

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk

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

Present: Cllrs Lloyd, Goldsmith, Pearcey, Syred, and Muggridge.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:46pm – {Late start as had to wait for late arriving Councillor in order to be quorate}

DRAFT MINUTES

ACTIONS

F&GP/17/119 APOLOGIES FOR ABSENCE

119.1 There were apologies received from Cllr Northam, Cllr Willett, Cllr Bowell and Cllr Trundle.

F&GP/17/120 DECLARATIONS OF INTEREST AND DISPENSATIONS

120.1 None

F&GP/17/121 QUESTIONS FROM THE FLOOR

121.1 None

F&GP/17/122 MINUTES OF PREVIOUS MEETING

122.1 Cllr Pearcey **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 13th February 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/123 MATTERS ARISING AND ACTIONS

123.1 F&GP/17/108.2 Chairs and Clerks training – The next proposed date is the 17th April, but requires confirmation. Clerk to keep Councillors informed as to when SALC representatives are available

CLERK

123.2 F&GP/17/108.4 Cleaning Grant- The budget Council forecast for this income was £19,180.00 – The actual income that Clerk can and will apply for is £19,198.89.

CLERK

123.3 F&GP/17/108.7 Barclays Account signatory to change –Needs one more signature from Councillor who is currently on vacation and can then be actioned

CLERK

123.4	F&GP/17/108.15 CCTV Update – Clerk supplied outline action plan and reported briefly on current strategy.	CLERK
123.5	F&GP/17/109.2 Setting up personnel sub-committee - See item 130.1	
123.6	F&GP/17/110.1 Joint Parishes Cemetery Draft minutes onto web site - Actioned	
123.7.1	F&GP/17/112.2 Bowling club lease – Clerk has not purchased the software needed to change the document into one that can be edited as yet, rather has tried to get on-line free service first, but it did not quite work out. It is now hoped that as a one off, our IT technician could lend the Council his software package at no charge.	CLERK
123.7.2	Clerk and Cllr Lloyd are due to meet with Bowling club representatives on Thursday 15 th March to finalise details so that the new Lease agreement could be ratified at next F&GP.	CLERK/ Cllr Lloyd
123.8	F&GP/17/112.3 Steyning Festival request – Actioned	
123.9	F&GP/17/113.1 Data protection – what other Councils are doing – See item 127.3	
123.10	F&GP/17/114.1 Street cleaning contract – See item 128.1	
123.11	F&GP/17/115.1 Steyning PC web site – see item 129.1	
F&GP/17/124	PAYMENTS LIST 2017-18	
124.1	To approve list of payments made by the council for the period 1.02.18 – 28.02.18. Cllr Pearcey proposed, seconded by Cllr Lloyd that the list of payments for February 2018 be approved. Agreed	
124.2	Cllr Goldsmith asked for clarity on a breakdown on two items. Chair asked that Clerk to bring the details back to the next meeting.	CLERK
F&GP/17/125	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
125.1	Premises Committee meeting dated 6th March, Deputy Clerk is checking to see if there is a small fee necessary in to order to obtain Planning consent, for the replacement windows in Coombe Court. Cllr Pearcey proposed, seconded by Cllr Syred that the committee give delegated authority to the Deputy Clerk to pay the fixed fee if indeed it is required. Agreed	DEPUTY CLERK
125.2	Amenities Committee meeting dated 27th February 2018 - None	
F&GP/17/126	FINANCIAL MATTERS	
126.1	The Clerk had prepared a key as per the request last meeting to help understand some of the terminology involved. Also an additional couple of outstanding non reconciled items from months previous had been actioned.	
126.2	Cllr Pearcey proposed, seconded by Cllr Syred that the income and expenditure report for February 2018 be accepted. Agreed	

F&GP/17/127 DATA PROTECTION

127.1

Clerk had sent round a large document to Councillors which effectively provided guidance from NALC in terms of a Council's Data Protection action plan. The Clerk had already produced some Access and Privacy notices which could be placed on emails, web site or correspondence as appropriate, for committee to view and approve.

127.2

Clerk produced a supporting paper outlining plans to start the process of change to a more secure email contact arrangement which included new email addresses for the Clerks team, set up costs and software package. Cllr Pearcey **proposed, seconded** by Cllr Muggridge that the Clerk has delegated authority to change over email addresses onto the 365 platform for a cost not in excess of £525 and as per the quote detailed in the supporting paper. **Agreed**

CLERK

127.3

The Clerk reported on Data Protection Officer service provision and outlined the need to begin the process in terms of affiliating the Council with a provider. The supporting papers detailed two providers and the cost of their itemised service. The Committee also discussed the possibility of hosting a cluster of smaller councils via the same service providers which would reduce the cost by a small amount to Steyning Parish Council should it wish to do so. The Committee decided at this stage not to pursue a cluster provision scenario as the reduction in cost did not seem to produce worthwhile benefits. Cllr Lloyd **proposed, seconded** by Cllr Muggridge that the Clerk be delegated with authority within the parameter of spending £500 to seek alternative quotes and if there is a provider who can supply the same service then can appoint the preferred service provider on the basis that this Council can cluster with other councils at a later date if needs be. **Agreed**

CLERK

F&GP/17/128 STREET CLEANING CONTRACT MONITORING

128.1

The Clerk had a meeting with Street cleaning contractor. He has confirmed that he is now using the machine everyday (bar three occurrences in the last two months). Issues were discussed including Parked Cars providing barriers to cleaning, blocked drains and overfilled gutters that rain debris onto the street regularly. Clerk reported that both he and Chair of this committee were to meet and walk the streets with the contractor to review the service in the coming week. The Chair will then report on findings at the next meeting.

Cllr Pearcey

F&GP/17/129 STEYNING COUNCIL WEB SITE DEVELOPMENTS

129.1

Web site development to go on hold whilst the data protection audit is to be completed so that a strategy could be put together involving a wish list from the Clerk's office, including the Steyning Centre bookings perspective and taking into account Councillors views. The next step following the Data protection audit should be to ensure Office staff's needs are catered for, and then include the agreed views of the Councillors and to ensure that overall it becomes more user friendly – using a lot of the ideas already presented by Cllr Picking. The Committee also agreed to previous payments which had been approved by Chair and Vice Chair prior to the meeting and as part of the web site development process as per details in supporting papers. Clerk to bring back to committee a strategy following Audit.

CLERK

F&GP/17/130 SETTING UP THE PERSONNEL SUB-COMMITTEE

130.1

Last F&GP meeting the subcommittee terms of reference were agreed and this then was approved by Full Council on the 19th February, and copies of it were again tabled by the Clerk. Cllr Pearcey **proposed, seconded** by Cllr Lloyd that all the F&GP committee members could sit on the sub-committee as it would depend on availability of councillors and upon whether Councillors were excluded from certain meetings due to any declarations of interest. **3 For, 1 Abstention, 1 Not voting. Agreed**

All

F&GP/17/131 STEYNING TOWN CLOCK

131.1

The Clerk had at the last F&GP meeting referred to the fact that the Town's clock was not chiming due to a fault with the rather ancient mechanism. The maintenance service provider had now supplied a quote which would cover its repair and this had been sent out as a supporting paper. Cllr Pearcey **proposed, seconded** by Cllr Goldsmith that the repairs be undertaken and the Clerk actions this. **Agreed**

CLERK

F&GP/17/132 INFORMATION/CORRESPONDENCE ITEMS

132.1

None.

F&GP/17/133 DATE OF NEXT MEETING 10TH APRIL 2018

The Chairman closed the meeting at 9.38pm

Signed Date 10th April 2018

Chairman of F&GP Committee