

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13th FEBRUARY 2018 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/104 APOLOGIES FOR ABSENCE

104.1 There were apologies received from Cllr Pearcey, Muggridge, Syred, and belatedly from Cllr Trundle.

F&GP/17/105 DECLARATIONS OF INTEREST AND DISPENSATIONS

105.1 Declarations of interest received from Cllr Bowell as part of the Steypning festival team – Agenda Item 9.3

F&GP/17/106 QUESTIONS FROM THE FLOOR

106.1 There were no questions from the floor.

F&GP/17/107 MINUTES OF PREVIOUS MEETING

107.1 Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 9th January 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/108 MATTERS ARISING AND ACTIONS

108.1 F&GP/17/90.2 Bowling club lease – see item 112.2

108.2 F&GP/17/90.3 Chairs and Clerks training – The training session on the 11th January went well but due to strong interaction only half the issues were covered and it was suggested that we reconvene soon thereafter. The Clerk has organised for the next session to take place on the 20th February as was provisionally suggested that night, but will first need agreement to ensure Council is happy to pay the additional fee of

£250 but also Trevor has said that we must increase the numbers in attendance to at least 10, otherwise it is not worth it. Councillors agreed that a later date was needed due to current commitments. Cllr Bowell **proposed**, Cllr Northam **seconded** that Council cover the cost of the Course and the Clerk organise a later date and circulate to all Councillors plus make hard copy of first training day notes available for circulation.
Agreed

CLERK

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| 108.3 | F&GP/17/90.4 Water pump adjacent Springwells – Steyning society not responded as yet to Cllr Bowell. However they have intimated that they will do it. | Cllr Bowell |
| 108.4 | F&GP/17/90.5 Additional cleansing grant – ongoing. | CLERK |
| 108.5 | F&GP/17/90.6 Neighbourhood Wardens committee agenda sent – Clerk actioned | |
| 108.6 | F&GP/17/90.7 Wardens scheme start-up funds investigation – Clerk reported on the history of HDC funding for Steyning which amounted to approx. £37,500 over the first 9 year period which is more than equitable with that which is on offer for new warden Parish Council start-up schemes | |
| 108.7 | F&GP/17/90.10 Barclays account signatory to change – Ongoing. Clerk to action, and also check as to what happens in terms of legal signatories in between existing Council term ending and election of new Council members | CLERK |
| 108.8 | F&GP/17/94.3 Finance terminology – as per Steyning finance software package. Clerk reported that Council need to maintain the current terminology as this is what the external and internal auditors expect to see. However, to clarify, the General reserve plus the Earmarked reserve (as per finance software) equals the sum of all the Bank accounts, that is, the HSBC Current account, the HSBC Savings (money maker) account, the Barclays General reserve account (This is where the £80K sits) and the small petty cash account and VAT. | |
| 108.9 | F&GP/17/95.2 Data protection training request – see item 113.1 | |
| 108.10 | F&GP/17/97.1 Street cleaning – see agenda item 114.1 | |
| 108.11 | F&GP/17/99.1 Telephony alternative provider - Cllr Bowell as chair has read and signed the agreement and received a glowing reference from another Council who had recently changed telephone provider to this same company – Therefore this has been actioned with installation date due in the next few weeks. | |
| 108.12 | F&GP/17/100.1 Steyning PC web site – see agenda item 115.1 | |
| 108.13 | F&GP/17/101.1 Local government finance settlement 2018/19 consultation response – Clerk actioned | |

108.14	F&GP/17/96.1 CCTV – Clerk updated – Process has moved forward but a plan of action delayed due to additional requirements re data protection. Will revisit for next F&GP.	CLERK
108.15	FULL/17/172.1 F&GP have been tasked with Setting up a personnel subcommittee regarding alleged harassment of staff as per matter arising from Full Council - The terms of reference need to be agreed first at full council. Cllr Northam proposed, seconded by Cllr Willett that a personnel subcommittee of F&GP be constituted and that the Clerk be tasked with providing draft terms of reference and that this be agreed as soon as possible at Full Council. Agreed	CLERK
F&GP/17/109	PAYMENTS LIST 2017-18	
109.1	To approve list of payments made by the council for the period 1.01.18 – 31.01.18. Cllr Howell proposed, seconded by Cllr Lloyd that the list of payments for January 2018 be approved. Agreed	
109.2	Councillors asked if an additional key could be added to the Payments list regarding some of the terminology involved. Also that the large Transfer amendment be reconciled if possible by next Month, and to confirm what Capita service is covered by payments made	CLERK
F&GP/17/110	JOINT PARISHES CEMETRY COMMITTEE	
110.1	There has been a meeting with draft minutes going onto the Council Web site shortly. The main consideration is still the acquisition of new burial grounds. Cllr Howell proposed, seconded by Cllr Willett that this item now only be reported at Full Council. Agreed	CLERK
F&GP/17/111	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
111.1	Premises Committee meeting dated 6th February Councillors discussed the possible purchases of Coffee machine, Gents toilet flooring and Windows and had agreed in Premises committee to proceed but needed approval from F&GP because these are projects using Cash funds. It was agreed previously that we could bring forward next year's Cash funded projects as we had made so many savings against current year's Cash funded project list. Cllr Willett proposed, seconded by Cllr Northam that F&GP agrees with the Premises Committee proposal concerning Steyning centre windows renewal. Agreed. Cllr Northam Proposed, seconded by Cllr Lloyd that F&GP supports the premises committee proposal to purchase a coffee machine. Agreed. Cllr Howell proposed, seconded by Cllr Northam that F&GP supports the premises committee proposal concerning the Steyning centre Gents toilet floor renewal. Agreed	
111.2	Amenities Committee meeting dated 23rd January Cllr Howell updated on the Playground working group's progress and that the group are actively seeking Grant funding and that the aim is to be installing new equipment before this coming Summer.	

