

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th APRIL 2019 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/120 APOLOGIES FOR ABSENCE

120.1 There were apologies received from Cllrs Syred, and Pearcey

F&GP/18/121 DECLARATIONS OF INTEREST AND DISPENSATIONS

121.1 None

F&GP/18/122 QUESTIONS FROM THE FLOOR

122.1 None

F&GP/18/123 MINUTES OF PREVIOUS MEETING

123.1 Cllr Bowell **proposed**, and Cllr Muggeridge **seconded** that the minutes for the meeting held on 12th March 2019 be accepted as a true record of the proceedings. **Agreed 7 For, 1 Against {RG}**.

F&GP/18/124 MATTERS ARISING AND ACTIONS

124.1 F&GP/18/114.13 Clerk to amend Youth provision MOU and check new contract and send to other Parishes for agreement - **Actioned**

124.2 F&GP/18/114.3 Clerk to take new Youth provision documents to Full Council for approval - **Actioned**

124.3 F&GP/18/101.2.1 Bowls Lease agreement – See item 125.4

124.4 F&GP/18/90.4 Swimming Pool discussions with Parish Chairs – It was suggested that with little progress to report this item go forward to next Amenities meeting and to be dealt with by new Council - Ongoing

CLERK

124.5	F&GP/18/115.11 Clerk to chase External auditor for their report – They are currently reviewing our case and have not asked for any additional information from the Clerk.	CLERK
124.6	F&GP/18/115.13 ATM installation to be discussed at Premises – See item 125.10	
124.7	F&GP/18/116.3 Earmarked reserves decisions requiring more explanation – See item 125.3	
124.8	F&GP/18/116.5 ‘Welcome to Steyning’ installation – Horsham are processing the planning application and WSCC are still to be providing licence to proceed (as it is on their land) but neither are suggesting there will be a problem at this stage. The application for S106 monies did not receive a positive initial response but the Clerk will be trying again. The Crowd funding appeal started by Charles Ashby has received a very good response. – with 10 days to go, there was a total of 95% pledged towards the target amount – which was £8,959.00.	CLERK
124.9	F&GP/18/116.7 Steyning and District partnership’s loan request – See item 125.5	
124.10	F&GP/18/107.1 CCTV developments – Cllr Bowell proposed, seconded by Cllr Northam that F&GP do not put together a working party at this stage to carry this process forward, rather it to be left for the new Council to deliberate over this issue. Agreed	CLERK
124.11	F&GP/18/117.1 Purchase of Steyning centre chairs – Cllr Lloyd confirmed that he had not managed to find a better deal than that which had been presented at Premises committee and was to be discussed under item 125.3	
F&GP/18/125	FINANCE MATTERS	
125.1	Cllr Bowell proposed, seconded by Cllr Lloyd to agree Income & Expenditure Report for March 2019 is an accurate statement. Agreed	
125.2	Cllr Bowell proposed, seconded by Cllr Muggridge to approve list of payments for March 2019. Agreed	
125.3	Earmarked reserves for the next financial year – The supporting papers represented a summary of what had been agreed so far as well as what was proposed. Cllr Bowell proposed, seconded by Cllr Goldsmith that Committee agrees Earmarked reserves as per Clerks report and papers supplied knowing that there can be provision set aside for CCTV (£12,000) and including Chairs purchase at £14,212.50. Agreed. Cllr Northam proposed, seconded Cllr G. Sullivan that following Cllr Lloyds’ remarks (whereby he checked the preferred quote against further manufacturers estimates) that we accept the recommendation from the Premises committee that we accept the quote for £14,212.50 for the purchase of chairs for the Steyning Centre. Agreed. Cllr Lloyd proposed, seconded by Cllr Willett that the existing chairs be sold off if possible, to offset some of the purchase price. Agreed. Clerk’s office to purchase chairs.	CLERK
125.4	The Bowls Lease Agreement has been updated but Clerk believed it would be prudent to ask solicitors to check it over in the first place before it is approved by Council – the chair has agreed this, so it is now with the Solicitors. Clerk to chase and also to check all the other Lease agreements to let Council know where it stands.	CLERK

