

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

Published 10th October 2019

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr Goldsmith, Cllr Campbell, Cllr Cree, Cllr Hanson, Cllr Lloyd, Cllr Saunders, Cllr S. Sullivan, Cllr G Sullivan
and Cllr Taylor.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON TUESDAY 15TH OCTOBER 2019 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 Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning 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 Steyning 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, ask questions or give evidence in accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meeting held on the 10th September 2019 as a true record (supporting papers)
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1 F&GP/19/40.1** Support for 'Vintage Years' to be taken to Full Council – **See Agenda item 9.1**
 - 5.2 F&GP/19/41.1** Bowls Lease Agreement amended and taken to Club for signing - **Actioned**
 - 5.3 F&GP/19/42.1** Minutes of July F&GP amended - **Actioned**
 - 5.4 F&GP/19/19.3** Toilet Block Lease to be reviewed by working party - **Ongoing**
 - 5.5 F&GP/19/43.7** External Audit review – Clerk to send SPC Councillors associated emails - **Actioned**
 - 5.6 F&GP/19/43.17** Emergency plan to be reviewed by Clerk - **Ongoing**
 - 5.7 F&GP/19/43.18** Grand Piano Gifting - **update from Cllr Hanson**
 - 5.8 F&GP/19/44.3** Clerk to revisit Swimming pool payments on next Agenda – **Ongoing**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel@steyningpc.gov.uk

- 5.9 F&GP/19/44.5.1 Agreed Funding released to Royal British Legion - £175 - **Actioned**
- 5.10 F&GP/19/44.5.2 Agreed Room Hire discount to value of £108 put through system - **Actioned**
- 5.11 F&GP/19/45.2 Clerk to set aside additional £5,000 earmarked reserves under Neighbourhood Plan - **Actioned**
- 5.12 F&GP/19/45.2 Neighbourhood Plan Consultation promotion approved - **Actioned**
- 5.13 F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
- 5.14 F&GP/19/25.1 Future Newsletter publication to be drafted – **See item 10.1**

- 6.0 **FINANCIAL MATTERS**
- 6.1 To approve list of payments for September 2019 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for September 2019 (Supporting paper)
- 6.3 To resolve to transfer £5,000 from reserves to the budget line ('legal and elections') thereby increasing that line from £5,000 to £10,000
- 6.4 To discuss and agree support to fund Christmas tree lighting in Steyning (Supporting paper)
- 6.5 To discuss F&GP Budget timeline for decisions for the next financial year – 2020/2021 (Supporting Papers include 19/20 budget paper for reference)
- 6.6 Signed Financial Reconciliation and Bank Statements for first two quarters of the year 2019/20 – Actioned and reported by Cllr Goldsmith
- 6.7 To discuss and agree Audit actions which include 'Notice of Public Rights' and Section 1 and 2 of the Annual Governance statements for 2018/19 (supporting papers)

- 7.0 **ANY ITEMS FROM COMMITTEE MEETINGS** (Supporting papers)
Items requiring financial approval or actions from this Committee
- 7.1 **Premises Committee** – Meetings dated 3rd September and 8th October 2019
- 7.2 **Amenities Committee** – Meeting dated 23rd July and 24th September 2019
- 7.3 **Neighbourhood Plan Steering committee** – No meetings since August 29th, 2019

- 8.0 **DATA PROTECTION AND FREEDOM OF INFORMATION**
- 8.1 Update on any news relating to Data protection and Freedom of information requests from Clerk

- 9.0 **COMMUNITY RELATED ITEMS**
- 9.1 'Vintage Years' support, Job advert produced - Update from Cllr Goldsmith (supporting paper)
- 9.2 Millennium Awards to be discussed at next meeting – To discuss and agree promotion of awards.

- 10.0 **MEDIA**
- 10.1 To discuss and agree possible future Newsletter publications – Update from Cllr Goldsmith
- 10.2 To discuss and agree media liaison representation

- 11.0 **PLANS AND PROJECTS**
- 11.1 Prioritising and setting up project team(s) and to view latest project list.

- 12.0 **INFORMATION/CORRESPONDENCE ITEMS**
- 12.1 JPYC to be discussing at an EOM this month the next 3-year service contract
- 12.2 Grass Cutting contract to be discussed at next meeting

- 13.0 **ITEMS FOR NEXT MEETING**
- 13.1 To discuss and agree any other items Councillors would like to see on next month's Agenda

14.0 CONFIDENTIAL SESSION

To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under items 15, 16 and 17 below would be prejudicial in the public interest as it is a discussion relating to the terms of a contract (Item 15), may involve disclosure of personal and or privileged information in connection with contemplated litigation which would be inappropriate to put in the public domain (item 16), and that in relation to item 17 discussion may involve disclosure of personal information relating to staffing matters and /or in contractual matters which it would be inappropriate to put in the public domain.

15.0 STREET CLEANING AND BIN EMPTYING CONTRACTS (Supporting Papers)

15.1 To discuss and agree future arrangements in regard to the MPF Bin emptying contract

15.2 To discuss High Street Cleaning and Bin emptying contract

16.0 POTENTIAL DEFAMATION PROCEEDINGS

16.1 Motion - To discuss options, to include litigation, delegation of responsibilities and powers, and a budget, all in response to defamatory postings on the Steyning PC watch Facebook site.

17.0 HR SERVICES

17.1 Motion - The Committee directs its RFO to establish a new budget line in its accounts entitled "Human Resources Consultancy" or such similar term as the software permits and to credit it with £10,000 from reserves

17.2 Motion - The Committee resolves to instruct the human resources consultants recommended by SSALC, namely "H R Services Partnership" (HRSP), to advise on any employment related questions which have arisen or which may arise at Steyning Parish Council including, but not limited to, appraisals.

17.3 Motion - The Committee delegates to the Chairman and Vice-Chairman of the Council and the personnel committee the right and duty to instruct and liaise with HRSP on any employment related questions, to include agreeing on behalf of the Council to HRSP's terms of business, and incurring expenditure up to an initial limit of £1,000. This delegation is limited to obtaining advice and reporting that advice to the Committee and/or Full Council and does not permit any substantive decision-making which remains with the Committee and/or Full Council.

18.0 DATE OF NEXT MEETING – 12th November 2019 @7.30pm.

John Fullbrook
Clerk to the Parish Council