

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10th JULY 2018 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7: 30pm

DRAFT MINUTES

ACTIONS

F&GP/18/18 Election of Chair of the Tonight's meeting

18.1 In the absence of both Chair and Vice chair of F&GP the Clerk asked for a stand-in Chair person. Cllr Lloyd **proposed**, **seconded** by Cllr Willett that Cllr Steve Northam Chair the meeting. **Agreed**

F&GP/18/19 APOLOGIES FOR ABSENCE

19.1 There were apologies received from Cllrs Bowell, Syred, Muggridge and Pearcey

F&GP/18/20 DECLARATIONS OF INTEREST AND DISPENSATIONS

20.1 None received

F&GP/18/21 QUESTIONS FROM THE FLOOR

21.1.1 **Q - Mr Cree- Can the minutes from the 15th May F&GP Meeting more accurately represent my question as per the transcript I have sent through to the Clerk, before they are accepted by this committee.**

21.1.2 **A – Yes, We will deal with that under the ‘minutes of previous meeting ‘**

F&GP/18/22 MINUTES OF PREVIOUS MEETING

22.1 The Clerk read out an amended version of the 15th May F&GP minutes based upon a more accurate transcript of the question posed by Mr Cree. Cllr Northam **proposed** and Cllr Lloyd **seconded** that the committee adopt the amended version of the minutes for the meeting held on 15th May 2018 and they be accepted as a true record of the proceedings. **Agreed**

22.1 Cllr Northam **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 12th June 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/18/23 MATTERS ARISING AND ACTIONS

23.1 F&GP/18/6.2.1 - Email reply to question posed at previous meeting relating to Budgets – Actioned.

23.2 F&GP/18/8.2 - CCTV – Ongoing

CLERK

23.3 F&GP/18/8.4 - Bowls Lease agreement – Ongoing

CLERK

23.4 F&GP/18/8.5 - Remembrance garden Bin replacement – Actioned

23.5 F&GP/18/9.1 - I & E For April and May – See items 24.1

23.6 F&GP/18/9.3.1 - Distribute Swimming pool agreement to F&GP Councillors, Write to Parishes – Actioned / See items 24.4

23.7 F&GP/18/9.3.2 - Collect latest Swimming Pool timetable and contact Swimming pool manager – Actioned / See items 24.4

23.8 F&GP/18/10.1 - Encourage Steyning Festival representatives to apply for a Council Grant and to then record Council's support – Actioned - and a letter was received less than an two hours prior to this meeting with more information – See item 30.1

