

Steypning Parish Council



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

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

Clerk: John Fullbrook

Members of the Public in attendance: 4 {including Cllr Toomey}

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/110 APOLOGIES FOR ABSENCE

110.1 There were apologies received from Cllrs Syred, Lloyd and Pearcey

F&GP/18/111 DECLARATIONS OF INTEREST AND DISPENSATIONS

111.1 None

F&GP/18/112 QUESTIONS FROM THE FLOOR

112.1 None

F&GP/18/113 MINUTES OF PREVIOUS MEETING

113.1 Cllr Bowell **proposed**, and Cllr Northam **seconded** that the minutes for the meeting held on 12th February 2019 be accepted as a true record of the proceedings. **Agreed**

F&GP/18/114 FINANCIAL MATTERS

Youth Service provision – (This item brought forward on the Agenda)

114.1.1 The Clerk read out the related Draft Minutes from the JPYC meeting which had taken place the previous evening - on 11th March, and which had been sent around to the F&GP councillors on the morning of the 12th March. It noted the decision made and also the following:

114.1.2 There are still some minor amendments necessary to the detailed quote received from the prospective new provider – 'Sussex clubs for Young people', but as it stands the cost remains less than that quoted by Horsham Matters for the period (April 2019 to March 2020) and therefore any permissions for additional finance was not a consideration as next year's agreed budget '19/20 for Youth provision covers the amount quoted by the new provider.

114.1.3	The Clerk needed to change the service provider and cost details within the current MOU and ask that the other Parishes also agree to these changes (and then sign it). This new MOU and a new one-year contract then need to be agreed and signed by SPC. It was also suggested that a re-tendering process of the three-year contract would need to start in Autumn of 2019 following a review of the service provision.	CLERK
114.2	It was noted that 'Sussex Clubs for Young People' were a recognised local Youth service provider who had been recommended by both Horsham Matters and Horsham DC. The Clerk had already completed a check of the relevant documentation associated with this company, – these including their Insurance cover, safeguarding procedures, CRB check procedures, Risk Assessment procedures and GDPR policy.	
114.3	Cllr Muggridge proposed, seconded by Cllr Northam that F&GP committee recommends to Full Council that the Youth Service provision be taken over by 'Sussex Clubs for Young people' to complete the remaining year of service under the previous contract to end of March 2020, and to include a Business consultation to be undertaken by September 2019 to review that delivery. Agreed	CLERK
	<i>At this point Cllr Muggridge left the meeting to attend and supervise a Youth club session</i>	
F&GP/18/115	MATTERS ARISING AND ACTIONS	
115.1	F&GP/18/88.2.2 Letter to be written to Health Centre through PPG concerning Minibus society Driver medical tests for those over 70 years of age – Cllr Bowell actioned	
115.2	F&GP/18/101.2.1 Bowls Lease agreement - 'prescribed clauses' information received from Solicitors so Clerk can now complete. - Ongoing	CLERK
115.3	F&GP/18/101.2.2 Solicitors meeting to be arranged if needs be. – Information had been received from solicitor without further prompting, therefore at this stage meeting no-longer required. - Actioned	
115.4	F&GP/18/101.3 Further Section 106 monies to be pursued – See item 116.5	
115.5	F&GP/18/101.4 BACS payment as viable alternative to cheques–Agenda item10.1	
115.6	F&GP/18/90.4 Swimming pool discussions -update from Cllr Lloyd - Ongoing	Cllr Lloyd
115.7	F&GP/18/101.6 SPC / Clerk to write CIL report for end of year – See item 117.6	
115.8	F&GP/18/101.11 Steyning and District partnerships Loan request – See item 117.7	
115.9	F&GP/18/101.12.1 Clerk to assist with Steyning in Bloom Grant applications - See item 116.5	
115.10	F&GP/18/101.12.2 Payment of deposit for the construction of the 'Welcome to Steyning 'sign – See item 116.5	
115.11	F&GP/18/101.14 Clerk to chase External auditor for their report – Clerk to brief next committee meeting as to alternative arrangements if there is no sign of resolution.	CLERK
115.12	F&GP/18/101.15 Purchase of P. C's - Actioned	

