

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 9th JULY 2019 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 4

Meeting commenced: 7:30pm

MINUTES

ACTIONS

F&GP/19/15 APOLOGIES FOR ABSENCE

15.1 There were apologies received from Cllrs Saunders and Lloyd.

F&GP/19/16 DECLARATIONS OF INTEREST AND DISPENSATIONS

16.1 None

F&GP/19/17 QUESTIONS FROM THE FLOOR

17.1.1 **Q** – Cllr Bissett-Powell suggested that following the Domestic House fire last night {8th July} where it was reported that the Fire engines had difficulties attending due to poorly parked cars, that someone writes to the Fire Brigade to ensure the leaflets they have, that can be put on windscreens to warn owners of their parking indiscretion, should be made available to the Neighbourhood wardens so that they too can warn people about the serious issues associated with potentially obstructive parking.

CLERK

17.1.2 **A** – The Chairman answered that Council would do this, and also said that Steyning needs to be made aware that the Steyning Fire fighters urgently need more volunteer Firefighters.

F&GP/19/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Goldsmith **proposed**, and Cllr Campbell **seconded** that the minutes for the meeting held on 11th June 2019 be accepted as a true record of the proceedings.
Agreed

F&GP/19/19 MATTERS ARISING AND ACTIONS

19.1 F&GP/19/5.2 'Welcome to Steyning' installation – SPC have received the monies raised by Crowd funding scheme via the work undertaken by Charles Ashby. Clerk reminded committee that part of this amount was the £3,000 commitment from the Council which it was hoped would be paid via Section 106 monies application – but so far this has been unsuccessful. Chair asked Clerk to send around information relating to this project.

CLERK

19.2	F&GP/19/5.5 Used Chairs from Steyning Centre sold off if possible – Old Chairs are due to be sold, picked up and paid for this coming Saturday 13 th July. Office has not been able to establish whether old chairs were manufactured with fire retardancy and so have informed the purchaser and have a disclaimer for him ready to be signed on purchase. Clerk to attend the transaction	CLERK
19.3	F&GP/19/5.6 Sports Club Lease renewals to be reviewed by Working party – Ongoing – Cllr Cree suggested the Toilet block lease also ought to be looked into at the same time. The Bowls club lease remains the most important.	CLERK
19.4	F&GP/19/5.7 Steyning and District partnership's loan request– See item 22.3	
19.5	F&GP/19/5.9 Bank Signatories application – The Bank Signatories application is proceeding very well, the office has been chasing regularly and have had verbal confirmation that the signatory's application is complete. Council now merely await written confirmation. Office to continue to chase	CLERK
19.6	F&GP/19/6.1 Financial Matters training for Councillors with Clerk – One session completed with three councillors in attendance, with more sessions to follow	CLERK
19.7	F&GP/19/6.3 Payments to precede I&E on future Agenda's – Actioned	
19.8	F&GP/19/6.5 Parish council insurance renewal – See item 22.7	
19.9	F&GP/19/6.6 MOU and contract for wardens – see item 22.8	
19.10	F&GP/19/6.7 'Vintage Years' group request for assistance – See item 21.1	
19.11	F&GP/19/8.2 Audio tapes to go on Web site or be accessed via links- Actioned	
19.12	F&GP/19/9.2 External Auditor 2017/18 final review –Council has yet to receive a reply to the Clerks email response as per supporting paper nor end of year review. When this has been received, it and all other relevant information will be put together in a report from the Clerk. Clerk did receive a note from Cllr Cree whereby he thought there was a discrepancy in the information given by the clerk. Clerk will send on his letter to External Auditors with additional notes by way of explanation, and that can also be part of the final report.	CLERK
19.13	F&GP/19/10.1 Media liaison representation deferred – See item 25.2	
19.14	F&GP/19/10.2 Cllr Goldsmith to draft Newsletter for next meeting –See item 25.1	
19.15	F&GP/19/11.1 Prioritising projects – Clerk to update list – See item 26.1	
F&GP/19/20 20.1	Cllr Goldsmith proposed, seconded by Cllr S. Sullivan to bring forward Agenda item 9.1. Agreed	
F&GP/19/21 21.1	COMMUNITY GROUP ASSISTANCE PROJECT Cllrs Goldsmith and Young had an initial meeting with Vintage years, and there had also been positive contact with the Wilson memorial trust (WMT). £3,300 was required to provide a contract which would enable crucial administrative support to the group, and the WMT had suggested they could go 50/50 in support of this arrangement with the Parish Council, and for the first two years. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that for the 2021 annual budget the Council considers this arrangement for £2000 in support of the 'Vintage years' group, and that this item be taken forward to Full Council. Agreed	CLERK

