

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
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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,
and Cllr G Sullivan.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 12TH NOVEMBER 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 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, ask questions or give evidence in accordance with standing orders.
- 4.0 MINUTES.** To accept the non-confidential Draft minutes of the meetings held on the 15th October and the 23rd October 2019 as a true record (supporting papers)
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1 F&GP/19/48.1.2** Cllrs Campbell and Goldsmith to reply to residents' question - **Ongoing**
 - 5.2 F&GP/19/41.1** Copy of Bowls Lease to go out to Councillors before Clerk Signs - **Ongoing**
 - 5.3 F&GP/19/50.3** Clerk to check amended version of July F&GP Minutes on Web site - **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 further associated emails - **Ongoing**
 - 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**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.8 F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **Ongoing**
- 5.9 F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
- 5.10 F&GP/19/25.1 Future Newsletter publication to be drafted – **See item 10.1**
- 5.11 F&GP/19/51.1 Clerk to add location of utility payments on monthly list – **Actioned**
- 5.12 F&GP/19/51.4 Clerk actions SPC contribution to Steyning Chamber – **Actioned**
- 5.13 F&GP/19/51.7 Cllrs Goldsmith and Campbell to draft letter to external auditor - **Ongoing**
- 5.14 F&GP/19/53.1 Clerk to organise FOI panel to convene - **Ongoing**
- 5.15 F&GP/19/54.1 Vintage Years advert to be publicised – **Actioned**
- 5.16 F&GP/19/55.1 Clerk to obtain Newsletter quotes – **Ongoing**
- 5.17 F&GP/19/55.2 Cllr Saunders to write briefing note regards SPC Facebook page - **Ongoing**
- 5.18 F&GP/19/57.1 Clerk to proceed with Bong Bus sale but not to disadvantage the Steyning Centre Nursery - **Ongoing**
- 5.19 F&GP/19/57.2 Grass Cutting contract to be discussed – **Ongoing**
- 5.20 F&GP/19/60.1 Clerk to organise HDC Bin emptying service – **Actioned**
- 5.21 F&GP/19/61.1 Motion to discuss possible Defamation proceedings to be deferred – **Actioned**
- 5.22 F&GP/19/67.1 Motion on code of conduct to be deferred – **Actioned**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for October 2019 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for October 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 F&GP Project priorities and Draft Budget paper (Supporting paper)
- 6.5 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)
- 6.6 Cil Monies update from the Clerk and to discuss and agree that monies received go to cover the Welcome sign project expenditure (Supporting papers)
- 6.7 State of Neighbourhood Plan Financial Account – update on progress to include agreement to pay latest invoice (Supporting Papers)

7.0 ANY ITEMS FROM COMMITTEE MEETINGS (Supporting papers)

Items requiring financial approval or actions from this Committee

- 7.1 **Premises Committee** – Meeting dated 5th November 2019
- 7.2 **Amenities Committee** – Meeting dated 29th October 2019
- 7.3 **Neighbourhood Plan Steering committee** – No meetings but Invoice to be discussed and agreed

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 INFORMATION/CORRESPONDENCE ITEMS

- 9.1 None at time of publication

10.0 ITEMS FOR NEXT MEETING

- 10.1 To discuss and agree any other items Councillors would like to see on next month's Agenda

11.0 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 12, 13 and 14 below would be prejudicial in the public interest as it is a discussion relating to the terms of a contract (Item 12), 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 13), and that in relation to item 14 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.

12.0 STREET CLEANING AND BIN EMPTYING CONTRACTS

12.1 To update on High Street Cleaning and Bin emptying contract

13.0 POTENTIAL DEFAMATION PROCEEDINGS

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

14.0 HR SERVICES

14.1 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

14.2 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.

14.3 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.

15.0 MINUTES. To accept the Confidential Draft minutes of the meetings held on the 15th October and the 23rd October 2019 as a true record (supporting papers)

16.0 MILLENNIUM AWARD

16.1 To discuss and agree nominations for the Annual SPC Millennium awards

17.0 DATE OF NEXT MEETING – 10th December 2019 @7.30pm.

John Fullbrook
Clerk to the Parish Council