

Steyning Parish Council



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

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

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/60 ELECTION OF CHAIR FOR THIS EVENINGS MEETING

In the absence of both Chair and Vice chair for this meeting the Clerk asked for nominations for Chairman. Cllr Lloyd **proposed, seconded by** Cllr Muggridge that Cllr Northam chair the meeting. **Agreed**

F&GP/18/61 APOLOGIES FOR ABSENCE

There were apologies received from Cllrs Bowell, Willett, Syred and Pearcey

F&GP/18/62 DECLARATIONS OF INTEREST AND DISPENSATIONS

None received

F&GP/18/63 QUESTIONS FROM THE FLOOR

63.1 None received

F&GP/18/64 MINUTES OF PREVIOUS MEETING

64.1 Cllr Northam **proposed**, and Cllr Lloyd **seconded** that the minutes for the meeting held on 9th October 2018 be accepted as a true record of the proceedings, subject to 51.1.1 being verified by the Clerk. **Agreed**

CLERK

64.2 Cllr Northam **proposed**, and Cllr Lloyd **seconded** that agreement of the draft minutes for the meeting held on 30th October 2018 be deferred until the next meeting pending the Clerks verification and possible inclusion of additional comments made by Councillor Goldsmith as he wished to explain his voting against the appointment of the consultants recommended by the Steyning Neighbourhood plan steering committee. **Agreed**

CLERK

F&GP/18/65 MATTERS ARISING AND ACTIONS

- | | | |
|--------------|--|-------------------|
| 65.1 | F&GP/18/50.1 Bowls Lease agreement – Clerk has made adjustments to the Lease agreement draft copy following the points raised by the solicitor, but the details of the trustees have changed, - once Clerk has made final amendments this will be put on next F&GP agenda for councils' approval. | CLERK |
| 65.2 | F&GP/18/50.2 Dates for any additional GDPR training from adjoining councils – There is still agreement for any Councillor who wishes to do so and whom missed SPC Data protection training to attend Bramber Parish council's session (they have the same provider) and the date of their training is at last finalised – it will be the 9 th January, at 6pm and will be held at Bramber and Upper Beeding village hall. Councillors to inform Clerk as to attendance, Clerk will send out invite to all Councillors. | CLERK |
| 65.3 | F&GP/18/50.11.2 Further Section 106 monies to be pursued – Ongoing | CLERK |
| 65.4 | F&GP/18/51.1.2 Clerk asked to pursue Steyning in Bloom donation - Actioned – Cheque has been received and paid in. | |
| 65.5 | F&GP/18/51.2.1 Consolidated budget figures brought forward to next F&GP Meeting – Actioned – See item 66.3 | |
| 65.6 | F&GP/18/51.3.2 BACS payment as viable alternative to cheques – Clerk has started to obtain the information required for all the regular contractors first, the intention then is to have a list sanctioned by at least two Bank signatories for regular payments, then for one off payments the suggestion was for a payment run every Thursday with one signatory in attendance to authorise – Clerk will see the internal auditor on Monday 3 rd December to ensure the proposed process is correct then will bring it back for next F&GP meeting for approval. | CLERK |
| 65.7 | F&GP/18/51.4 Working party convened to consider draft F&GP budget – Actioned | |
| 65.8 | F&GP/18/51.4 Budget Timeline distributed to all Councillors - Actioned | |
| 65.9 | F&GP/18/51.1.5 Swimming pool meeting with HDC – Clerk waiting for all parties to be available - Ongoing | |
| 65.10 | F&GP/18/51.5.2 Clerk to thank Parishes for Pool donations and provide additional guidance – Clerk waiting for SPC Chairman to have meeting with Chairs of the Parishes before sending formal thanks as well as providing additional guidance for future donations – Ongoing. | CLERK |
| 65.11 | F&GP/18/51.5.2 SPC Chair to arrange meeting with other Parish Chairs to discuss swimming pool donations – Cllr Lloyd reported he is awaiting responses to invitation to meet - Ongoing | Cllr Lloyd |
| 65.12 | F&GP/18/51.7 Clerk to check that donation goes towards Christmas lights – Clerk asked for proof and Steyning Chamber sent the itemised invoice proving this grant will all go to the High street Christmas decorations and will cover approx. 50% of the expenditure - Actioned | |
| 65.13 | F&GP/18/52.2.1 Take grass cutting contractor tendering process back to Amenities to consider further – Actioned | |

