

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th FEBRUARY 2019 AT 7.30PM IN THE STEYPNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 4

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/96	ELECTION OF CHAIRMAN	
96.1	In the absence of F&GP Chair and Vice-chair the Clerk asked for nominations for the position of Chairman for this meeting	
96.2	Cllr Northam nominated by Cllr Lloyd seconded by Cllr Willett. Agreed	
F&GP/18/97	APOLOGIES FOR ABSENCE	
97.1	There were apologies received from Cllrs Syred, Muggridge, Bowell and Pearcey	
F&GP/18/98	DECLARATIONS OF INTEREST AND DISPENSATIONS	
98.1	No declarations of interest	
F&GP/18/99	QUESTIONS FROM THE FLOOR	
99.1	None	
F&GP/18/100	MINUTES OF PREVIOUS MEETING	
100.1	Cllr Northam proposed , and Cllr Lloyd seconded that the minutes for the meeting held on 15 th January 2019 be accepted as a true record of the proceedings. Agreed	
F&GP/18/101	MATTERS ARISING AND ACTIONS	
101.1	F&GP/18/88.2.2 Letter to be written to Health Centre through PPG concerning Minibus society Driver medical tests – Ongoing	Cllr Bowell
101.2.1	F&GP/18/90.1 Bowls Lease agreement - Clerk waiting for details from the solicitor regarding an item for the new Lease – that being 'prescribed clauses'.	CLERK

101.2.2	Cllr Lloyd proposed, seconded by Cllr Goldsmith that the Clerk arrange a meeting with the solicitors to look to ensure outstanding work is addressed to see if we get a response. Agreed	CLERK
101.3	F&GP/18/90.2 Further Section 106 monies to be pursued – Clerk has now exhausted all available funds from the headings ‘Open space, Sport and Recreation’ plus ‘Community Facilities’ after the successful application for the playgrounds developments and he is now pursuing an application in regards to ‘sustainable transport’ – This is for the ‘welcome to Steyning’ sign and involves going through West Sussex CC.	CLERK
101.4	F&GP/18/90.3 BACS payment as viable alternative to cheques – HSBC after initially saying they could help set up BACS payments using ‘secondary users’ via gadgets that the signatories can use – now cannot. Now proposing we simply produce a weekly list of those companies to be paid and ensure a signatory is available on site whilst we complete the transactions. The list having been checked by myself and deputy clerk.	CLERK
101.5	F&GP/18/90.4 Swimming pool discussions – Nothing to report - Ongoing	Cllr Lloyd
101.6	F&GP/18/90.5 SPC / Clerk to write CIL report for end of year - Ongoing	CLERK
101.7	F&GP/18/90.7 CCTV follow up meeting – See item 107.1	
101.8	F&GP/18/90.8 Street cleaning contract - See item 108.1	
101.9	F&GP/18/90.15 Clerk to diarise Policy working party meeting date to discuss amendments to financial regulations policy – {February 27 th } – Actioned	
101.10	F&GP/18/91.3.3 Clerk to amend consolidated budget papers for review at the Finance working party - Actioned	
101.11	F&GP/18/91.4 Clerk to make further checks in relation to Steyning and District partnerships loan request – Clerk sort and gained approval to proceed from the SPC internal auditor and from SALC in regards to this request and based upon the MOU given out (and despite the Council not holding the power of competence) – Clerk sent this to all committee members and then received additional questions from Cllr Goldsmith. To deal with these in the first instance the Clerk went back to The Partnership to supply responses and answers and then having received them I went back once again to the SPC internal Auditor and await his response.	CLERK
101.12.1	F&GP/18/91.5 Clerk to assist Steyning in Bloom with Grant applications –Clerk has Completed two section 106 applications and has been in touch with WSCC regarding seeking permission for installation on their land, and have gained approval in principal and Clerks office also completed a planning application through Horsham DC. Council agreed to pursue a section 106 application and has agreed to back the development, but the group need to pay the blacksmith in advance to start the process of construction. The cost is a deposit of £3,200 with total amount payable Inc. VAT £5,520. Steyning in Bloom through Charles Ashby are asking if SPC could pay the deposit and they can supply two donations to the amount of £2,700.	CLERK
101.12.2	Cllr Lloyd proposed, seconded by Cllr G Sullivan that committee were in favour of paying the deposit of £3,200 to cover the first payment on the invoice for the construction of the ‘Welcome to Steyning’ sign. Agreed	CLERK