F&GP/19/22 FINANCE MATTERS

- 22.1** Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to bring Agenda items 6.4 and 6.8 forward. **Agreed**
- 22.2** Steyning Food and Drink festival grant request. Usually Stand-alone festival accounts suffice in terms of providing an organisations accounts for Council to check, however an expenditure sheet for 2018 was also supplied. Cllr Hanson **proposed, seconded** by Cllr Goldsmith that Council grants £250 towards the Steyning and District Partnership's Food and Drink festival fund. **Agreed** **CLERK**
- 22.3** Proposed Loan to Steyning and District Partnership. Cllr Campbell reported on the details associated with the loan having had a meeting with Mr Martin Leigh-Pollitt (Steyning and District Partnership representative) and the Clerk. Cllr Campbell **proposed, seconded** by Cllr Cree that Council would need to see receipted evidence of expenditure in terms of the £35,000 that was being spent towards the many projects as per the Leaders Award and insurance information if it chooses to do so, before further consideration could be given in regards to the Council possibly agreeing a £10,000 short term Loan. **Agreed** **CLERK**
- 22.4** Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to approve list of payments for June 2019. **Agreed**
- 22.5** Cllr Goldsmith **proposed, seconded** by Cllr Hanson to agree Income & Expenditure report for June 2019 is an accurate statement. **Agreed**
- 22.6** Earmarked reserve 2019/20 – The Clerk produced the updated list for the Committee's consideration. Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the figure of £31,712.50 represents the current Earmarked Reserve for the year 2019/20 as per supporting papers. **Agreed**
- 22.7** The Clerk had updated the cover details in line with the work undertaken by the Premises Asset Assessment plus had increased assets costs to cover the new playground equipment installations. The quotes remain very reasonable however with still a large saving in comparison to insurance quotes from two years ago. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that F&GP recommends to Full Council that in terms of Insurance cover Steyning Parish council choose to set up a 3-year binding long term agreement (LTA) with 'Inspire', giving an LTA premium of £5,046.85 including insurance premium tax, plus our administration fee of £75.00 giving a total premium of £5,121.85 each year for three years. **Agreed** **CLERK**
- 22.8** To discuss and agree the new MOU between the Parish councils when considering the Neighbourhood Wardens scheme and the amended Neighbourhood Wardens contract as supplied by Horsham District Council. Cllr Campbell reported on the long process of negotiation between HDC and the two other parishes which has now led to consensus it seems with only one item outstanding- that being Councillor representation upon the Wardens steering committee form each council. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan recommend full Council to authorise SPC's clerk to sign and release the two agreements in accordance with the latest draft versions - provided that if any party declines to accept them as drafted then further negotiations will be required. Meanwhile, the Clerk to give assurance to the wardens that we have been using our best endeavours to bring matters to completion and that our aim continues to be to conclude the agreements as soon as possible and that they will be backdated to 1 April. **Agreed** **CLERK**

