

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11th DECEMBER 2018 AT 7.30PM IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Willett, Bowell, Northam, G Sullivan, Lloyd and Muggridge.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/74 APOLOGIES FOR ABSENCE

There were apologies received from Cllrs Syred and Pearcey

F&GP/18/75 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Muggridge declared an interest in item 79.1 as he is a voluntary member of the Joint Parishes Youth service provision.

F&GP/18/76 STATEMENT FROM THE CHAIRMAN

In the light of being very close to the time limit in both previous Amenities and F&GP meetings the Chairman talked about enforcing a limitation on time spent on each Agenda item. Cllr Bowell **proposed**, **seconded** by Cllr Northam that committee spends 5 minutes on each item to ensure all items on the Agenda are covered. **Agreed 5 For, 1 Against (RG), 1 Abstention (GS)**

F&GP/18/77 QUESTIONS FROM THE FLOOR

77.1 None

F&GP/18/78 MINUTES OF PREVIOUS MEETING

78.1 Cllr Bowell **proposed**, and Cllr Northam **seconded** that the minutes for the meeting held on 13th November 2018 be accepted as a true record of the proceedings. **Agreed**

78.2 Regarding the agreement of the draft minutes of the 30th October being deferred until this meeting. The Clerk added a line to the minutes to help explain Cllr Goldsmith's decision to vote against the motion, as per request to do so. Cllr Bowell **proposed**, and Cllr Lloyd **seconded** that the minutes for the meeting held on 30th October 2018 be accepted as a true record of the proceedings. **Agreed – For 5, Against{RG}, Abstain {GS}**

F&GP/18/79 YOUTH PROVISION (This item brought forward on the Agenda as Cllr Muggridge due to leave)
Cllr Muggridge advised that Horsham matters had increased the number of hours covered by staff on a weekly basis to counteract the lack of voluntary assistance and also therefore the annual cost of the service was to increase (by £1,403) due to this fact. The details of both the necessary amendment to the three-year contract and annual MOU were discussed, as they had been agreed at the J.Y.P committee.
Cllr Muggridge **proposed, seconded** by Cllr Lloyd to recommend the council approves changes to both staff hours and costs as proposed by Horsham matters, specified in the supporting papers and recommended for approval by the Joint Youth Partnership Committee and that the new figure is included in the SPC budget for 2019/20. **Agreed For 6, 1 Abstain {RG}**

7.44pm Cllr Muggridge then left the meeting to attend voluntary cover at Youth session

F&GP/18/80 MATTERS ARISING AND ACTIONS

80.1 F&GP/18/64.1 Verification of 51.1.1 – Clerk **Actioned**

80.2 F&GP/18/64.2 Agreement of 30th October minutes deferred to next meeting – See item 78.2 above, **Actioned**

80.3 F&GP/18/65.1 Bowls Lease agreement - **Ongoing**. The Trustees details have changed, and Clerk needs to finalise these details before bringing it back to F&GP **CLERK**

80.4 F&GP/18/65.2 Clerk to send invite to SP Councillors re. additional GDPR Training – **Actioned**

80.5 F&GP/18/65.3 Further Section 106 monies to be pursued – **Ongoing**. Clerk to check if WSCC Cil. / 106 monies are also represented on the HDC list. **CLERK**

80.6 F&GP/18/65.6 BACS payment as viable alternative to cheques – Clerks office has continued to obtain the information required from all the regular contractors. There is a list to be produced to be sanctioned by at least two signatories for regular payments, then for one off payments there will be a payment run every Thursday with one signatory in attendance. This was discussed and agreed as being a reasonable solution with the internal auditor and he suggested the Clerk organise through HSBC a 'dual Access Protection'. The Clerk has contacted HSBC and the Council's current signatories need to be set up on line as a list of 'Secondary users'. When they are due to sanction payment they can each use a device (which only responds to their password) which will allow them to become a secondary party for authorisation whilst the transactions are undertaken by the 'Prime user'. This then will allow Council to effectively complete transactions with BACS instead of cheques. Clerk to progress and check what happens if there are no current signatories going to stand for re-election. **CLERK**

80.7 F&GP/18/65.10 Swimming pool donation guidance for other Parish Councils – **Ongoing** - See item 80.9 below.

80.8 F&GP/18/65.11 SPC Chairman to arrange meeting with other Parish Chairman to discuss swimming pool donations – **Ongoing** - See item 80.9 below.

