

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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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 10TH DECEMBER 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 non-confidential Draft minutes of the meeting held on the 12th November 2019 as a true record (supporting papers)
- 5.0 PROGRESS STATEMENT - 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 - **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

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- 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 9.1**
- 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 – **See item 9.2**
- 5.18 F&GP/19/57.1 Clerk to proceed with Bong Bus sale but not to disadvantage the Steyning Centre Nursery - **Actioned**
- 5.19 F&GP/19/57.2 Grass Cutting contract to be discussed – **Actioned**
- 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**
- 5.23 F&GP/19/73.1 Clerk to amend Draft Non-confidential Minutes of 15th October '19 – **Actioned**
- 5.24 F&GP/19/74.4 Clerk to receive input regarding F&GP Budget setting from Cllrs – **Ongoing**
- 5.25 F&GP/19/74.6 Clerk to establish if 'Welcome sign' project meets criteria for Cil Monies - **See item 6.6**
- 5.26 F&GP/19/74.7 Clerk to process Consultants payments – **Actioned**
- 5.27 F&GP/19/77.1 Clerk to transfer £5,000 from SPC reserves to Earmarked reserves for HR services– **Actioned**
- 5.28 F&GP/19/78.1 Clerk to ensure successful nominees available and certificates sorted - **Actioned**
- 5.29 F&GP/19/79.1 Clerk to amend 15th Oct '19 Draft Confidential minutes at para 62.1 - **Actioned**
- 5.30 F&GP/19/79.2 Clerk to amend 23rd Oct '19 Draft Confidential minutes at para 68.2 - **Actioned**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for November 2019 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for November 2019 (Supporting paper)
- 6.3 To discuss and agree F&GP Project priorities and Draft Budget paper (Supporting paper)
- 6.4 To discuss first draft of Full Council Draft budget (Supporting papers)
- 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 invoices paid (Supporting Papers)
- 6.8 To discuss and agree progression of Bowls Club matters
- 6.9 To agree prioritisation on calling authorised signatories for payment – Cllr Goldsmith to update

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 and 3rd December 2019
- 7.2 **Amenities Committee** – Meeting dated 29th October and 26th November 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 MEDIA

- 9.1 To discuss and agree possible future Newsletter publications to include First edition promoting Soft Sands public consultation – Update from Cllr Goldsmith
- 9.2 SPC Facebook Page – Update from Cllr Saunders

10.0 INFORMATION/CORRESPONDENCE ITEMS

10.1 None at time of publication

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, 14 and 15 below would be prejudicial in the public interest as it is a discussion relating to the terms of a contract (Item 12), and that in relation to item 13 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, and that item 14 may involve disclosure of personal and or privileged information in connection with contemplated litigation which 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 HR SERVICES

13.1 To update on progress made and to discuss and agree any actions (supporting papers)

13.2 To update on 8-week additional staff involvement trial and to discuss and agree any further action

14.0 POTENTIAL DEFAMATION PROCEEDINGS

14.1 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.

15.0 MINUTES. To accept the Confidential Draft minutes of the meeting held on the 12th November 2019 as a true record (supporting papers)

16.0 DATE OF NEXT MEETING – 14th January 2020 @7.30pm.

John Fullbrook

Clerk to the Parish Council