22.9	Possible additional 'planning' training course for Cllr Rudkin. Cllr Goldsmith proposed, seconded by Cllr Cree that Cllr Rudkin be allowed to go on the 'introduction to planning process' training costing at £75. Agreed	CLERK
F&GP/19/23	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL	
23.1	Premises Committee – Nothing to report from meeting dated 2 nd July.	
23.2	Amenities Committee – Nothing to report from meeting dated 25 th June.	
23.3	N.P. Steering committee - No meetings since last F&GP – Nothing to report	
F&GP/19/24	DATA PROTECTION	
24.1	Simply to report that since the last F&GP the Clerk had only spent 3 hours dealing with Subject Access Requests and that there are a few still outstanding, that can hopefully be dealt with before the next F&GP meeting.	CLERK
F&GP/19/25	MEDIA	
25.1	To discuss and agree possible future Newsletter publications. Cllr Goldsmith had not put together a new Newsletter as yet , however Cllr G. Sullivan had found previous Newsletters compiled by the Council and these will be presented for next F&GP by way of supporting papers.	<i>Cllr Goldsmith</i>
25.2	Media liaison representative. Cllr Campbell proposed, seconded by Cllr G. Sullivan that if not already appointed, Georgia be appointed as media liaison representative in accordance with the terms of reference set out Cllr Campbell's original briefing paper. Agreed	
F&GP/19/26	PLANS AND PROJECTS	
26.1	Prioritising and setting up project team(s) and to view latest project list. Clerk asked Councillors what they consider to be currently on the project list – covering all three committees so that F&GP can start to compile an overall list and start to prioritise in terms of a fully considered financial commitment	CLERK
26.2	Business Plan to discuss and agree a plan for the next 5 years. Cllr Campbell proposed, seconded by Cllr Taylor that this council no-longer consider a process to update a business plan, but that committee's continually update the projects list and that the current Business plan be removed from the web site. Agreed	CLERK
26.3	Emergency plan review. Cllr Campbell proposed, seconded by Cllr G. Sullivan that the Clerk update the current Emergency plan review. Agreed	CLERK
F&GP/19/27	INFORMATION/CORRESPONDENCE ITEMS	
27.1	Music Society representative had contacted council to say that unfortunately they could no longer 'gift' the grand piano to the Council as it was 'gifted' to them, and they could only 'gift' to another charity (As stated by the charity commission). Cllr Hanson and Clerk to explore options in terms of gifting to another charity organisation which will then work closely with the Council so that this valuable resource is not lost.	<i>Cllr Hanson</i> / CLERK
27.2	County Local Committee communication from WSCC – there is a survey that F&GP will need to consider for the next meeting.	CLERK
27.3	Cllr Goldsmith attended an 'Office of Police and Crime commission' (OPCC) focus group meeting on behalf of the Council on the 2 nd July in Lewes. The meeting discussed antisocial behaviour in small towns, and it seemed the Steyning	CLERK

Wardens were playing a big role in reducing these issues because clearly there was a greater concern at almost every other council represented at this meeting. Minutes of the OPCC meeting will be attached to the minutes of this F&GP meeting for reference.

F&GP/19/28 ITEMS FOR NEXT MEETING

28.1 Cllr Hanson suggested council needs to be discussing possible additional yellow Lines in Steyning. Clerk said that Cllr Barling will probably report on this at next Full Council.

F&GP/19/29 CONFIDENTIAL SESSION

29.1 Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the meeting go into confidential session in order to discuss the following item on contracts of employment. **Agreed**

F&GP/19/30 CONTRACTS OF EMPLOYMENT, WORKING PRACTICES AND APPRAISALS

30.1 Cllr Campbell **proposed, seconded** by Cllr Goldsmith to delegate to Cllrs Goldsmith, Campbell and Young to undertake a review of the contracts of employment and of working practices, to have authority to give appropriate advice and instructions to employees of the council concerning matters of practice, and to undertake appraisals. **Agreed, 6 For, 1 Abstain**

F&GP/19/31 DATE OF NEXT MEETING 10th SEPTEMBER 2019

The Chairman closed the meeting at 9.55 pm

Signed Date 10th September 2019

Chairman of F&GP Committee