

# Steypning Parish Council



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## MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10<sup>th</sup> APRIL 2018 AT 7.30PM  
IN THE STEYNING CENTRE

**Present:** Cllrs Bowell, Goldsmith, Willett, Northam, and Muggridge.

**Clerk:** John Fullbrook

**Members of the Public in attendance:** 4

**Meeting commenced:** 7:30

## DRAFT MINUTES

### ACTIONS

#### **F&GP/17/134 APOLOGIES FOR ABSENCE**

**134.1** There were apologies received from Cllr Pearcey, Cllr Syred, Cllr Lloyd and Cllr Trundle.

#### **F&GP/17/135 DECLARATIONS OF INTEREST AND DISPENSATIONS**

**135.1** None

#### **F&GP/17/136 QUESTIONS FROM THE FLOOR**

**136.1** None

#### **F&GP/17/137 MINUTES OF PREVIOUS MEETING**

**137.1** Cllr Bowell **proposed** and Cllr Goldsmith **seconded** that the minutes for the meeting held on 13<sup>th</sup> March 2018 be accepted as a true record of the proceedings. **Agreed**

#### **F&GP/17/138 MATTERS ARISING AND ACTIONS**

**138.1** F&GP/17/123.1 Chairs and Clerks training – The next proposed date was to be the 17<sup>th</sup> April, but the SALC representatives can no-longer attend and there is no alternative as yet – Clerk will email councillors with a new date when confirmed and ensure that everyone informed.

**CLERK**

**138.2** F&GP/17/123.2 Cleansing Grant- The budget Council forecast for this income was £19,180.00 for 2017/18– The actual income received a few days ago was £23,038.67. Clerk had applied for an additional cleansing grant and this could well be the reason for the increase – The remittance advice did not specify – The Clerk will follow up

**CLERK**

**138.3** F&GP/17/123.3 Barclays Account signatory to change – Clerk Actioned.

**138.4** F&GP/17/123.4 CCTV Update - Ongoing.

**CLERK**

**138.5** F&GP/17/123.7 Bowling club Lease - See item 142.1

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|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 138.6       | F&GP/17/124.2 Invoice breakdown of two items queried under finance – See item 139.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
| 138.7       | F&GP/17/125.1 Obtain planning consent for Steyning Centre windows – D Clerk - ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | DEPUTY CLERK |
| 138.8       | F&GP/17/127.2 Change staff email addresses in line with data protection – Clerk Actioned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |
| 138.9       | F&GP/17/127.3 Data protection officer service provision – Last meeting clerk was given delegated authority to appoint service provider providing another quote having been obtained did not cost a lesser amount whilst matching the cover of the preferred option at the last meeting. Clerk sought three quotes two of which he spoke to at the last meeting and a third from a company called Setswana could not match the service and cost of GDPR – info Ltd. Therefore Clerk has appointed this company and arranged for the first Data protection Audit to be undertaken on the 18 <sup>th</sup> April – The first available date. |              |
| 138.10      | F&GP/17/128.1 Street cleaning contract – see item 143.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| 138.11      | F&GP/17/129.1 Steyning PC web site – Ongoing – awaiting data protection report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| 138.12      | F&GP/17/130.1 Setting up sub-committee – It was hoped meeting could be set at this sitting, however Council agreed that Clerk to send out email to F&GP members to organise date, time and attendees.                                                                                                                                                                                                                                                                                                                                                                                                                                     | CLERK        |
| 138.13      | F&GP/17/131.1 Steyning Town clock – Date for the repair is due to be the 15 <sup>th</sup> May                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| F&GP/17/139 | <b>PAYMENTS LIST 2017-18</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| 139.1       | To approve list of payments made by the council for the period 1.03.18 – 31.03.18. Cllr Bowell <b>proposed, seconded by</b> Cllr Muggridge that the list of payments for March 2018 be approved. <b>Agreed</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| 139.2       | Clerk tabled itemised details of invoices that were queried at the last meeting. All agreed all was in order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| 139.3       | Council agreed that large payments / receipts items could have further explanation provided by Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CLERK        |
| F&GP/17/140 | <b>ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |
| 140.1       | <b>Premises Committee meeting dated 6<sup>th</sup> March</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| 140.2       | <b>Amenities Committee meeting dated 27<sup>th</sup> February 2018</b><br>Potentially the total capital expenditure for the proposed playground renewals could be in the region of £100,000. It is proposed that funds will be sought via Councils project reserve plus applications for S106/Cil monies, other funding streams then match funded by the Wilson Memorial Trust - who have expressed a desire to assist the Council in this endeavour. Plans and detailed quotes are still being prepared from the many companies involved and will be discussed further at the next Amenities committee                                   | CLERK        |
| F&GP/17/141 | <b>FINANCIAL MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |
| 141.1       | Clerk completed a bank reconciliation to ensure the month end figures balanced, and provided supporting papers, however the figures noted did not include all the accruals (whereby we pay for 2017/18 services using 17/18 budgets but dated in this financial year) – The Clerk will present the Year-end figures for the full picture next month in preparation for the Audits that are due on May 9 <sup>th</sup> {RBS financial Software} and June 6 <sup>th</sup> {Internal Audit}                                                                                                                                                  | CLERK        |