65.14	F&GP/18/52.2.2 Tarmac strip maintenance to be considered once more at Amenities - Actioned	
65.15	F&GP/18/54 Policy working party recommendations to go to full council – Actioned	
65.16	F&GP/18/57.1 CCTV – Clerk to set up working party to move process forward – Actioned	
65.17	F&GP/18/58.1 Street cleaning contract to be discussed within same working party group meeting as CCTV. The last meeting took longer than expected and ran out of time, so this item will be discussed at next meeting due on the 28 th November at 10am	CLERK
F&GP/18/66	FINANCE MATTERS	
66.1.1	A number of items were raised by Cllr Goldsmith relating to budget enquiries. Those outstanding which needed Clerks further attention and to report back to next F&GP meeting were as follows: CCTV Maintenance as to why expenditure budget was £4,250, not £1,250 and that it could be split between Maintenance and installation, but it was suggested that this could be dealt with in terms of next years budget ; Neighbourhood plan as to why expenditure budget was £16,400; The paperwork associated with the decision to agree the Three year Tree report and associated cost (£900).	CLERK
66.1.2	Cllr Northam proposed, seconded by Cllr Lloyd to agree Income & Expenditure Report for October 2018 is an accurate statement. Agreed	
66.2	Cllr Northam proposed, seconded by Cllr Goldsmith to approve list of payments for October 2018. Agreed	
66.3	To discuss F&GP Budget for the next financial year 2019/2020. - The Clerk sent around a supporting paper. Committee asked Clerk to include an additional line of Actual expenditure for the previous year 2017 /18, and to send the amended version in advance of the next meeting.	CLERK
66.4	To discuss and agree support for a Steyning and District Partnership proposed Loan – Clerk sent around supporting papers, and a committee member from the Steyning and District Partnership was allowed to speak in relation to the request. Cllr Northam proposed, seconded by Cllr Lloyd that Council agree in principle to support Steyning and District partnership (SDP) proposed Loan request, subject to terms and conditions which are to be provided by SDP, for 6 months and for the sum of £10,000 which will be guaranteed via a payment From a ‘Leader’ award. Agreed	CLERK
66.5	Neighbourhood planning grant received – Clerk sent around supporting papers which gave details of the grant and the process to enable Council to successfully obtain the £9,000 award. The Clerk explained that in order to receive it, the clerk has to complete an on line ‘Due diligence’ process but that in order to do this, he needed to receive account details and a password notification to be sent to his email address. Unfortunately, these details went initially to the Neighbourhood planning chair, which slowed the process. However, the on-line forms are to be completed and sent by tomorrow (14 th Nov’) if approved in this meeting. Cllr Northam proposed, seconded by Cllr Muggridge that Council agree acceptance of the grant and ask the clerk to complete the ‘Due diligence’ process. Agreed	CLERK

66.6.1	Community infrastructure receipts – on the 28 th October Council received £6,246.28 direct from Horsham DC which represents total Cil receipts from the 6-month period 1 st April and 30 th September 2018. The guidance notes include the fact that Council must spend this money within the next five years, and on an appropriate infrastructure development, and that at the end of the financial year the Council must provide a separate Cil report.	CLERK
66.6.2	It was suggested that spending of S106 monies should be an agenda item going forward on either Amenities and/or F&GP. Clerk to action.	
F&GP/18/67	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL	
67.1	Premises Committee – Meeting dated 6 th November 2018 – No items requiring approval	
67.2.1	Amenities Committee – Meeting dated 23 rd October 2018. Nothing requested requiring approval, however are two items of note –	
67.2.2	Grass cutting contract – the Amenities committee had decided to not retender for the service next year which would have been a year ahead of schedule, but to give current contractors a further chance to bring their service up to standard	
67.2.3	Triannual Parish ‘Tree Reports’ – Having received correspondence from the Horsham arboriculturalist Officer, the committee resolved to henceforth consider undertaking a Tree report every two years instead of the current situation of once every three years. Cllr Goldsmith asked if the Clerk could check on the Committee’s agreement to pay for this year’s Tree report.	CLERK
F&GP/18/68	DATA PROTECTION	
68.1	The Clerk reported that over the last three months he has spent approximately 34 hours on Subject Access Requests. Council received another one from a resident last week. The clerk keeps notes when necessary, detailing time spent. There was a reply sent off last week but the resident in question lodged an ‘application’ with the ICO. The Clerk will await a response from the ICO before taking any further action.	
F&GP/18/69	INFORMATION/CORRESPONDENCE ITEMS	
69.1	None to report	
F&GP/18/70	CONFIDENTIAL SESSION	
70.1	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 would be prejudicial in the public interest. Cllr Northam proposed, seconded by Cllr Lloyd that the meeting go into confidential session and be adjourned for a short period. Agreed	
70.2	There was a short recess at 8:54 pm and for 2 minutes	
F&GP/18/71	CCTV	
71.1	The Clerk organised a working party meeting, but the engineer was unable to attend. The group toured all the locations to discuss variations and there is another meeting planned for the 28 th November, at 10am and all F&GP members are welcome to attend.	

71.2 Cllr Goldsmith requested the Clerk enquire after the current location of the 'Cromer' camera. **CLERK**

F&GP/18/72 **MILLENNIUM AWARD NOMINATIONS**
72.1 Councillors discussed and agreed Millennium Award choices – The decisions made by those councillors present and the successful nominee/s selections are detailed in the Confidential minutes.

F&GP/18/73 **DATE OF NEXT MEETING 11TH DECEMBER 2018**

The Chairman closed the meeting at 9.25 pm

Signed Date 11th December 2018

Chairman of F&GP Committee