115.13	F&GP/18/101.16 Barclays Bank closure and possible ATM relocation – Clerk reported he had maintained communication with Barclays who remained enthusiastic for an ATM installation. The working group were checking alternatives and Cllr Northam has been working on a briefing paper in relation to a different location within the Bus Shelter building which will be discussed at the next Premises meeting.	CLERK
115.14	F&GP/18/102.3 Earmarked reserves, a need for further discussion –See item 116.3	
115.15	F&GP/18/102.4 Youth service provision possible alternative provider sought – See item 114.1	
115.16	F&GP/18/103.1 Chair purchase for the Steyning Centre tender process check – See item 117.1	
115.17	F&GP/18/103.2.1 Committee approval for payment to proceed - Actioned	
115.18	F&GP/18/107.1 CCTV developments – Clerk to return to check original Risk Assessments - Ongoing	
F&GP/18/116	FINANCE MATTERS	
116.1	Cllr Howell proposed, seconded by Cllr Northam to agree Income & Expenditure Report for February 2019 is an accurate statement. Agreed	
116.2	Cllr Howell proposed, seconded by Cllr G. Sullivan to approve list of payments for February 2019. Agreed	
116.3	Earmarked reserves for the next financial year – This item to be brought forward to next meeting with further information requested to explain the decisions made previously by other committees	CLERK
116.4	The new Bowls Lease agreement was not completed in time for Councillors to review therefore this item is deferred until next meeting.	CLERK
116.5	Proposed installation of a ‘Welcome to Steyning’ sign on Bramber Road – Council and Clerk are working closely with Steyning in Bloom in order to seek planning permission, S106 monies application and space-hive crowd funding via WSCC. In order to successfully pursue these ventures, it appears Steyning Parish Council needs to become main contact. So far, the total cost (minus VAT) of the manufacture and installation is £9,097.00. SPC have already received 2 donations totalling £2,700.00 and maximum agreed financial commitment from SPC is £3,000.00. More donations are expected. Cllr Howell proposed, seconded by Cllr Willett that Steyning Parish Council take over the lead name in the project to provide a ‘Welcome to Steyning’ installation provided there is a maximum exposure of £3,000.00 which has already been agreed. Agreed	CLERK
116.6	This Year SPC received £6,246.28 (15% of Total CIL Monies) which covers the period 1 st April to 30 th September 2018 {These will eventually replace S106 monies}. The Clerk had compiled the Council’s first Cil Report to cover the financial year 2018/19 as is required to ensure compliance. Cllr Howell proposed, seconded by Cllr G. Sullivan that F&GP committee accepts the SPC Community infrastructure levy report for 2018/19 compiled by the Clerk. Agreed	

116.7 Loan for Steyning Partnership. The Clerk sort and gained approval to proceed from the SPC internal auditor and from SALC regarding this request and based upon the MOU already distributed (And despite the Council not holding the 'power of competence'). Cllr Bowell **proposed, seconded** by Cllr Willett that having taken advice from SALC and the internal auditor the F&GP Committee confirms the decision made on the 15th January in reference to the request for a loan from the Steyning parish Council to the Steyning and district community partnership as stated in the MOU supporting paper. **Agreed - For 3 {SN, PB, MW}, Against 2 {GS, RG}**. *It was agreed that a statement from Cllr Goldsmith regarding this item be attached to these minutes.* **CLERK**

F&GP/18/117 ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL

117.1 Premises Committee – Meeting dated 5th March 2019 – Nothing requiring approval this meeting. Clerk to ensure item relating to purchase of chairs to be discussed and moved forward with Cllr Lloyd and brought back to next F&GP meeting. **CLERK**

117.2 Amenities Committee – Nothing to report from meeting dated 26th Feb.

117.3 N. P. Steering committee - No meetings since last F&GP – Nothing to report.

F&GP/18/118 DATA PROTECTION

118.1 Clerk reported that since the last F&GP meeting, he had spent 2.5 hours dealing with Subject Access Requests.

118.2 There followed a disagreement which the Chairman, Cllr Bowell, attempted to resolve by asking Cllr Goldsmith to improve his conduct. These attempts were consistently ignored, and Cllr Northam left the meeting stating that Cllr Goldsmith was disregarding the Chairs authority under Standing orders 2a. This left the meeting inquorate. The Chairmen then apologised to those present and said he regrettably had to terminate the meeting.

F&GP/18/121 DATE OF NEXT MEETING 9th APRIL 2019

The Chairman closed the meeting at 9:29 pm

Signed Date 9th April 2019

Chairman of F&GP Committee