

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th NOVEMBER 2019 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: 1 {Cllr Joanna Norcross}

Meeting commenced: 7:30pm

Recording of non-confidential parts of the meeting available at
<https://archive.org/details/20191112steyningparishcouncilfinanceandgeneralpurposesmeeting>

MINUTES (Non - Confidential)

ACTIONS

F&GP/19/70 APOLOGIES FOR ABSENCE

There were no apologies received. Cllr Taylor being on Leave of Absence.

F&GP/19/71 DECLARATIONS OF INTEREST AND DISPENSATIONS

71.1 Cllr Cree declared a personal, prejudicial and pecuniary interest in item 13. Cllr Campbell also declared a personal interest in Item 13. Cllrs S. Sullivan, G. Sullivan, Hanson, Saunders, Goldsmith and Lloyd declared a personal interest in item 13.

71.2 Cllr Campbell wanted to correct a statement he made in the previous meeting {15th October} at this point when he mis-spoke, - he had said he had discussed his {personal interest} with the Monitoring Officer when he had merely notified her

F&GP/19/72 QUESTIONS FROM THE FLOOR

72.1 None

F&GP/19/73 MINUTES OF PREVIOUS MEETING

73.1 Cllr Goldsmith **proposed** and Cllr S. Sullivan **seconded** that the non-confidential minutes for the meeting held on 15th October 2019 be accepted as a true record of the proceedings subject to one amendment, as follows. Cllr Campbell said that in terms of declarations of interests it was just Cllr Campbell who had spoken with the Monitoring Officer not all six councillors, so to change one word. **Agreed 7 For, 1 Abstained**

CLERK

73.2	Cllr Goldsmith proposed , and Cllr Campbell seconded that the minutes for the meeting held on 23 rd October 2019 be accepted as a true record of the proceedings. Agreed	
F&GP/19/74	FINANCE MATTERS	
74.1	Cllr Goldsmith proposed, seconded by Cllr G. Sullivan to approve list of payments for October 2019. Agreed. 7 For, 1 Abstained	
74.2	Cllr Goldsmith proposed, seconded by Cllr Cree to agree Income & Expenditure report for October 2019 is an accurate statement. Agreed 7 For, 1 Abstained	
74.3	To resolve to transfer £5,000 from reserves to the budget line ('legal and elections') was deferred to confidential session by the Chairman	
74.4	Committee discussed the first draft of F&GP Budget as compiled by the Clerk and amended in discussion with the Chairman. Both Chairman and Clerk welcomed input from Councillors in the lead up to next month's meeting.	CLERK
74.5.1	Clerk informed Committee of the importance of not deferring once again to recommend to Full Council agreement to sign off 'Notice of Public Rights' and Section 1 and 2 of the Annual Governance statements for 2018/19. In the most recent internal audit the Clerk had asked for clarification as to what penalties could result from further delays in not signing off these documents. The Clerk could therefore advise that failure to meet these guidelines could result in reputational damage to the council, qualification of the audit, financial penalties and could prevent the council accessing some grant funding sources in future years.	
74.5.2	Cllr Goldsmith and Cllr Campbell both reiterated they had received delegated authority to draft a letter to challenge the external auditor's report for 2017/18 for approval by committee based upon information / correspondence supplied by the Clerk as well as their previous concerns and those of any other councillor fed into the draft and said they had been waiting for essential information from the Clerk, hence the delay. Cllr Goldsmith proposed, seconded by Cllr Campbell to defer all of this Agenda Item 6.5. Agreed 5 For, 3 Abstaining	Cllrs Campbell & Goldsmith
74.6	CIL money accounts were updated upon by the Clerk. The suggestion being that recent Cil monies received could possibly help cover the 'Welcome sign' project expenditure. Cllr Campbell proposed, seconded by Cllr S. Sullivan that the decision to earmark CIL monies be deferred to next meeting subject to clarification from HDC for advice as to whether the welcome sign project falls within the definition of infrastructure or other justification. Agreed	CLERK
74.7	State of Neighbourhood Plan Financial Account – Clerk provided the previous nominal ledger details plus estimated costs paper so that committee could check progress against estimates – The two new invoices also sent cover the Reg 14 consultation start up. This is slightly under budget. Committee decided against Reg 14 event assistance from the consultants - so made a saving. However, those savings have been used now to cover costs associated with consideration of the Consultation responses. Overall therefore current costs are slightly ahead of original estimations for this reason. Cllr Goldsmith proposed, seconded by Cllr G. Sullivan that Committee agrees to approve payment of invoice numbers 044 – £977.51 and 052 - £1879.29. Agreed	CLERK

F&GP/19/75 75.1	CONFIDENTIAL SESSION Cllr Goldsmith Proposed, seconded by Cllr S. Sullivan to take the meeting into Confidential session. Agreed	
F&GP/19/76 76.1	CLEANING CONTRACTS As reported to Amenities committee on the 29 th October The Clerk confirmed that the Bin emptying contract on the MPF is now being covered by Horsham DC as of the beginning of 4 th November, with no issues reported to the office.	
76.2	In terms of a cost comparison – Five months with the previous contractor who has resigned from doing the job – 3 times per week = £48.75 x 22 = £1072.50 against HDC two visits per week £64.74 x 22 = £1474.28. Cost difference – approx. £400 over the 5-month period.	
76.3	Updates on other issues were provided by the Clerk.	
F&GP/19/77 77.1.1	HR SERVICES Committee discussed the best way to word the first motion <i>At this point the Clerk was asked to leave the meeting</i>	
77.2	Amended Motion - The Committee resolves to instruct the human resources consultants recommended by SSALC, namely “H R Services Partnership” (HRSP), to advise on any employment related questions which have arisen, or which may arise at Steyning Parish Council including, but not limited to, appraisals and directs its RFO to establish a new budget line in its accounts entitled Human Resources or such similar term as the software permits and to credit it with £5,000 from reserves to cover anticipated costs in this financial year 2019/20 Cllr Lloyd proposed as amended, seconded by Cllr Cree Agreed (Unanimous)	CLERK
77.3	Amended Motion - The Committee delegates to the Chairman and Vice-Chairman of the Council the right and duty to instruct and liaise with HRSP on any employment related questions, to include agreeing on behalf of the Council to HRSP’s terms of business, subject to such initial letter being approved by the Committee by email vote. This delegation is limited to obtaining advice and reporting that advice to the Committee and/or Full Council and does not permit any substantive decision-making which remains with the Committee and/or Full Council. Cllr Lloyd proposed as amended, seconded by Cllr Cree Agreed (Unanimous) <i>At this point the Clerk was asked to re-join the meeting</i>	
F&GP/19/78 78.1	MILLENNIUM AWARD Committee discussed and agreed nominations for the Annual SPC Millennium Awards. Clerk to ensure successful nominees are in attendance for Chairman’s function and certificates sorted.	CLERK

F&GP/19/79
79.1

MINUTES.

To accept the Confidential Draft minutes of the meetings held on the 15th October and the 23rd October 2019 as a true record.
Cllr Campbell **proposed, seconded** by Cllr S. Sullivan that subject to amended sentence within paragraph 62.1 confidential minutes of the 15th October were agreed as a true record. **Agreed**

CLERK

79.2

Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the 23rd October Confidential Minutes say the same thing as the non-confidential minutes at point 68.2.**Agreed 6 For, 2 Abstained**

CLERK

F&GP/19/80

DATE OF NEXT MEETING 10th DECEMBER 2019

The Chairman closed the meeting at 10 pm

Signed Date 10th December 2019

Chairman of F&GP Committee