

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, Cllr K. Taylor
and Cllr G Sullivan.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON TUESDAY 14TH JANUARY 2020 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 Draft minutes of the meeting held on the 10th December 2019 as a true record.
- 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/19/50.3 Clerk to check amended version of July F&GP Minutes on Web site - **Actioned**
 - 5.3** F&GP/19/19.3 Toilet Block Lease to be reviewed by working party - **Ongoing**
 - 5.4** F&GP/19/43.7 External Audit review – Clerk to send SPC Councillors further associated emails - **Actioned**
 - 5.5** F&GP/19/43.17 Emergency plan to be reviewed by Clerk - **Ongoing**
 - 5.6** F&GP/19/43.18 Grand Piano Gifting - **update from Cllr Hanson**
 - 5.7** F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **Ongoing**
 - 5.8** F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
 - 5.9** F&GP/19/25.1 Future Newsletter publication to be drafted – **Ongoing**
 - 5.10** F&GP/19/51.1 Clerk to add location of utility payments on monthly list – **Actioned**
 - 5.11** F&GP/19/51.4 Clerk actions SPC contribution to Steypning Chamber – **Actioned**
 - 5.12** F&GP/19/51.7 Cllrs Goldsmith and Campbell to draft letter to external auditor – **See item 6.4**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.13 F&GP/19/53.1 Clerk to organise FOI panel to convene - **Ongoing**
- 5.14 F&GP/19/54.1 Vintage Years advert to be publicised – **Actioned**
- 5.15 F&GP/19/55.1 Clerk to obtain Newsletter quotes – **Ongoing**
- 5.16 F&GP/19/55.2 Cllr Saunders to write briefing note regards SPC Facebook page – **Ongoing**
- 5.17 F&GP/19/57.1 Clerk to proceed with Bongo Bus sale but not to disadvantage the Steyning Centre Nursery - **Actioned**
- 5.18 F&GP/19/57.2 Grass Cutting contract to be discussed – **Actioned**
- 5.19 F&GP/19/60.1 Clerk to organise HDC Bin emptying service – **Actioned**
- 5.20 F&GP/19/61.1 Motion to discuss possible Defamation proceedings to be deferred – **Actioned**
- 5.21 F&GP/19/67.1 Motion on code of conduct to be deferred – **Actioned**
- 5.22 F&GP/19/73.1 Clerk to amend Draft Non-confidential Minutes of 15th October '19 – **Actioned**
- 5.23 F&GP/19/74.4 Clerk to receive input regarding F&GP Budget setting from Cllrs – **Actioned**
- 5.24 F&GP/19/74.6 Clerk to establish if 'Welcome sign' project meets criteria for Cil Monies - **Actioned**
- 5.25 F&GP/19/74.7 Clerk to process Consultants payments – **Actioned**
- 5.26 F&GP/19/77.1 Clerk to transfer £5,000 from SPC reserves to Earmarked reserves for HR services– **Actioned**
- 5.27 F&GP/19/78.1 Clerk to ensure successful nominees available and certificates sorted - **Actioned**
- 5.28 F&GP/19/79.1 Clerk to amend 15th Oct '19 Draft Confidential minutes at para 62.1 - **Actioned**
- 5.29 F&GP/19/79.2 Clerk to amend 23rd Oct '19 Draft Confidential minutes at para 68.2 – **Actioned**
- 5.30 F&GP/19/84.1 Clerk to amend Minutes and put onto Web site – **Actioned**
- 5.31 F&GP/19/85.1.2 Bongo Bus income recommended to be ring fenced to go to Full Council – **Ongoing**
- 5.32 F&GP/19/85.2.1 'Donation' income itemised and to be sent to Councillors – **Actioned**
- 5.33 F&GP/19/85.4.1 Budget papers to be updated and circulated to Councillors – **Actioned**
- 5.34 F&GP/19/85.4.2 Clerk to contact Chamber of trade regarding possible Christmas decoration upgrade – **Actioned**
- 5.35 F&GP/19/85.7 Payment of NP Consultants invoice made, and itemised Bills requested - **Actioned**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for December 2019 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for December 2019 (Supporting paper)
- 6.3 To discuss and agree Full Council Budget for recommendation to Full Council (Supporting paper)
- 6.4 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)
- 6.5 To discuss and agree progression of Bowls Club matters
- 6.6 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** – Meetings dated 5th November and 3rd December 2019
- 7.2 **Amenities Committee** – Meetings dated 29th October 26th November 2019 and 7th January 2020.
- 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 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 11, 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 11), and that item 12 and 13 may involve disclosure of personal and or privileged information in connection with contemplated litigation or staffing matters which would be inappropriate to put in the public domain.

11.0 STREET CLEANING AND BIN EMPTYING CONTRACTS

- 11.1 To update on High Street Cleaning and Bin emptying contract

12.0 POTENTIAL DEFAMATION PROCEEDINGS

12.1 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.

13.0 STAFFING MATTERS

13.1 To Update on Staffing Matters – Cllr Goldsmith and the Clerk

14.0 MINUTES.

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

14.0 DATE OF NEXT MEETING – 11th February 2020 @7.30pm.

John Fullbrook
Clerk to the Parish Council