

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10th SEPTEMBER 2019 AT 7.30PM IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson and S. Sullivan.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30pm

MINUTES

F&GP/19/37	APOLOGIES FOR ABSENCE	ACTIONS
	There were apologies received from Cllrs Saunders, Taylor and Lloyd	
F&GP/19/38	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	None	
F&GP/19/39	QUESTIONS FROM THE FLOOR	
39.1	None	
CHAIRMAN BROUGHT THE NEXT TWO ITEMS FORWARD		
F&GP/19/40	COMMUNITY GROUP ASSISTANCE PROJECT	
40.1	Vintage Years Update – Age UK in Horsham have determined that Vintage Years can have a self-employed part time position so long as they abide by HMRC requirements. This will mean a further £200 overall budget commitment by them. Details of the SPC commitment via a grant are yet to be concluded. Wilson Memorial Trust are still happy to be part contributors and that SPC take the lead in this project.	
F&GP/19/41	NEW BOWLS CLUB LEASE AGREEMENT 2018 - 2039	
41.1	Clerk updated on his remit which was to amend the agreement with the guidance and assistance of the SPC solicitors, including newly agreed 'prescribed clauses' and to gain approval for changes from the Bowls club (whom had kindly given their support in this process since first alerting the Clerk as to the need for a new Lease being put in place in Nov'17) and to include updated information with regards to named Trustees and to then gain final agreement from the Solicitors and then to gain approval from F&GP committee	CLERK

41.2 Cllr Hanson **proposed, seconded** by Cllr Cree to accept the Lease subject to the inclusion of three points, those including two final amendments having been suggested by the solicitor plus putting the word 'Club house' within the premise's definition and also to remove the final sentence that includes the word 'tack' which is now obsolete. **Agreed**

F&GP/19/42 MINUTES OF PREVIOUS MEETING

42.1 Cllr Goldsmith **proposed,** and Cllr G. Sullivan **seconded** that the minutes for the meeting held on 9th July 2019 be accepted as a true record of the proceedings subject to an amendment to item F&GP/19/22.8. **Agreed**

CLERK

42.2 Cllr Goldsmith **proposed,** and Cllr S. Sullivan **seconded** that the minutes for the meeting held on 19th August 2019 be accepted as a true record of the proceedings. **Agreed, 5 For, 1 Abstain**

F&GP/19/43 MATTERS ARISING AND ACTIONS

43.1 F&GP/19/17.1.1 Fire Brigade leaflets highlighting parking indiscretions to be distributed - **Actioned**

43.2 F&GP/19/19.1 'Welcome to Steyning' Sign – Clerk to send previous information to Cllrs - **Actioned**

43.3 F&GP/19/19.2 Used Chairs from Steyning Centre sold off – Clerk to attend transaction - **Actioned**

43.4 F&GP/19/19.3 Toilet Block Lease to be reviewed by working party - Ongoing

43.5 F&GP/19/19.5 Bank Signatories application – Clerk updated that SPC received written confirmation that the new Bank signatories can take up responsibilities when asked.

43.6 F&GP/19/19.6 Financial Matters training for Councillors – Clerk to arrange further dates if there were interested parties.

43.7 F&GP/19/19.12 External Auditor 2017/18 final review – Clerk updated SPC had received first substantive response from the external auditor on 10th September 2019. Clerk to send to SPC Councillors associated email correspondence.

