

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
West Sussex, BN44 3XZ

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
Cllr Pearcey, Cllr Bowell, Cllr Northam, Cllr Lloyd, Cllr Willett, Cllr Muggridge, Cllr Goldsmith,
Cllr Trundle, and Cllr Syred.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 13TH FEBRUARY 2018 AT 7.30 PM
IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steypning Centre must be PAT tested.

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR - PUBLIC PARTICIPATION.** Up to 15 minutes (2 minutes per person), will be allowed for the public to make representations, answer questions or give evidence in respect of any item of business included in the agenda, in accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meetings held on 9th January 2018 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/17/90.2 Bowling Club Lease – see Agenda item 9.2
 - 5.2** F&GP/17/90.3 Chairs and Clerks training – Follow up session for Councillors. It's requested from those Councillors present at the first session that there be another session provided (provisionally booked for 20th Feb) at same start time and for same cost £250 + VAT - Clerk to report.
 - 5.3** F&GP/17/90.4 Water pump adjacent Springwells – Cllr Bowell to update
 - 5.4** F&GP/17/90.5 HDC Grants re street cleansing grant – Ongoing
 - 5.5** F&GP/17/90.6 Neighbourhood wardens committee agenda sent – Clerk Actioned
 - 5.6** F&GP/17/90.7 Wardens Scheme start-up funds investigation – Clerk to update
 - 5.7** F&GP/17/90.10 Barclays account signatory to change – Ongoing



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- 5.8 F&GP/17/94.3 Finance data terminology – Clerk to update
- 5.9 F&GP/17/95.2 Data Protection – Training request – See Agenda item 10.1
- 5.10 F&GP/17/97.1 Street Cleaning – See Agenda item 11.1
- 5.11 F&GP/17/99.1 Telephony alternative provider – Clerk/ Cllr Howell actioned
- 5.12 F&GP/17/100.1 Steyning PC Web site – See Agenda item 12.1
- 5.13 F&GP/17/101.1 Local government finance settlement 2018/19 consultation – Clerk Actioned
- 5.14 F&GP/17/96.1 CCTV – Update from Clerk
- 5.15 FULL/17/172.1 Set up a personnel Subcommittee regarding alleged harassment of staff

6.0 PAYMENTS 2017/18

- 6.1 To approve list of payments made by the council 1.01.18 – 31.01.18 (Supporting paper)

7.0 JOINT PARISHES CEMETRY COMMITTEE UPDATE

- 7.1 Update from Cllr Howell / Cllr Willett

8.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee

- 8.1 Premises Committee – Coffee machine, Gents toilet flooring, Windows– Meeting dated 6th Feb 2018
- 8.2 Amenities Committee – Meeting dated 23rd Jan 2018

9.0 FINANCIAL MATTERS

- 9.1 To agree Income & Expenditure Report for January 2018 (supporting paper)
- 9.2 Bowling Club lease agreement – update from Clerk
- 9.3 Steyning Festival – Request for reduction in Venue hire charge (Full Net cost is £354.59 – See Supporting paper)
- 9.4 Clerks Pension – To sanction the Clerk to join the Local Government Pension scheme

10.0 DATA PROTECTION

- 10.1 The initial work required (see supporting paper) – Update from Clerk

11.0 STREET CLEANING CONTRACT MONITORING

- 11.1 Update from Clerk

12.0 STEYNING COUNCIL WEB SITE DEVELOPMENTS

- 12.1 Update from Clerk

13.0 STANDING ORDERS AND POLICY REVIEW

- 13.1 Update from Clerk

14.0 INFORMATION/CORRESPONDENCE ITEMS

- 14.1 Various correspondence concerning Town Clock – update from Clerk

14.0 DATE OF NEXT MEETING – 13th March 2018.



John Fullbrook
Clerk to the Parish Council



Steypning Festival 2018

26th May – 9th June

Mr S Northam
Chair - Steypning Parish Council
The Steypning Centre
Fletcher's Croft
Steypning
BN44 3XZ

5th February 2018

Dear Mr Northam,

I am writing on behalf of Steypning Festival, one of the largest voluntary led festivals, which takes place every two years to engage and entertain the local community in a wide range of over 120 events.