125.5	Proposed Loan for Steyning and District partnership - Committee agreed last meeting to proceed with this arrangement as per initial agreement made in January, however, during the course of a conversation with our external auditor a couple of weeks ago it transpired that a councillor who opposed this decision had emailed them directly and the external auditor suggested council seek further legal advice to check that it is not illegal to offer the Loan under the terms agreed. Clerk consulted with the Chair, and the Solicitors are now going to check it for SPC. Committee agreed that any financial burden regarding this investigation should not be borne by the Council, as it was an individuals request.	CLERK
125.6	To agree if there is a necessity for an MOU between the Parish councils when considering the Neighbourhood Wardens scheme, and update on progress of new contract – Clerk has been in talks with the Wardens management team at Horsham who in turn have asked for advice from their legal counsel regarding this matter. Subsequently there is agreement that there needed to be further amendments to the already updated Contract and that there is indeed a need for an MOU between all three councils. New contracts are going forward to next week's Full Council for consideration.	CLERK
125.7	Committee discussed, should the need arise due to elections and possible loss of existing Bank signatories, whether provision be put in place to extend the authority of certain current signatories for an extended period of 3 months. SALC was consulted and agreed that it was possible to do so. Clerk to further check protocols.	CLERK
125.8	The financial regulations already state that BACS payments are possible provided Council comply with the guidelines and to those ends the Clerk had supplied supporting papers giving precise details as to how the office will now be dealing with payments using this new process having trialled it over the preceding three weeks. Cllr Bowell proposed, seconded by Cllr Northam that Council accepts the procedure {as summarised by the Clerk within his report} will hence forth be the preferred method of payment going forward. Agreed.	
125.9	The Chairmen confirmed that Bank reconciliations and Bank statements have been checked by the F&GP Chairmen for the entire financial year – 2018/19.	
125.10	ATM installation in the High street. Cllr Bowell proposed, seconded by Cllr Lloyd that this committee defers discussion and agreement on any ATM installation so that it can be discussed by Full Council next week instead. Agreed	CLERK
F&GP/18/126	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL	
126.1	Premises Committee – Meeting dated 2nd April 2019 – Having already dealt with the Chairs purchase agreement there was nothing further to discuss.	
126.2	Amenities Committee – The Clerk put together a supporting paper to update committee on Playground developments and payments, but there was nothing further to be approved.	
126.3	Neighbourhood plan Steering Committee – From Meeting dated 27 th March. Only one payment to be authorised and approved, that being for £2959.20 from Enplan for professional consultancy fees. Cllr Bowell proposed, seconded by Cllr Lloyd to make payment to Enplan for the invoice £2,959.20. Agreed	

F&GP/18/127 127.1	DATA PROTECTION Clerk reported that since the last F&GP meeting in March he had spent 2 hours dealing with Subject Access Requests and that there is one outstanding reply to action.	CLERK
F&GP/18/128 128.1	STAFFING MATTERS Staff appraisals to be organised for all Steyning centre staff with Clerk to be appraised by personnel committee. Meeting dates to be confirmed.	CLERK
F&GP/18/129 129.1	POLICY AMENDMENTS Recommendations from the Policy working party 27 th February meeting. The Clerk presented supporting papers and reported on amendments to Standing Orders and financial Regulations. Cllr Howell proposed, seconded by Cllr Muggridge that the Council agree to the amendments as proposed by the internal auditor {regarding Financial regulation 4.1 – Authority to spend}. Agreed. Clerk to forward to Full Council for approval.	CLERK
129.2	Cllr Lloyd proposed, seconded by Cllr Northam the committee does not accept the recommendation of the working party {on both recommendations covered by item 3 in supporting papers} at this stage and defers the decision to amend the quorum of meetings to the new council. Agreed 6 For, 1 Abstention	CLERK
F&GP/18/130 130.1	INFORMATION/CORRESPONDENCE ITEMS None	

F&GP/18/131 DATE OF NEXT MEETING 11th JUNE 2019

The Chairman closed the meeting at 9.20 pm

Signed Date 11th June 2019

Chairman of F&GP Committee