

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 15th JANUARY 2018 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 4

Meeting commenced: 7: 33pm

DRAFT MINUTES

ACTIONS

F&GP/18/86 APOLOGIES FOR ABSENCE

There were apologies received from Cllrs Syred, Muggridge and Pearcey

F&GP/18/87 DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations of interest

F&GP/18/88 QUESTIONS FROM THE FLOOR

88.1.1 Q – Cllr Sarah Sullivan – What figure was paid to Airs consultants? (SWAB) – In so far as it relates to, and is to be discussed under, Agenda item 6.8.

88.1.2 A – Thank you

88.2.1 Q – Mr Peter Povey – Minibus Society – Does the committee know that the minibus drivers now have to take a medical test every 3 years, and this is to cost £90 for each driver ? – This is likely to reduce the numbers of drivers available or at worse will provide an additional financial burden on the society.

88.2.2 A- On the whole the committee was unaware of this issue, but suggested that a letter be written from the Council to the health centre through the PPG to ensure this was a matter brought to their attention

Cllr Bowell

F&GP/18/89 MINUTES OF PREVIOUS MEETING

89.1 Cllr Bowell **proposed**, and Cllr Northam **seconded** that the minutes for the meeting held on 11th December 2018 be accepted as a true record of the proceedings. **Agreed, 4 For {TL, MW, PB, SN}, 2 Against {RG, GS}**

F&GP/18/90 MATTERS ARISING AND ACTIONS

90.1	F&GP/18/65.1 Bowls Lease agreement - Clerk has met with Bowls club representatives. Having amended the Lease there were a couple of additional items suggested by the solicitors – Having supplied the Solicitors with the Trustees details the solicitor will come back with ‘prescribed clauses’. When the Clerk has received these that should complete the new Lease and it can finally be approved by F&GP and agreed and signed by the Bowls club	CLERK
90.2	F&GP/18/80.5 Section 106 monies – Clerk sent out the updated section 106 monies listing for all Councillors for information – and is continuing to pursue ways to tap into this resource.	CLERK
90.3	F&GP/18/80.6 BACS payment as viable alternative to cheques - HSBC helping Clerk with his enquires	CLERK
90.4	F&GP/18/80.9 Swimming pool discussions - Ongoing	Cllr Lloyd
90.5	F&GP/18/80.12 Steyning and District Partnership Loan request – See item 91.4	
90.6	F&GP/18/80.14 SPC / Clerk to write CIL report for end of year - Ongoing	CLERK
90.7	F&GP/18/80.16 CCTV follow up meeting – Clerk to reconvene the working party	CLERK
90.8	F&GP/18/80.17 Street cleaning contract to be discussed within same working party group meeting. - Ongoing	CLERK
90.9	F&GP/18/81.1 Clerk to ask the Steyning Business Chamber if the Christmas lights have appropriate storage – Actioned – There is storage which is hired throughout the year	
90.10	F&GP/18/81.4.1 F&GP suggests Premises committee look to boundary fence repair and other works to be completed this financial year 2018/19, while monies are available to do so – Premises agreed at their working party to commence instant repairs as the main structure was still intact	
90.11	F&GP/18/81.5 Steyning Community Orchard group grant application approval - Actioned	
90.12	F&GP/18/81.7 Clerk to appoint suitably qualified person to assist with Clerking duties at N.P. Steering committee - Actioned	
90.13	F&GP/18/82.2 Clerk to seek approval at Full Council for the £35,000 max. expenditure towards the Fletchers Croft Playground development - Actioned	
90.14	F&GP/18/83.1 Replies to resident regarding Subject access requests - Actioned	
90.15	F&GP/18/84.1 Clerk to diarise Policy working party meeting date to discuss amendments to financial regulations policy – {February 27 th }	CLERK

