

Steypning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th JANUARY 2020 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30pm

MINUTES

ACTIONS

F&GP/19/87 APOLOGIES FOR ABSENCE

There were apologies received from Cllr Taylor.

F&GP/19/88 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Goldsmith, Campbell and Cree declared a personal interest in item 12. Cllr Cree also declared pecuniary and prejudicial interest in item 12.

Cllr S. Sullivan declared an interest as a member of the Steyning Community Orchard and lives adjacent the municipal playing fields.

F&GP/19/89 QUESTIONS FROM THE FLOOR

89.1.1 **Q** – I'm anticipating a decision from the Council under Agenda item 6.5, (the Council) having received legal advice, I hope the Committee will inform in terms of who owns the buildings at the Bowls club site.

89.1.2 **A** – This will be discussed this evening

F&GP/19/90 MINUTES OF PREVIOUS MEETING

90.1 Cllr Goldsmith **proposed**, and Cllr Campbell **seconded** that the non – confidential minutes for the meeting held on 10th December 2019 be approved as a true record of the proceedings. **Agreed**

F&GP/19/91 FINANCE MATTERS

91.1.1 To discuss and agree Full Council Budgets. First Councillors reviewed each committee's final request separately. Premises committee Chair reported on the discussion at the meeting the previous evening (13th January) and savings made on the previous draft total of £8,800 (from presented supporting papers) as Premises committee had agreed to omit certain projects.

91.1.2 The Amenities Chair confirmed the figures presented by the Clerk in supporting papers were reflective of the last committee meetings (7th January) agreed final

totals, where again some savings had been made in consideration of fewer projects being agreed for the MPF, compared to previous drafts.

- 91.1.3** Cllr Lloyd called for justification of the high percentage increase on behalf of the residents. Both Chair and Councillors S. Sullivan and Campbell were confident that they were able to answer when questioned, as they believed the increase of precept by comparison over the previous four years had been meagre, when considering rising cost of staffing, repairs, maintenance and especially of tree maintenance.
- 91.1.4** F&GP draft budget figures had not changed since the previous meeting's agreed totals (10th Dec), as per supporting papers.
- 91.1.5** Overall figures were then considered. The Clerk stated the overall figure will be seen as a large increase and suggested a need for further justification. Cllr Goldsmith was happy to compile a supporting paper. Cllr Campbell stated that there was inadequate time for a report to be undertaken as Full Council was the following week, but that the process had been utterly transparent.
Cllr Goldsmith **proposed, seconded** by Cllr Cree that F&GP committee recommended to Full Council next week (20th January) that the overall Precept request will be £322,305.00 which represents a 26% increase, but subject to the Clerk providing Council what that relates to - per week per Band D property.
Agreed. 7 For {PC, SSu, DH, TL, RG, GSu, TC} 1 Abstained {GSa}. **CLERK**
- 91.2** List of payments. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to approve list of payments for December 2019. **Agreed. 7 For, 1 Abstained {PC}**
- 91.3** Income and Expenditure. Cllr Goldsmith **proposed, seconded** by Cllr Hanson to agree Income & Expenditure for December 2019 is an accurate statement. **Agreed. 7 For, 1 Abstained {PC}**
- 91.4** Progression of Bowls Club matters. The Clerk had written to the Solicitors requesting advice, and had sent the advice received onto Councillors the previous week, and read it out to Committee. The remaining question appeared to be 'the degree to which the building is annexed to the land'. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the Clerk asks a surveyor to check whether the Bowls club building is annexed to the land and so there can be a report for the next meeting. **Agreed** **CLERK**
- 91.5** Prioritisation for calling authorised signatories. - It was suggested that the Clerk could go down the list to take the pressure off certain councillors.
- F&GP/19/92** **ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL**
- 92.1** **Premises Committee** – Meetings dated 5th Nov. & 3rd Dec. – Nothing to report
- 92.2** **Amenities Committee** – Meetings dated 29th Oct., 26th Nov. and 7th Jan. – nothing to report
- 92.3** **Neighbourhood Plan Steering Committee** – No meetings/ Nothing to report.
- F&GP/19/93** **INFORMATION/CORRESPONDANCE ITEMS**
- 93.1** Chair informed committee of an email sent by the Clerk regarding possible CiL funds being available for particular projects, but that there was no time to act upon it on this occasion and wished to be informed earlier next time
- 93.2** The Clerk informed about correspondence from the secretary to the new local MP who was planning to have a surgery for councillors and residents in the Steyning Centre – More details to follow from the MP's office when confirmed. Clerk to action **CLERK**