- 141.2** Clerk to check amount paid for swimming pool services and also with Chair will review contract to ensure Steyning residents not paying more than fair share and maybe that donations from other councils be sought. **CLERK**
- 141.3** Cllr Howell **proposed, seconded** by Cllr Northam that the income and expenditure report for March 2018 be accepted. **Agreed**
- F&GP/17/142** **BOWLS CLUB LEASE AGREEMENT**
- 142.1** Clerk and Cllr Lloyd met with Bowls club representatives to finalise agreement on the new Lease to cover the next 20 year period. Clerk had successfully managed to gain the loan of a pdf reader (therefore not requiring council to spend on additional software) and the document sent round was the updated version with only the highlighted areas needing alteration and that was mainly contact details of trustees, dates and times – The Clerk also then tabled figures showing lease charges over the years and the proposed charge which would represent the base figure which was basically a continuation of what has gone before but with the annual increase going up based upon a calculation relating to the previous year's Consumer Price Index as opposed to the previous one which was based upon the Retail Price Index. – Both parties had agreed it was a more relevant figure.
- 142.2** Cllr Howell **proposed, seconded** by Cllr Muggridge that Council accepts the work that has been completed on the new Lease including the use of the Consumer Price Index as a means to increase annual receipts, subject to completed document being agreed by Bowls club and then subject to legal acceptance by SPC lawyers. **Agreed** **CLERK**
- F&GP/17/143** **STREET CLEANING CONTRACT MONITORING**
- 143.1** Clerk and Cllr Pearcey had a meeting with Street cleaning contractor. Cllr Pearcey will report at the next meeting. Clerk will be seeing contractor each month too. **Cllr Pearcey**
- 143.2** Streets were checked and all parties found the state to be in generally good order with some minor issues, notably the debris that accumulates around Parked cars and the continuing problems associated with blocked drains and gutters and down pipes. Also discussed was the need to remove a group of pallets on the high street, and in the last few days these had been cleared.
- 143.3** Bin replacement on MPF to be reviewed by Chair and Clerk before Closed bin purchase completed and Councillors subsequently informed by email **Cllr Howell/Clerk**
- F&GP/17/144** **STEYNING COUNCIL TELEPHONE DEVELOPMENTS**
- 144.1** The system, provider and equipment has now been changed over and everything seems to be working well. Financial savings should follow in the next financial year.
- F&GP/17/145** **INFORMATION/CORRESPONDENCE ITEMS**
- 145.1** HDC Local plan review – it is going on Planning and Full council agenda's, and Clerk to ensure publicised on web site and notice boards **CLERK**
- F&GP/17/146** **DATE OF NEXT MEETING 15<sup>TH</sup> MAY 2018**
- The Chairman closed the meeting at 8.40pm

Signed ..... Date 10<sup>th</sup> May 2018

**Chairman of F&GP Committee**