A team of experienced volunteers manage the activities throughout the town, calling upon local talent to bring our residents together to celebrate all that Steypning has to offer: and inviting visiting writers, artists, musicians, comedians, craftspeople, politicians, scientists and a range of experts to share their skills and experiences to widen our horizons. It is a Festival created by the people for the people, and it extends wider and grows stronger every time.

Within Steypning Festival 2018 we are keen to engage with younger members of the community and are devising a special programme of activities to build on the huge success of Breakin' Convention at the 2016 Festival. A day of creativity is planned to include art, music and dance, which will feature dance, DJ skills, graffiti art and vocals demonstrations, followed by learning and skills sharing sessions, which will lead to performances at the end of the day. We are working with our local community youth worker to ensure we include as wide a cross section of young people as possible.

This event will take place in the Steypning Centre and the overall cost will be £2,800, a proportion of this will be for venue hire, £466 and we are making a request to the Parish Council to help us meet this outlay.

Thank you for your time and consideration.

Yours sincerely,

General Data Protection Regulations

1. Training for key staff in compliance of General Data Protection Regulations
2. To create policies for maintaining and using data
3. Create policies for the retention period of data, recordings, letters etc.
4. Create policy for updating, reviewing and deleting personal data
5. Create policy for IT security
6. Create policy for CCTV security and procedure
7. Create new email system (share point) in Office 365 and contacts for use of emails for Councillors to comply with data portability
8. Create consent/ privacy /opt-in/opt-out notices for all correspondence and emails
9. Create procedure to detect, report and investigate a personal data breach
10. Consider privacy of desk top data and computer screens in offices open to the public
11. Consider the need for an internal or external Data Protection Officer and the procedures involved
12. Ensure registration with ICO and Data Protection Authority are correct

05/02/2018

Steyning Parish Council

Page 1

11:10

Detailed Income & Expenditure by Budget Heading 31/01/2018

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes Ctt</u>							
101 Administration							
1000 Donations Received	219	219	500	281			43.8%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1026 Showcase income	30	480	250	(230)			192.2%
1076 Precept Received	0	244,523	244,523	0			100.0%
1077 CTB Grant	0	748	748	0			100.0%
1090 Bank Interest Received	0	54	125	71			43.4%
Administration :- Income	249	246,025	246,346	321			99.9%
4000 Salaries	5,258	54,060	44,808	(9,252)		(9,252)	120.6%
4002 Printing, stationery, postage	141	1,550	3,250	1,700		1,700	47.7%
4003 Staff Ill Health Insurance	0	711	600	(111)		(111)	118.5%
4004 Telephones and Alarm	748	3,477	4,360	883		883	79.7%
4005 Insurance	0	7,918	8,100	182		182	97.8%
4006 Salaries Outsourcing	263	2,314	1,548	(766)		(766)	149.5%
4010 Audit Fees	0	903	1,340	437		437	67.4%
4016 Legal Fees/Elections	460	884	11,300	10,416		10,416	7.8%
4021 General Grants	0	650	1,000	350		350	65.0%
4025 CCTV Maintenance	20	506	1,000	494		494	50.6%
4030 Steyning in Bloom	0	1,000	1,000	0		0	100.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	0	1,000	1,000	0		0	100.0%
4036 SALC NALC Subs	0	1,967	1,750	(217)		(217)	112.4%
4040 Town Clock	0	227	350	123		123	64.9%
4045 Misc & Petty Cash	43	470	350	(120)		(120)	134.2%
4047 Training	0	325	1,500	1,175		1,175	21.7%
4049 Showcase	0	0	250	250		250	0.0%
4060 Chairman's Function	0	268	750	482		482	35.7%
4061 Councillors' Allowances	0	172	750	578		578	22.9%
4063 Legionnaires	133	1,006	1,600	594		594	62.9%
4070 Software Packages	0	2,190	1,500	(690)		(690)	146.0%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	40	275	750	475		475	36.6%
4310 Grounds Maintenance	263	263	0	(263)		(263)	0.0%
Administration :- Indirect Expenditure	7,368	82,136	90,231	8,095	0	8,095	91.0%
Net Income over Expenditure	(7,118)	163,889	156,115	(7,774)			

