
79.1	Cllr Bowell proposed that he rescinds his signatory on the Barclays Reserve account and gives the responsibility to the clerk as well as the other two signatories, seconded by Cllr Northam. Agreed	CLERK / Cllr Bowell
79.2	The outgoings from 'Salaries outsourcing' need to be explained further for the next meeting after Clerk has had opportunity to go through details including what coding the locum came out of, also perhaps the code naming gets changed to 'Payroll outsourcing'	CLERK
79.3	Project works which are paid for out of cash reserves are to be recorded against headings relating to the works rather than the miscellaneous term 'Projects' and show 'over budget' against those codes with appropriate notes made by way of explanation.	CLERK
79.4	Income & Expenditure Report for November 2017. Cllr Willett Proposed, seconded by Cllr Muggeridge that subject to checks and amendments upon the following lines , Projects, Salaries outsourcing and line 4045, that the income and expenditure reports for November 2017 be accepted. Agreed	CLERK
79.5	Budgets for next year – 2018/19 – Council has progressed with next year's budget lines in most areas. The major focus now has to be working out Salary budgets. Each committee is continuing to look in depth at their own budget codes. Cllr Lloyd proposed, seconded by Cllr Northam that Clerk to organise a date for a working group at the beginning of January for all Councillors to go through budgets which can then be approved at Full Council. Agreed	CLERK
79.6	Projects for next year 2018/19 – Clerk listed ideas that had been proposed and emailed through. Because there is underspend on many budget lines, mainly because there have been so many savings made against project estimates. It was proposed by Cllr Lloyd that the Clerk proceed with pricing up this year with a number of projects Council had been contemplating for next year, with a view to completing the works as funds allow. Seconded by Cllr Bowell. Agreed	CLERK

F&GP/17/80	GRANT REQUESTS	
80.1	The Steyning Chamber of commerce have requested for their annual grant for assistance for Christmas lights. Cllr Bowell proposed, seconded by Cllr Goldsmith that Council pay the £1000 which has been budgeted for. Agreed	CLERK
80.2	Request from Steyning Community Orchard for the Council to cover their Liability insurance via a grant as they have done in previous years. Cllr Goldsmith proposed, seconded by Cllr Lloyd that Council agree to fund this grant. Agreed	CLERK
F&GP/17/81	YOUTH SERVICE PROVISION	
81.1	Clerk to update the Youth service provision MOU by the following day so that it omits Ashurst who are pulling out of the agreement, and to send to the other two Parish councils for their approval and signature. The Steyning part of the agreement will be on the Agenda for approval and sanction at next Monday's Steyning Full Council meeting	CLERK
81.2	Discussion to agree commitment to youth service provision for the year 2018/19. Cllr Bowell proposed , Cllr Northam seconded that the Steyning PC budget for JYPC effective for the 12 months, effective 1 st April 2018 is £20,899.81 and the percentage of the £6,200 operating costs is no more than £3,639.34 making the total £24,539.15. Agreed	
F&GP/17/82	NEIGHBOURHOOD WARDENS	
82.1	Horsham DC have said that they do not anticipate a rise for next year's budget beyond 2% on top of this year's budget of £41K. Cllr Lloyd proposed that we agree the 2% increase on the budgeted £41,000 subject to the Clerk establishing that we have not made a previous agreement of £41,000 dead for the term of the three year contract. Seconded by Cllr Syred. Agreed	CLERK
F&GP/17/83	DATA PROTECTION	
83.1	The Clerk updated on the latest advice and said that the roll of the Clerk and the possible cost of buying in third party expertise is an evolving picture, but that Council needed to be aware that there would be additional budgetary requirements.	CLERK
F&GP/17/84	INFORMATION/CORRESPONDANCE ITEMS	
84.1	High street road painting message from Cllr Barling that Pedestrian crossing to be painted very shortly, and hopefully this will help push the spilt paint into the visual background as it gradually wears away	
F&GP/17/85	DATE OF NEXT MEETING 9TH JANUARY 2018	
	The Chairman closed the closed the meeting at 9.55pm	

Signed Date 12th December

Chairman of F&GP Committee