101.13	F&GP/18/91.6/7/9 Complete successful grant request communications - Actioned	CLERK
101.14	F&GP/18/91.10 External Audit report to be chased – Clerk has chased repeatedly – The Partner in charge of our case has been in touch with the National Audit Office as they provide technical support in relation to procedural matters and they are due to review the case later this week.	CLERK
101.15	F&GP/18/91.11 Purchase of PC's for Steyning Centre Offices – Clerk received the specs from our IT provider and has sourced two other options, both of which were more expensive than the quote tabled last meeting – Clerk needs to agree installation costs with the IT provider and check these totals with Cllr Howell on his return from Hols and then purchase as per agreement at last meeting.	CLERK
101.16	F&GP/18/94.1 Barclays Bank closure – possible relocation of ATM – Barclays have produced preliminary drawings of a possible relocation of ATM into the Bus Shelter and have been asked to produce scale plans so that the project can be moved to the planning permission stage if needs be.	CLERK
F&GP/18/102	FINANCE MATTERS	
102.1	Cllr Northam proposed, seconded by Cllr Willett to agree Income & Expenditure report for January 2019 is an accurate statement. Agreed	
102.2	Cllr Northam proposed, seconded by Cllr G. Sullivan to approve list of payments for January 2019. Agreed	
102.3	Committee looked at provisional Earmarked reserves listing for the next financial year as presented via supporting papers – These to be discussed more at next F&GP meeting when picture is clearer.	CLERK
102.4	Report from Clerk concerning Youth service provision moving forward - Clerk sent out an email outlining the situation with Horsham matters withdrawing their youth service provision from the end of March altogether, with one session having stopped already in Upper Beeding. The JPYC has another meeting due on the 18 th Feb. to further discuss the possibility of finding alternative service provision.	
102.5	NALC have confirmed that staff salaries are to increase by 2% for the next Financial year 2019/20. Cllr Northam proposed, seconded by Cllr Lloyd to accept and agree the 2% staff salary increase for the next financial year. Agreed	CLERK
F&GP/18/103	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL	
103.1	Premises Committee – Meeting dated 5 th February 2019 – One item relating to purchase of chairs – Total amount being £14,112.00. Cllr Lloyd proposed , Cllr G. Sullivan seconded , that committee support the purchase of the agreed type of chairs to the maximum price of £14,112.00 subject to a proper tender process for that item. Agreed	D. CLERK
103.2.1	Amenities Committee – Meeting dated 5 th February 2019 – One item relating to hedgerow works at £1,434 inc. VAT. Cllr Goldsmith proposed , Cllr Willett seconded that committee approve the payment of £1,434 to cover the tree and hedgerow works as per quote received at Amenities. Agreed	CLERK
103.2.2	{Also, for information WMT are funding the installation of a basketball facility in the MPF}	

103.3 N.P. Steering committee - Meeting dated 7th February 2019 – One item relating to invoice to be paid which was agreed – for the provision of Enplan advice – Total amount being £3,224. Cllr Lloyd **proposed**, Cllr Goldsmith **seconded** that committee approve the payment of £3,224 for agreed services to Enplan. **Agreed**

F&GP/18/104 DATA PROTECTION

104.1 Clerk has spent another 7.5 hours dealing with a Subject Access Request and a Freedom of information request. The ICO concluded last week that case reference RFA 0793287 from a local resident was manifestly unfounded. The resident has been made aware

F&GP/18/105 INFORMATION/CORRESPONDENCE ITEMS

105.1 None

F&GP/18/106 CONFIDENTIAL SESSION

106.1 To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under item 12 and 13 would be prejudicial in the public interest

Cllr Northam **proposed**, **seconded** by Cllr willett that the meeting go into confidential session and be adjourned for a short period. **Agreed**

Meeting suspended for 2 minutes at 8.25pm

F&GP/18/107 CCTV DEVELOPMENTS

107.1 Clerk sent around supporting papers showing the latest proposal put together by a company he has been working with over the last few months. Committee agreed that the Clerk needed to return to the original risk assessments to ensure that (a) we have a clearly defined objective and (b) we can trace the final specification back to the initial risk assessment and objective

CLERK

F&GP/18/108 STREET CLEANING CONTRACT

108.1 Horsham who are helping with the monitoring of the contract have brought no issues to the Clerks attention so far.

F&GP/18/109 DATE OF NEXT MEETING 12th MARCH 2019

The Chairman closed the meeting at 8.45 pm

Signed Date 12th March 2019

Chairman of F&GP Committee