23.9 F&GP/18/11.1 - Clerk to rearrange Councillor GDPR training and to provide options – See item 26.1

23.10 F&GP/18/11.2 Clerk to purchase new .gov.uk email addresses – Arranged for week beginning 9th July – Actioned

23.11 F&GP/18/11.3 Data protection privacy information to Allotment Holders – Actioned

23.12 F&GP/18/11.4 ID Cards and Badges for Councillors and Steyning Staff – See Agenda item 8.3

23.13 F&GP/18/12.1 Street cleaning contract back onto Amenities Agenda – Actioned

23.14 F&GP/18/13.2 Standing Orders Policy taken to Full Council for approval – Actioned

23.15 F&GP/18/13.3 Code of conduct policy taken to Full Council for approval – Actioned

23.16 F&GP/18/13.4 Freedom of information & Environmental information taken to Full Council – See item 27.1

23.17 F&GP/18/13.5 Dignity at work policy taken to Full Council for approval – Actioned

23.18	F&GP/18/13.6 Dispensation scheme and Councillor allowances to be dealt with at next Working party meeting – See item 27.1	
23.19	F&GP/18/16.1 Clerk to speak with Royal British legion about ‘Remembered’ grants promotion - Actioned	
F&GP/18/24	FINANCE MATTERS	
24.1.1	I & E for April – Item 4925 budget appears to be incorrect, and the Neighbourhood plan budget figure to be checked by the Clerk Cllr Northam Proposed, seconded by Cllr Gary Sullivan that the income and expenditure report for April be accepted. Agreed	CLERK
24.1.2	Cllr Northam Proposed, seconded by Cllr Willett that the income and expenditure report for May be accepted. Agreed	
24.1.3	Cllr Northam Proposed, seconded by Cllr Lloyd that the income and expenditure report for June be accepted. Agreed	
24.2.1	List of Payments - Cllr Northam proposed, seconded by Cllr Lloyd that the list of payments for April 2018 be approved. Agreed	
24.2.2	Cllr Northam proposed, seconded by Cllr Goldsmith that the list of payments for May 2018 be approved. Agreed	
24.2.3	Cllr Northam proposed, seconded by Cllr Willett that the list of payments for June 2018 be approved. Agreed	
24.3	Insurance renewal – The Clerk sent out supporting papers with comparative figures in respect to quotes for renewal, and the report included a recommended insurance cover proposal from the existing Broker, which had been checked and subsequently also proposed by the Clerk. Cllr Lloyd proposed, seconded by Cllr Northam for the Clerk to get further assurances from exiting and possible future insurers via the Broker that the Council will be covered for any claim made, and then to present this to next Full Council. Agreed	CLERK
24.4.1	Swimming pool contract and payment review– The Clerk sent out the swimming pool agreements for Councillors to review, as well as the latest Pool timetable. The Clerk has spoken with the swimming pool manager who has been in post two years but did not know about any SPC financial involvement nor the role of the advisory committee, but suggested corresponding with Steve Hawker at Horsham D.C. from whom a reply is awaited.	CLERK
24.4.2	The Clerk has also contacted all the adjacent Parishes regarding donations to assist. Historically donations from other Parishes to help ensure a community focus at the swimming pool remained in place, had been forthcoming, however a request has not been made for 2 years. The Clerk will write formal letters once more.	CLERK
24.4.3	Cllr Willett proposed, seconded by Cllr Goldsmith that SPC writes to Horsham district council and copies to the cabinet member for Leisure and tourism {Jonathan Chowen } to investigate a restructuring of the contract and that independently SPC investigate through our own Lawyers whether SPC could get more favourable terms provided a limit of £2000 is not exceeded. Agreed	CLERK

24.5	External Audit – Clerk had sent round supporting papers for information – These being notes that are in support of the Annual accountancy and governance statements, and had been signed off by Chair and Vice chair of Council.	
24.6	Book vouchers –This was a request for a small grant relating to a primary school painting competition. The Council asked to supply vouchers for prizes via the Royal British Legion. Cllr Lloyd proposed, seconded by Cllr Northam that SPC supplies Book Vouchers for this school competition up to £100, subject to SPC gaining recognition during the awards process. Agreed	CLERK
24.7	The Steyning & District Partnership have asked for grant funding to assist with their Steyning and district Food and Drink Festival. Cllr Northam proposed, seconded by Cllr that SPC contribute a grant of £200 for the Steyning Partnership for their Food and Drinks festival. Agreed	CLERK
F&GP/18/25	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
25.1	Premises Committee meeting dated 5 th July. One item of note because it might require a financial decision was that the Premises committee asked the personnel group to agree the conclusion of the probationary period for the most recent recruit for the position of Caretaker.	
25.2.1	Amenities Committee meeting dated 26 th June 2018 3 items worth noting. 1. Tarmac strip – Amenities wanted to make F&GP aware that they may need to revisit ideas on developing the tarmac strip and this will obviously cost money.	
25.2.2	2. MPF border cutting – Amenities would like to add the increased area which could become extended grass strip – to the grass cutting contract, but amount to be agreed.	
25.2.3	3. Grounds maintenance contract discussed as part of the new car park development with again details to be agreed	
F&GP/18/26	DATA PROTECTION	
26.1	Date for Councillors Data protection training will be 23 rd August. Clerk to circulate date to all councillors. Another date if required could be sought by the Clerk.	CLERK
26.2	Clerk clarified the implementation process of new Councillor email addresses in line with Data protection – Clerk will email out further details to Councillors in due course.	CLERK
26.3	Committee discussed the implementation of identification cards and badges for Councillors to be used for formal events or meetings or to aid with Communications for Councillors and Steyning staff. Cllr Northam proposed, seconded by Cllr Willett to agree in principle for identification badges for Steyning Councillors and staff and Clerk to inform council. Agreed	CLERK
F&GP/18/27	POLICY WORKING PARTY	
27.1	Council need to determine a date for the next policy working party - still some policies to be agreed but committee suggested that F&GP Chair should liaise with Clerk to organise the next date, then to invite Council members accordingly.	CLERK

F&GP/18/28 **RAISING THE PROFILE OF THE COUNCIL**
28.1 Cllr Northam **proposed, seconded** by Cllr Willett that this item go forward to **CLERK**
Full Council for consideration and to possibly include a working party from Full
Council. **Agreed**

F&GP/18/29 **BROADBAND IN STEYNING**
29.1 Committee discussed a recent communication from West Sussex County **CLERK**
Council exploring options for one part of Steyning regarding Broadband
supply. Clerk to ask Cllr Barling to report further on this issue at next Full
Council meeting.

F&GP/18/30 **INFORMATION/CORRESPONDENCE ITEMS**
30.1 Steyning festival have requested a grant, but this was made after the Agenda **CLERK**
was published so this item to go forward to next meeting

F&GP/18/31 **DATE OF NEXT MEETING 11TH SEPTEMBER 2018**

The Chairman closed the meeting at 8.55pm

Signed Date 11th September 2018

Chairman of F&GP Committee