

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 11TH 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 meetings held on the 14th January and 4th February 2020 as a true record.
- 5.0 PROGRESS STATEMENT - MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/19/19.3 Bus Shelter Lease to be reviewed by working party (Cllrs Campbell & Goldsmith) - **Ongoing**
 - 5.2** F&GP/19/43.17 Emergency plan to be reviewed by Clerk - **Ongoing**
 - 5.3** F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **Ongoing**
 - 5.4** F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
 - 5.5** F&GP/19/25.1 Future Newsletter publication to be drafted – **See Agenda item 10.2**
 - 5.6** F&GP/19/53.1 Clerk to organise FOI panel to convene - **Ongoing**
 - 5.7** F&GP/19/55.1 Clerk to obtain Newsletter quotes – **Update from Clerk**
 - 5.8** F&GP/19/67.1 Motion on code of conduct to be deferred – **Ongoing**
 - 5.9** F&GP/19/55.2 Cllr Saunders to write briefing note regards SPC Facebook page – **See item 10.1**
 - 5.10** F&GP/19/74.4 Clerk to receive input regarding F&GP Budget setting from Cllrs - **Actioned**
 - 5.11** F&GP/19/85.1.2 Bongo Bus income recommended to be ring fenced to go to Full Council – **Actioned**
 - 5.12** F&GP/19/91.1.5 Clerk to take F&GP Budget recommendation to Full Council & amend figures - **Actioned**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.13 F&GP/19/91.4 Clerk to arrange for surveyor to check whether the Bowls Club building is annexed – **See item 6.4**
- 5.14 F&GP/19/93.2 Clerk to details of local MP's surgery when confirmed - **Actioned**
- 5.15 F&GP/19/95.24 Clerk to ask WSCC about any licence agreement re 'Welcome sign' – **Actioned – Update from Clerk**
- 5.16 F&GP/19/95.34 Clerk to contact Chamber of trade regarding possible Christmas decoration upgrade – **Ongoing**
- 5.17 F&GP/19/97.2 Committee and Clerk to feedback regarding External Audit response – **See item 6.5**
- 5.18 F&GP/19/97.3 Cllrs and Clerk to meet with HDC rep. re. Street cleaning contract and report to Amenities - **Actioned**
- 5.19 F&GP/19/97.4 Staffing Matters Protocol to be discussed at next meeting - **See item 9.1**
- 5.20 F&GP/19/97.5 Clerk to see if there ought to be separate Confidential Minutes – **Actioned – Update from Clerk**
- 5.21 F&GP/19/97.6 Potential defamation proceedings to be discussed at next F&GP meeting following HDC Meeting on 30th Jan '20 – **Ongoing**
- 5.22 F&GP/19/102.1 Councillor protocols discussion to be deferred to next meeting – **See item 9.1**
- 5.23 F&GP/19/102.2 Clerk to inform Cllrs Young and Norcross of the decision by F&GP to delegate to them a line management function and for them to seek guidance from HR services to do so - **Actioned**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for January 2020 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for January 2020 (Supporting paper)
- 6.3 To discuss and agree payment of HR services invoice for £2,556.00 (Supporting papers)
- 6.4 To discuss and agree progression of Bowls Club matters (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 and any report to the External Auditor (supporting papers)
- 6.6 To approve 'Parish online' payment and contract (Supporting papers)
- 6.7 **Motion:** Henceforth the Clerk (and Deputy Clerk) are to provide a monthly report to both the F and GP and the Premises Committees in unredacted form providing details of all hiring's at the Steyning Centre (including long-term ones); identifying the hirer, the room(s) booked, the date(s) of hiring, the amount payable and the frequency if long-term. In the case of any discount or waiver the reasons to be shown and any historic agreement on which such discount or waiver is based to be provided to Committees.

7.0 ANY ITEMS FROM COMMITTEE MEETINGS (Supporting papers)

- Items requiring financial approval or actions from this Committee
- 7.1 **Premises Committee** – Meetings dated 13th January and 4th February 2020.
- 7.2 **Amenities Committee** – Meeting dated 28th January 2020.

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 STAFFING MATTERS PROTOCOL

- 9.1 "Conduct protocols" - To discuss and agree way forward
- 9.2 Vacant position at the Steyning centre – update from the Clerk
- 9.3 To update councillors on the LGPS Employers Pension Scheme

10.0 SPC PROMOTION / PUBLICATIONS

- 10.1 Cllr Saunders to update on possible Facebook page development
- 10.2 Cllr Goldsmith to update on possible Newsletter publications
- 10.3 To update on new requirements for SPC's website, that is to comply with 2018 regulations reference Partially sighted by 23rd September 2020.

11.0 COMMUNITY NEWS

11.1 Vintage Years to update (supporting paper)

11.2 Steyning and District partnership Grant request (Festival Walk) -to discuss and agree (Supporting paper)

11.3 Youth Service contract update

11.4 To discuss and agree action for proposed letter from HALC to HDC ref. HDC's New Allocation of Houses from Central Government. (supporting paper)

12.0 INFORMATION/CORRESPONDENCE ITEMS

12.1 To report that Cllrs Cree and Goldsmith will be attending a meeting at Billingshurst

13.0 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 14, 15 and 16 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

14.0 DATA BREACHES

14.1 To discuss recent data breaches

15.0 CCTV COVERAGE IN STEYNING

15.1 To discuss possible CCTV system for Steyning High Street (supporting paper)

16.0 CONTRACTS

16.1 To update on the street cleaning contract tendering process

16.2 To discuss and agree selection of the successful Grass cutting contractor for the next three-year period

17.0 DATE OF NEXT MEETING – 10th March 2020 @7.30pm.

John Fullbrook
Clerk to the Parish Council