F&GP/19/94	MATTERS ARISING AND ACTIONS		
94.1	F&GP/19/48.1.2	Cllrs Campbell and Goldsmith to reply to residents' question – Actioned	
94.2	F&GP/19/50.3	Clerk to check amended version of July F&GP Minutes on Web site – Actioned	
94.3	F&GP/19/19.3	Bus Shelter Lease to be reviewed by working party - Ongoing	<i>Cllrs Goldsmith & Campbell</i>
94.4	F&GP/19/43.7	External Audit review – Clerk to send SPC Councillors further associated emails - Actioned	
95.5	F&GP/19/43.17	Emergency plan to be reviewed by Clerk – Ongoing	CLERK
95.6	F&GP/19/43.18	Grand Piano Gifting - Cllr Hanson updated that the process has been completed thanks to working with other associations and the piano can now be hired directly through the Clerk's office and is now a SPC Asset.	<i>& Cllr Goldsmith</i>
95.7	F&GP/19/44.3	Clerk to revisit Swimming pool payments on next Agenda, and Clerk to circulate previous agreement – Ongoing	CLERK
95.8	F&GP/19/19.6	Financial Matters training for Councillors – further dates required – Ongoing	CLERK
95.9	F&GP/19/25.1	Future Newsletter publication to be drafted – Was to be discussed on Agenda - Ongoing	CLERK
95.10	F&GP/19/51.1	Clerk to add location of utility payments on monthly list – Actioned	
95.11	F&GP/19/51.4	Clerk actions SPC contribution to Steyning Chamber – Actioned	
95.12	F&GP/19/51.7	Cllrs Goldsmith and Campbell to draft letter to external auditor – See item 97.2	CLERK
95.13	F&GP/19/53.1	Clerk to organise FOI panel to convene – Ongoing	CLERK
95.14	F&GP/19/54.1	Vintage Years advert to be publicised – Actioned, Chair wanted to discuss on next Agenda, Clerk to update	CLERK
95.15	F&GP/19/55.1	Clerk to obtain Newsletter quotes – Ongoing	CLERK
95.16	F&GP/19/55.2	Cllr Saunders to write briefing note regards SPC Facebook page – Ongoing	<i>Cllr Saunders</i>
95.17	F&GP/19/57.1	Clerk to proceed with Bongo Bus sale but not to disadvantage the Steyning Centre Nursery - Actioned	
95.18	F&GP/19/57.2	Grass Cutting contract to be discussed – Actioned	
95.19	F&GP/19/60.1	Clerk to organise HDC Bin emptying service – Actioned	
95.20	F&GP/19/61.1	Motion to discuss possible Defamation proceedings to be deferred – Actioned	
95.21	F&GP/19/67.1	Motion on code of conduct to be deferred – Actioned	
95.22	F&GP/19/73.1	Clerk to amend Draft Non-confidential Minutes of 15 th October '19 – Actioned	

95.23	F&GP/19/74.4	Clerk to receive input regarding F&GP Budget setting from Cllrs – Ongoing	CLERK
95.24	F&GP/19/74.6	Clerk to establish if ‘Welcome sign’ project meets criteria for Cil Monies – Resolved, in that it was established it does not. Chair requested Clerk to now ask WSCC if there is an agreement to be signed.	CLERK
95.25	F&GP/19/74.7	Clerk to process Consultants payments – Actioned	
95.26	F&GP/19/77.1	Clerk to transfer £5,000 from SPC reserves to Earmarked reserves for HR services– Actioned	
95.27	F&GP/19/78.1	Clerk to ensure successful nominees available and certificates sorted - Actioned	
95.28	F&GP/19/79.1	Clerk to amend 15 th Oct ’19 Draft Confidential minutes at para 62.1 – Actioned	
95.29	F&GP/19/79.2	Clerk to amend 23 rd Oct ’19 Draft Confidential minutes at para 68.2 - Actioned	
95.30	F&GP/19/84.1	Clerk to amend 12 th November Minutes and put onto Web site – Actioned	
95.31	F&GP/19/85.1.2	Bongo Bus income recommended to be ring fenced to go to Full Council – Ongoing	CLERK
95.32	F&GP/19/85.2.1	‘Donation’ income itemised and to be sent to Councillors – Actioned	
95.33	F&GP/19/85.4.1	Budget papers to be updated and circulated to Councillors – Actioned	
95.34	F&GP/19/85.4.2	Clerk to contact Chamber of trade regarding possible Christmas decoration upgrade – Actioned, reply awaited and Clerk to then distribute.	CLERK
95.35	F&GP/19/85.7	Payment of NP Consultants invoice made, and itemised Bills requested – Actioned	
F&GP/19/96	FINANCES		
96.1		To discuss and agree audit actions. The Chairman said that the confidential paper which had been prepared by Cllr Campbell should be discussed under Confidential session. <i>The Chairman then suggested the committee leave the remaining non-confidential items and go straight into Confidential session if agreed to do so as committee was running out of time</i>	
F&GP/19/97	CONFIDENTIAL SESSION		
97.1		Cllr Goldsmith proposed, seconded by Cllr Campbell that committee goes into confidential session. Agreed	
97.2		To discuss and agree audit items. Cllr Goldsmith and Campbell had prepared a large document in relation to this item. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan to defer this item until next meeting. Agreed Clerk to send out draft supporting papers in good time for next meeting.	CLERK
97.3		Street Cleaning and Bin emptying contracts. Cllrs and Clerk to meet with an HDC representative the following week. Clerk and Cllrs to report to Amenities meeting following this meeting.	Cllrs & CLERK

- 97.4** **Staffing Matters.** The Clerk updated on the fact that a member of staff was dismissed and that the Clerk's office was now looking for a replacement. Clerk to place 'staffing protocol' item on Agenda for next meeting. **CLERK**
- 97.5** **Minutes.** Cllr Goldsmith **proposed**, and Cllr Campbell **seconded** that the confidential draft minutes for the meeting held on 12th November 2019 be approved as a true record of the proceedings. **Agreed** **CLERK**
Clerk to check if there should be separate confidential minutes as a query was raised by Cllr Campbell.
- Cllr Cree left the meeting as he had declared a pecuniary interest in the next item*
- 97.6** **Potential Defamation proceedings.** Cllr S. Sullivan declared a personal interest in this item and Cllrs Cree, Campbell and Goldsmith had already declared an interest. Other councillors were unclear whether to declare an interest or not as they were not aware of precisely what was to be discussed. Cllr Campbell had put together a confidential supporting paper regarding this item. Cllr Goldsmith **proposed**, **seconded** by Cllr Saunders that this item be deferred until the next meeting and until after the training session at Horsham DC on the 30th January '20. **Agreed. 7 For, 1 Abstained.** **CLERK**

F&GP/19/98 DATE OF NEXT MEETING 11th FEBRUARY 2020

The Chairman closed the meeting at 9.55pm

Signed Date 11th February 2020

Chairman of F&GP Committee