CLERK

43.8 F&GP/19/21.1 Financial Assistance for 'Vintage Years' Group be taken to Full Council – See item 40.1

43.9 F&GP/19/22.2 Steyning Food and Drink Festival grant award paid - **Actioned**

43.10 F&GP/19/22.3 Steyning and District Partnership Loan Request - **Concluded / Not Agreed**

43.11 F&GP/19/22.7 SPC Insurance Renewal to be completed by Clerk with Council Approval - **Actioned**

43.12 F&GP/19/22.8 MOU and Contract for Wardens to be signed and taken for approval to Full Council - **Actioned**

43.13 F&GP/19/22.9 Agreed training course for Cllr Rudkin to proceed - **Actioned**

43.14 F&GP/19/25.1 Future Newsletter publication to be drafted – **Agenda item 11.1**

43.15 F&GP/19/26.1 Project list to be prioritised – **Agenda item - 12.1**

43.16	F&GP/19/26.2	Business plan to be removed from the Web Site - Actioned	
43.17	F&GP/19/26.3	Emergency plan to be reviewed by Clerk - Ongoing	
43.18	F&GP/19/27.1	The Gifting of the Grand Piano - Cllr Hanson updated that the Charity commission has agreed to the gifting between the now defunct Steyning Music Society and TASS in terms of financial and insurance details.	Deputy Clerk
43.19	F&GP/19/27.2	CLC Survey to be considered - Agenda item 10.2	
43.20	F&GP/19/27.3	Minutes of the OPCC meeting to be attached to minutes of 9 th July F&GP - Actioned	
43.21	F&GP/19/35.3	Increased Earmarked reserves agreement to be approved at Full Council and Consultant informed to continue work – Actioned	
43.22	F&GP/19/35.4	Squires to inform Clerk when further £2,500 markers had been reached - Actioned	
F&GP/19/44	FINANCE MATTERS		
44.1	Cllr Goldsmith	proposed, seconded by Cllr Hanson to approve list of payments for July 2019. Agreed	
44.2	Cllr Goldsmith	proposed, seconded by Cllr G. Sullivan to approve list of payments for August 2019. Agreed	
44.3	Cllr Goldsmith	proposed, seconded by Cllr Hanson to agree Income & Expenditure report for July 2019 is an accurate statement. Agreed Clerk to revisit Swimming pool payments on the next Agenda.	CLERK
44.4	Cllr Goldsmith	proposed, seconded by Cllr Hanson to agree Income & Expenditure report for August 2019 is an accurate statement. Agreed	
44.5.1	Requests from British Legion for funding assistance. Cllr Campbell	proposed, seconded by Cllr S. Sullivan that committee agrees to fund memorial garden upkeep expenses up to the value of £175.00 for the Royal British Legion. Agreed	CLERK
44.5.2	Cllr Goldsmith	proposed, seconded by Cllr S. Sullivan that committee agrees to reimburse Royal British Legion room hire expenses to the value of £108 to cover costs. Agreed	CLERK
44.6	Earmarked reserve 2019/20 - Clerk	updated on current Earmarked reserves based upon the presented supporting papers.	
F&GP/19/45	Neighbourhood plan 2019/20 Expenses		
45.1	Review from the Clerk	based upon his presented supporting papers which included estimated costs from Squires consultants to take the plan process to its Reg. 15 conclusion.	
45.2	Cllr Hanson	proposed, seconded by Cllr Cree that committee agrees for Earmarked reserves set aside to cover costs associated with the 2019/20 Neighbourhood plan be extended from £20K to £25K {Raise Earmarked reserves by £5K}. Agreed	CLERK
45.3	Cllr Campbell	proposed, seconded by Cllr S. Sullivan that committee approves potential spend for up to £2,000 to take Neighbourhood plan up to Regulation 15 on the basis that it can be reviewed at future meetings. Agreed	CLERK

45.4 Cllr Hanson **proposed, seconded** by Cllr Campbell that committee agrees for Regulation 14 notification letter to be printed and distributed to Steyning residents at a maximum cost of £1,500 and to agree authorisation for Banner (x2) Promotion at a maximum cost of £120. **Agreed** **CLERK**

F&GP/19/46 DATA PROTECTION

46.1 The Clerk reported that since the last F&GP meeting he spent 5.5 hours dealing with Subject Access Requests and that there are a few still outstanding, but the main outstanding SAR relates to a SPC submission to the ICO in March 2018 and the ICO's reply and certain Cllrs requesting to view it. Also, there are now a number of FOI requests to be dealt with and this will take time for the Clerk and possibly FOI panel to address over the next four weeks.

Committee ran out of time at this point with all other Agenda items deferred to next F&GP meeting **CLERK**

F&GP/19/45 DATE OF NEXT MEETING 15th OCTOBER 2019

The Chairman closed the meeting at 10.02pm

Signed Date 15th October 2019

Chairman of F&GP Committee