80.9 F&GP/18/65.9 Swimming pool meeting with HDC – **Ongoing** - This and previous two items to be taken together at next meeting as all matters are related to a meeting being undertaken by the Council chairman of each prospective council, with the Chair of SPC. **Cllr Lloyd**

80.10 F&GP/18/66.1.1 Financial queries raised at last meeting to be answered – see item 81.3.1

80.11	F&GP/18/66.3 F&GP Budget figures to be sent ahead of next F&GP Meeting – Actioned	
80.12	F&GP/18/66.4 Steyning and District Partnership Loan request – The Clerk spoke with the internal auditor who agreed that there was no issue with the Council undertaking a bridging loan agreement with the Steyning and District Partnership – The Clerk showed him an outline Memorandum of understanding which he agreed would be adequate The Clerk will add some further details and seek F&GP agreement then Full Council's approval – Again the internal Auditor was happy with this arrangement. The Clerk will therefore put that together, having run it past the Partnership first and send out as supporting paper for next F&GP meeting.	CLERK
80.13	F&GP/18/66.5 Neighbourhood Planning grant -Clerk to ensure application and due process on line procedure completed – Actioned – Clerk has now received the resultant grant direct into Council current account (£9000).	
80.14	F&GP/18/66.6.1 SPC / Clerk to write CIL report for end of financial year - Ongoing	CLERK
80.15	F&GP/18/67.2.3 Amenities Committee's agreement for Tree report payment – item 83.3.1	
80.16	F&GP/18/71.1 CCTV follow up meeting – Clerk to organise next meeting date and to find out what happened to previous High street camera – Ask 'Chroma'.	CLERK
80.17	F&GP/18/58.1 Street cleaning contract to be discussed within same working party group meeting. - Ongoing	CLERK
F&GP/18/81	FINANCE MATTERS	
81.1	Cllr Howell proposed, seconded by Cllr Northam to agree Income & Expenditure Report for November 2018 is an accurate statement. Agreed. Clerk to ask the Steyning Business Chamber if the Christmas lights have appropriate storage	CLERK
81.2	Cllr Howell proposed, seconded by Cllr Lloyd to approve list of payments for November 2018. Agreed	
81.3.1	Relating to questions raised at the last meeting – 1. The Neighbourhood plan. The working party, which sat on January 11 th 2018 to discuss the following years budget and to determine the Total precept figure for that year, agreed that the Neighbourhood Planning expenditure for the year, for the most part, should equal income which was to be gained from a successful locality bid, and that there needed to be additional expenditure monies available which could come from the underspent Earmarked reserves from the budget year 2017/18. The additional finance to carry forward from Earmarked reserves was agreed at being £1,400. It was unknown how much money could be gained via a locality bid and it was agreed that this figure could be determined by Clerk and Chair and Vice Chair of the F&GP committee at a meeting the following day – 12 th January - provided expenditure equalled income which at this meeting was approximated at being £15,000 - making budget income for the year 2018/19 - £15,000, and budget expenditure would equal £16,400. – This then did not change the overall Precept figure agreed by the Working party on the 11 th January and it was this figure that was then approved at Full Council on the following Monday the 15 th January meeting.	
81.3.2	The second question raised last meeting was the tree report payment agreement. The Clerk checked that there was agreement to undertake a tree report this year because it was due. A previous Amenities Committee had agreed the current provider after seeking three bids and they were appointed four years ago and for the sum of	

approximately £1500. This year the clerk asked for a continuation of the service to cover another three-year period from the same provider as half of the work (Audit) was already done - The Cost for the report covering the next three years was £900, however this had not been sanctioned via committee. Cllr Willett **proposed, seconded** by Cllr Lloyd to retrospectively approve the payment of the Tree report survey. **Agreed**

