

Steyning Parish Council



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

Present: Cllrs Bowell, Goldsmith, Willett, Pearcey, Syred, Lloyd and Trundle.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:32 pm

DRAFT MINUTES

ACTIONS

F&GP/17/147 APOLOGIES FOR ABSENCE

147.1 There were apologies received from Cllr Muggridge, and Northam.

F&GP/17/148 DECLARATIONS OF INTEREST AND DISPENSATIONS

148.1 None

F&GP/17/149 QUESTIONS FROM THE FLOOR

149.1.1 **Statement** – In view of the fact that the question posed by the resident was in the council's opinion potentially defamatory, it has not been minuted.

Cllr Pearcey

F&GP/17/150 MINUTES OF PREVIOUS MEETING

150.1 Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the minutes for the meeting held on 10th April 2018 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/151 MATTERS ARISING AND ACTIONS

151.1 F&GP/17/138.1 Chairs and Clerks training – Actioned – reminder that it will be on Thursday 17th @ 6.30. Still have no reply from 4 Councillors – There needs to be at least 10 in attendance. Clerk also invited the Chair of the Neighbourhood plan Steering committee along.

CLERK

151.2 F&GP/17/123.2 Cleansing Grant- The budget Council forecast for this income was £19,180.00 – The actual income received was £23,038.67. The difference was due to VAT – It was not shown on the remittance advice – therefore actual income was ex. Vat - £19,199.

151.3	F&GP/17/138.4 CCTV Update - ongoing.	CLERK
151.4	F&GP/17/138.7 Obtain planning consent for Steyning Centre windows – D Clerk - Actioned	
151.5	F&GP/17/138.12 Setting up personnel sub-committee – See item 159.2	
151.6	F&GP/17/139.2 Large payments and receipts requiring extra explanation – See item 152.1	CLERK
151.7	F&GP/17/140.2 Updated plans and more detailed quotes for proposed Playground developments to be provided for next Amenities Meeting – Clerk Actioned	
151.8	F&GP/17/141.1 Year End finance figures to be presented – See item 152.1	
151.9	F&GP/17/141.2 Swimming pool services contract and payment review – See item 152.3	
151.10	F&GP/17/142.2 Bowls Lease agreement - ongoing.	CLERK
151.11	F&GP/17/143.1 Street cleaning contract meeting report by Cllr Pearcey – See item 155.1	
151.12	F&GP/17/143.3 Bin replacement – See item 152.2	
151.13	F&GP/17/145.1 Local plan review publicity - Actioned.	
F&GP/17/152	FINANCIAL MATTERS	
152.1	Clerk sent round supporting papers which detailed the Year End figures as audited by Rialtus Business systems on the 9 th May – it shows that after taking into account accruals that the council spent under budget by £16.5K (4.8% of total income).	
152.2	Remembrance garden rubbish bin – The Clerk sent round supporting paper giving options on the purchase of closed bin to be installed in the remembrance garden adjacent the Bowling club. Cllr Pearcey proposed, seconded by Cllr Bowell that the Council purchase a bin to an amount not exceeding £153 +VAT and that £100 approx. be set aside to install the bin. Agreed. Committee also wondered if British Legion would consider topping up monies if there preference was for the other bin and if they wanted the poppy emblem on or not.	CLERK
152.3	Swimming pool contract – A copy of the contract could not be located and Clerk has asked for HDC to supply a copy which is yet to arrive. Clerk has located correspondence whereby in the past we have asked for contributions from other Parish Councils. These contributions have ranged from £20 to £500 from each council, but this practice seems to have stopped for whatever reason 3 or 4 years ago – It is suspected that there are no other payments going to HDC and when the Clerk has possession once again of the contract he will contact the other Councils if needs be.	CLERK

152.4	The Clerk sent round supporting papers which specified the percentage increase in salary payments agreed for this year by HALC at 2%. Councillors asked Clerk to write to HALC to ask them if there is any chance that they can bring the approval of salary increases forward in the year to allow Councils to make more accurate budget forecasts. Cllr Pearcey proposed, seconded by Cllr Willett that the Council accept the 2% increase. Agreed	CLERK
F&GP/17/153 153.1	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL Premises Committee meeting dated 8th May – Cllr Syred suggested committee consider recommending urgent repair to boiler and emersion tank in the MPF changing rooms as the system is failing, and this means not only is it not providing hot water consistently for showers but also raising risks of legionella infection. Cllr Pearcey proposed, seconded by Cllr Syred that Clerk looks for two other quotes, and put a ceiling on the works at £1946 and that the Clerk and chair of F&GP have delegated authority to proceed with the works based upon the best quote and assuming Clerk has confidence in the ability of contractor to provide quality of service. Agreed	CLERK / Cllr Pearcey
153.2	Amenities Committee meeting dated 24th April 2018 - None	
F&GP/17/154 154.1	DATA PROTECTION Clerk sent round supporting papers detailing both the extent of work to be done and also a number of policy documents which he hoped committee could recommend to full Council for approval or amend if needs be. Cllr Howell proposed, seconded by Cllr Pearcey that the Full Council consider the Data protection documents and where necessary defer to the working practices working group. Agreed	CLERK
F&GP/17/155 155.1	STREET CLEANING CONTRACT MONITORING Cllr Pearcey reported back on meeting with Street cleaning contractor including a walk round of the Streets in question with the Clerk also in attendance. They found the state to be generally good with some minor issues, notably the debris that accumulates around parked cars and the continuing problems associated with blocked drains and gutters and down pipes. Clerk reported blocked drains had now been attended to after several calls from Parish offices to WSCC. Cllr Pearcey reported that overall he was pleased with service, suggesting a notional score of 8/9 out of 10. The Clerk concurred.	
F&GP/17/156 156.1	DISPENSATION FOR COUNCILLORS Clerk had circulated papers relating to this request from Councillor S Sullivan. Cllr Goldsmith proposed, seconded by Cllr Syred that Cllr S Sullivan be granted dispensation to speak in relation to her planning application when or if it is discussed at a forthcoming planning meeting and when it is on the agenda. Agreed	CLERK
F&GP/17/157 157.1	INFORMATION/CORRESPONDENCE ITEMS None. Clerk to check that previous correspondence items have made it onto web site.	CLERK

F&GP/17/158 CONFIDENTIAL SESSION

158.1

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 under Agenda items 13 and 14 would be prejudicial in the public interest. Cllr Pearcey **proposed, seconded** by Cllr Lloyd that the committee move into confidential session. **Agreed**

F&GP/17/159 HARRASSMENT OF MEMBER OF STAFF

159.1

Train of emails from Councillor was discussed with Councillors deciding that Cllr Pearcey present the report from the Personnel Committees to Full Council under confidential session. The Chair would then take comments, make recommendations, and receive instruction from Full Council accordingly.

Cllr Pearcey

F&GP/17/160 CORRESPONDANCE SENT TO SPC'S

160.1

The Clerk updated the committee on Correspondence sent directly to the Council's Auditors by a Steyning resident, and the nature of the response.

F&GP/17/161 DATE OF NEXT MEETING 12th JUNE 2018

The Chairman closed the meeting at 9.35 pm

Signed Date 12th June 2018

Chairman of F&GP Committee