Continued over page

05/02/2018

Steyping Parish Council

Page 2

11:10

Detailed Income & Expenditure by Budget Heading 31/01/2018

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	0	41,000	41,000		41,000	0.0%
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>55,500</u>	<u>55,500</u>	<u>0</u>	<u>55,500</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>103 Youth Provision</u>							
4023 Youth Service	5,077	21,452	24,700	3,248		3,248	86.8%
Youth Provision :- Indirect Expenditure	<u>5,077</u>	<u>21,452</u>	<u>24,700</u>	<u>3,248</u>	<u>0</u>	<u>3,248</u>	<u>86.8%</u>
Movement to/(from) Gen Reserve	<u>(5,076)</u>	<u>(21,452)</u>					
Finance & General Purposes Ctt :- Income	<u>249</u>	<u>246,025</u>	<u>246,346</u>	<u>321</u>			<u>99.9%</u>
Expenditure	<u>12,444</u>	<u>103,588</u>	<u>170,431</u>	<u>66,843</u>	<u>0</u>	<u>66,843</u>	<u>60.8%</u>
Net Income over Expenditure	<u>(12,195)</u>	<u>142,437</u>	<u>75,915</u>	<u>(66,522)</u>			

Continued over page

Date: 05/02/2018

Steining Parish Council

Page 1

Time: 11:20

Bank Reconciliation up to 31/01/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/06/2017	310222	5.00			5.00	☐	Barclays Emergency account
24/08/2017	TFR		40,000.00		40,000.00	☐	Receipt(s) Banked
20/09/2017	TFR		20,000.00	20,000.00		R ☒	Receipt(s) Banked
21/09/2017	TFR	20,000.00		20,000.00		R ☒	Money Market Account
27/11/2017	310385	100.00			100.00	☐	D Berrymen
12/12/2017	310396	1,656.86		1,656.86		R ☒	idVerde
13/12/2017	310397	2,167.97		2,167.97		R ☒	D Flynn
13/12/2017	310398	137.42		137.42		R ☒	Chairmans function
18/12/2017	310400	15.26		15.26		R ☒	PiP Services
02/01/2018	310402	56.90		56.90		R ☒	George Rose
02/01/2018	310403	1,215.99		1,215.99		R ☒	Capita Business Services
02/01/2018	310404	1,305.19		1,305.19		R ☒	WSCC
02/01/2018	310405	188.57		188.57		R ☒	Business stream
02/01/2018	310406	490.80		490.80		R ☒	BT
02/01/2018	310407	285.22		285.22		R ☒	Ferring Nurseries
02/01/2018	310408	18.62		18.62		R ☒	Business system
02/01/2018	310409	460.00		460.00		R ☒	HDC
02/01/2018	310410	315.12		315.12		R ☒	Capita Business Services
02/01/2018	310411	270.00		270.00		R ☒	Wicksteed
02/01/2018	DD	907.00		907.00		R ☒	Horsham District Council
02/01/2018	CR		130.36	130.36		R ☒	Receipt(s) Banked
02/01/2018	CR		284.40	284.40		R ☒	Receipt(s) Banked
03/01/2018	310412	30.00		30.00		R ☒	Ferring Nurserie
03/01/2018	18/104		641.36	641.36		R ☒	Receipt(s) Banked
03/01/2018	18/105		16.50	16.50		R ☒	Receipt(s) Banked
03/01/2018	18/106		20.00	20.00		R ☒	Receipt(s) Banked
03/01/2018	18/107		572.00	572.00		R ☒	Receipt(s) Banked
04/01/2018	CR		69.01	69.01		R ☒	Receipt(s) Banked
05/01/2018	DR	0.99		0.99		R ☒	HSBC
05/01/2018	VIS	36.28		36.28		R ☒	Web security
07/01/2018	CR		120.00	120.00		R ☒	Receipt(s) Banked
08/01/2018	VIS	11.45		11.45		R ☒	SWAB web site
09/01/2018	TFR		30,000.00	30,000.00		R ☒	Receipt(s) Banked
10/01/2018	310413	2,172.17		2,172.17		R ☒	DJ FLynn
10/01/2018	310414	10.78		10.78		R ☒	Bunces
10/01/2018	310414	3.59		3.59		R ☒	Bunces
10/01/2018	310415	160.00		160.00		R ☒	TSS
10/01/2018	310416	24.00		24.00		R ☒	Bowell
10/01/2018	310417	96.00		96.00		R ☒	Dormation
10/01/2018	310418	344.70		344.70		R ☒	SCS
10/01/2018	310419	1,670.07		1,670.07		R ☒	British Gas
10/01/2018	310420	6,091.80		6,091.80		R ☒	Horsham District Council
10/01/2018	18/108		262.68	262.68		R ☒	Receipt(s) Banked
10/01/2018	18/109		282.25	282.25		R ☒	Receipt(s) Banked
10/01/2018	18/110		48.00	48.00		R ☒	Receipt(s) Banked
10/01/2018	18/111		581.36	581.36		R ☒	Receipt(s) Banked
10/01/2018	CR		67.50	67.50		R ☒	Receipt(s) Banked
11/01/2018	CR		24.00	24.00		R ☒	Receipt(s) Banked