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| 81.4.1 | Clerk sent around not only the latest draft of the F&GP Budget figures but also the budget totals from the other two committees (Amenities and Premises), therefore allowing F&GP to check the overall budget figures. F&GP Committee suggested that rather than include possible fence replacement or repair in next year's budget that Premises committee consider doing the works this financial year. | CLERK |
| 81.4.2 | Committee discussed the 2019/20 proposed budget figure for item 4310 - Grounds Maintenance, and agreed it was adequate. | |
| 81.5 | As they have done in previous years the Steyning Community orchard group had asked for a grant to cover their insurance expenses. Cllr Willett proposed, seconded by Cllr G. Sullivan that Council support a grant application for £168 to cover the Steyning Community Orchard groups insurance expenses. Agreed | CLERK |
| 81.6 | The committee discussed another grant request from Age UK. Cllr Bowell proposed, seconded by Cllr Northam that Council does not support this application on this occasion. Agreed | |
| 81.7 | Council had identified a need for clerking assistance for the Neighbourhood planning Team as the original system was not working out. The Clerk had found an individual who could cover the meetings and had quoted at £12 per hour and said there would be one or two meetings per month with approx. 8 hours work per month for a short period and on a casual basis. Cllr Lloyd proposed, seconded by Cllr Willett that the Clerk be delegated to appoint a suitably qualified Clerk and spend up to £100 per month on Clerking assistance for the Neighbourhood planning team. Agreed | CLERK |
| F&GP/18/82
82.1 | ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL
Premises Committee – Meeting dated 4 th December 2018 – One item relating to an order to complete floor maintenance at a cost of £2,499. Cllr Northam proposed, seconded by Cllr G Sullivan approval of this decision. Agreed | |
| 82.2 | Amenities Committee – Meeting dated 27 th November 2018.
The Clerk noted the items requiring approval in terms of the decisions made at the Amenities meeting of the 27 th November in regard to Play equipment developments and tabled a supporting paper detailing the finances involved.
Cllr Lloyd proposed an amended motion, seconded by Cllr Northam that this committee accepts the recommendation from the Amenities committee for the expenditure of £35,000 maximum for the Fletchers Croft development and that we pass this forward to Full Council for their consideration. Agreed – Unanimous | CLERK |
| F&GP/18/82
82.1 | DATA PROTECTION
Clerk reported that since the last F&GP another 7 hours had been spent dealing with a Subject Access Request from a resident. The Clerk had sent a response and the resident has asked for a review which will be dealt with in the next few days. | CLERK |

83.1

To discuss and accept Internal Audit report – The Clerk had sent around supporting papers. The Clerk was commended for his work. Cllr Goldsmith then read out a one minute statement on behalf of himself and two other councillors (Gary and Sarah Sullivan) which explained their reasoning for what would be a vote against his acceptance of the Audit report. Cllr Bowell **proposed, seconded** by Cllr Northam that at the next policy working party meeting the Standing orders should more clearly reflect the details noted within the Financial regulations policy relating to agreed levels of financial authority in order to procure services or goods. **Agreed, 4 For, 2 Against {RG,GS}**

CLERK

83.2

To discuss the latest on the External Audit report. Cllr Goldsmith began reading out a statement, and having been interrupted said he held the committee in contempt, at which point the Chair drew the meeting to an early conclusion.

F&GP/18/84 DATE OF NEXT MEETING 15th JANUARY 2019

The Chairman closed the meeting at 9.39 pm

Signed Date 15th January 2019

Chairman of F&GP Committee