F&GP/18/91 FINANCE MATTERS

- 91.1** Cllr Bowell **proposed, seconded** by Cllr Lloyd to agree Income & Expenditure Report for December 2018 is an accurate statement. **Agreed**
- 91.2** Cllr Bowell **proposed, seconded** by Cllr G Sullivan to approve list of payments for December 2018. **Agreed**
- 91.3.1** Draft Council Budget for the next financial year 2019/20. The Clerk sent around papers. There were three items that were considered, two having arisen at Premises committee – ‘Room Hire income’ being reduced from £64,575 to £63,000 and the expenditure line regarding Asset register re-evaluation being removed and instead sourced from Earmarked reserves so therefore removing £2,500 from the expenditure budget.
- 91.3.2** The Neighbourhood plan income and expenditure for 2019/20 had been discussed and it was suggested line 1008 be amended to £8000 as that was the likely figure to be gained from grant funding and that the N.P. expenditure should be £23K as this represented the maximum limit of likely expenditure. It was also suggested that £15K come from Earmarked Reserves as it was effectively a one off project and that would then leave £8000 to mirror the income line.
- 91.3.3** The Clerk was asked to make amendments to the consolidated Full Council budget papers for 2019/20 so that it could be considered by the All Councillor finance working party, which would then make its recommendation to Full Council regarding the Precept request for 2019/20 **CLERK**
- 91.4** Committee discussed the content of the MOU as supplied by the Clerk, regarding the Steyning and District partnerships’ request for a bridging Loan. Cllr Bowell **proposed, seconded** by Cllr Northam that Council are now in a position to sign the MOU for a Loan to the Community Partnership subject to the Committee seeing confirmation from the internal auditor that he agrees with its content and that even without the Council holding the ‘Power of Competence’ he was still happy for SPC to proceed. **Agreed** **CLERK**
- 91.5** To discuss and agree a grant request from ‘Steyning in Bloom’ – There were supporting papers supplied including a pictorial representation of a proposed ‘Welcome to Steyning’ sign to be positioned on a grass verge adjacent the Catholic church on the Bramber road (facing traffic coming into Steyning from the direction of Bramber). The sign and installation is due to cost approx. £4000 and there was also a silhouette of St Cuthman (additional installation cost - £1100) suggested. Steyning in Bloom were organising the project and putting together income streams including grants to help cover the total costs which already included a contribution from the Steyning Horticultural Society. Cllr Willett **proposed, seconded** by Cllr Lloyd that Council support Steyning in Bloom’s project to install a ‘Welcome to Steyning’ sign by attempting to use Section 106 monies allocated to Steyning to an amount up to £3000 (£2500 +£500 installation), and if that is refused we have to address it in another way **Agreed**. Although the additional St Cuthman silhouette was not part of this financial agreement there were no objections to it being part of the final installation. **CLERK**
- 91.6** To discuss and agree a grant request from the Community Minibus Association. Cllr Lloyd **proposed, seconded** by Cllr Willett that Council support the Community Minibus Associations’ request for a grant for £450 out of the ‘Isolation and Loneliness’ budget. **Agreed** **CLERK**

91.7	To discuss and agree grant request from the Steyning Country Fair. The committee had received Supporting papers. Cllr Northam proposed, seconded by Cllr Lloyd that Council support the grant request from the Steyning Country Fair for £282.00 to cover Steyning centre room hire costs. Agreed	CLERK
91.8	To discuss and agree the merits of pursuing a refund from AiRs in reference to a request from Cllr S Sullivan regarding their service to provide a housing needs survey prior to the SWAB Neighbourhood plan in circa 2011. Cllr Bowell proposed, seconded by Cllr Lloyd that committee agrees there is no merit in pursuing a refund from AiRs. Agreed, For 4 {PB,TL,SN,MW}, Abstain 2 {GS,RG}	CLERK
91.9	To discuss and agree donation/grant request for a plaque installation. Cllr Bowell proposed, seconded by Cllr G. Sullivan that Council support the project to install a plaque in memory of George Cockman to a maximum value of £150. Agreed 5 For, 1 Abstain {TL}	CLERK
91.10	External Audit report – The Clerk had contacted the senior partner in charge of putting this report together, and she said that due to the amount of correspondence received from a Steyning resident and Cllrs Goldsmith, Gary, and Sarah Sullivan that this has delayed them completing the report so far. When asked if they needed any information or questions answered she replied not at this stage. Clerk to chase There was a two minute comfort break at this point with the meeting suspended	CLERK
91.11	To discuss and agree the purchase of three new PC's and monitors for the Steyning centre office staff following the inadequate functioning of the current equipment, their being £1400 left in budget for IT equipment in the current year. Clerk and Cllr Bowell to investigate more quotes given the same specification. Cllr Bowell proposed, seconded by Cllr Goldsmith that Committee delegate authority to Cllr Bowell and the Clerk to liaise with Tom Packer to provide the specification required and then to find three competitive quotes to allow installation which will cost no more than £2,325.00 (including installation). Agreed	CLERK
F&GP/18/92 92.1	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL Premises Committee – Meeting dated 8th January 2019 – One item relating to electrical works recommended via the annual electrical report – The total amount was £1,680 +VAT. Cllr Northam proposed, seconded by Cllr Willett that Committee approves the expenditure on the remedial electrical works to cost £1680 + VAT. Agreed	
92.2	Amenities Committee – No Meeting	
F&GP/18/93 93.1	DATA PROTECTION Clerk reported that since last F&GP he have spent 6 hours dealing with Subject Access Requests and a Freedom of information request. Also there had been a minor Data breach from a councillor that was reported to the Data protection officer and on his advice the ICO. Having filled out the forms on line all that was required was to inform those involved with the Breach to guard against it happening again, and that has been actioned.	

F&GP/18/94 INFORMATION/CORRESPONDENCE ITEMS

94.1

Barclays Bank is due to close and the Bank are working with Clerk, Chair of F&GP, the Steyning and District Partnership, Cllr Barling and the Steyning Business Chamber in order to consider a possible ATM relocation on the Steyning High street. The Bank are due to send out a surveyor to check locations in the next few weeks. Clerk to report back

CLERK

F&GP/18/95 DATE OF NEXT MEETING 12th FEBRUARY 2019

The Chairman closed the meeting at 9.44 pm

Signed Date 12th February 2019

Chairman of F&GP Committee