F&GP/17/112 FINANCIAL MATTERS

112.1 Cllr Bowell **proposed, seconded** by Cllr Lloyd that the income and expenditure report for January 2018 be accepted. **Agreed**

112.2 Bowling club lease agreement – Clerk asked for support to check the details of the existing lease agreement via a small working group. Cllrs Bowell and Cllr Lloyd agreed to assist in this process. Cllr Bowell **proposed, seconded** by Cllr Goldsmith that the Clerk purchase if required (under designated expenditure amount) appropriate software to allow existing Lease hard copy to be electronically read and amended as necessary. **Agreed** **CLERK**

Councillor Bowell left the room for the following item

112.3 Steyning festival request for venue hire cost to be reduced, Premises committee having already supported in principle this request but asked F&GP committee to make the decision. It was felt however that to agree to this request was to be setting a precedent for many other similar organisations. Cllr Goldsmith **proposed, seconded** by Cllr Willett that Council rejects the request made by the Steyning festival in order to be fair to all Steyning centre users and that the Clerk be tasked with responding to the request on the Council's behalf. **Agreed 3 For, 1 Against** **CLERK**

112.4 Cllr Bowell **proposed, seconded** by Cllr Willett that the Clerk should be granted permission to join the Local Government Pension Scheme. **Agreed** **DEPUTY CLERK**

F&GP/17/113 DATA PROTECTION

113.1 Clerk and deputy Clerk had recently undertaken a half day training course and subsequent to that the Clerk supplied a supporting paper detailing the 12 highest priorities to be considered in terms of the Councils action lists. Clerk tasked with finding organisations who can help Council as well as communicating with other Parish councils to see what they anticipate doing and whether they might consider a joint approach. Cllr Bowell **proposed, seconded** by Cllr Willett that the Clerk look to primarily the monitoring officer, but also WSCC and other Local Councils in the area to see what they want to be doing in regards to Data Protection, initially in terms of training, and also to see if Legal advice can assist Council in this matter and report back before next F&GP to members via email correspondence. **Agreed** **CLERK**

F&GP/17/114 STREET CLEANING CONTRACT MONITORING

114.1 Clerk had a meeting with Street cleaning contractor and highlighted the need to deal with the build-up of debris around the parked cars on kerb side manually if the Cars are stopping access to him undertaking this via mechanical means. Contractor highlighted issues with full gutters overflowing, and pigeons, especially in the High street. Clerk and Cllr Pearcey to meet with Contractor again to see if there are any current breaches of contract, and Clerk to check what has been done historically with regards to Gutter clearance and Pigeon control. **CLERK**

F&GP/17/115 STEYNING COUNCIL WEB SITE DEVELOPMENTS

115.1

F&GP members had been sent a link to the new web site currently under development. There is still a need to interrogate the improved site and add information and there will be further meetings with Cllr Picking and the Centre admin staff to achieve this. When an updated version is ready- it will be released to Councillors to check it before it goes live. It is hoped to promote it at the showcase event – to show groups how they could promote events on the web site so that their members needed to come to our site rather than have to wait for other means of communication. If however despite this work the system still proves inadequate to cope, then Council will need to consider investing in an improved model. Clerk to more clearly establish what the strategy is and to promote to all Councillors and ask for feedback within a week.

CLERK

F&GP/17/116 STANDING ORDERS AND POLICY REVIEW

116.1

There is a need to review Standing orders and other policy's both in terms of the Data protection regulations determining the need for amendments as well as the fact that certain other policies such as the Dispensation scheme need amending to bring it in line with Standing orders. Committee agreed that it was best to wait until more information is available on Data protection as it would be affecting all other SPC policies.

F&GP/17/117 INFORMATION/CORRESPONDENCE ITEMS

117.1

The Town clock is not chiming at the moment and has not done so for a few weeks now – Council has received a few emails from residents and have attempted a few times now to organise for repairs to be carried out – The week beginning 25th Feb. is the next opportunity to rectify.

F&GP/17/118 DATE OF NEXT MEETING 13TH MARCH 2018

The Chairman closed the meeting at 9.58pm

Signed Date 13th March 2018

Chairman of F&GP Committee