Date: 05/02/2018

Steyping Parish Council

Page 2

Time: 11:20

Bank Reconciliation up to 31/01/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/01/2018	CR		37.58	37.58		R ☒	Receipt(s) Banked
12/01/2018	BP		84.48	84.48		R ☒	Receipt(s) Banked
15/01/2018	310421	367.00		367.00		R ☒	Andrews Building
15/01/2018	310422	356.00		356.00		R ☒	Andrews building services
15/01/2018	310423	227.14		227.14		R ☒	Business system
15/01/2018	310424	130.16		130.16		R ☒	Business stream
15/01/2018	310425	6,656.00		6,656.00		R ☒	Worthing windows
15/01/2018	310426	90.00		90.00		R ☒	M Streeter
15/01/2018	310427	123.96		123.96		R ☒	PiP Services
15/01/2018	310428	120.00		120.00		R ☒	Dormation
15/01/2018	310429	22.00		22.00		R ☒	Green thumb
15/01/2018	310430	745.47		745.47		R ☒	Business stream
15/01/2018	310431	23.50			23.50	☐	The village sign people
16/01/2018	CR		63.59	63.59		R ☒	Receipt(s) Banked
16/01/2018	CR		24.75	24.75		R ☒	Receipt(s) Banked
17/01/2018	310432	20.95			20.95	☐	Steyping bowling club
17/01/2018	CR		50.69	50.69		R ☒	Receipt(s) Banked
18/01/2018	CR		24.00	24.00		R ☒	Receipt(s) Banked
19/01/2018	BP		33.79	33.79		R ☒	Receipt(s) Banked
19/01/2018	CR		216.34	216.34		R ☒	Receipt(s) Banked
19/01/2018	CR		56.26	56.26		R ☒	Receipt(s) Banked
19/01/2018	CR		68.37	68.37		R ☒	Receipt(s) Banked
20/01/2018	CR		761.80	761.80		R ☒	Receipt(s) Banked
21/01/2018	DR	41.51		41.51		R ☒	HSBC
22/01/2018	3104331	19.00		19.00		R ☒	H Roxby
22/01/2018	310434	117.19		117.19		R ☒	Laser
22/01/2018	310435	977.63			977.63	☐	Laser
22/01/2018	310436	406.66		406.66		R ☒	Bt
22/01/2018	18/112		977.32	977.32		R ☒	Receipt(s) Banked
22/01/2018	18/113		391.90	391.90		R ☒	Receipt(s) Banked
22/01/2018	18/114		71.00	71.00		R ☒	Receipt(s) Banked
22/01/2018	BP		495.00	495.00		R ☒	Receipt(s) Banked
23/01/2018	CR		213.19	213.19		R ☒	Receipt(s) Banked
23/01/2018	CR		123.70	123.70		R ☒	Receipt(s) Banked
25/01/2018	VISA	399.99		399.99		R ☒	Currys
25/01/2018	CR		119.10	119.10		R ☒	Receipt(s) Banked
26/01/2018	310437	112.00			112.00	☐	Post office
26/01/2018	310438	1,460.57			1,460.57	☐	Capita Business Services
26/01/2018	310439	1,257.42			1,257.42	☐	WSCC
26/01/2018	310440	2,566.20			2,566.20	☐	Commercial kitchen contracts
27/01/2018	VIS	6.98		6.98		R ☒	Amazon
29/01/2018	VIS	7.69		7.69		R ☒	Amazon
29/01/2018	VIS	6,189.47		6,189.47		R ☒	Salary
29/01/2018	CR		518.62	518.62		R ☒	Receipt(s) Banked
30/01/2018	CR		213.19	213.19		R ☒	Receipt(s) Banked
		62,692.24	97,664.09				