

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, Cllr K. Taylor
and Cllr G Sullivan.

**YOU ARE HEREBY SUMMONED TO A VIRTUAL MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 12TH MAY 2020 AT 7.30 PM VIA THE ZOOM PLATFORM, AND HOSTED BY THE DEPUTY CLERK**

**This meeting is convened under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority
and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BY SUBMITTING A REQUEST
FOR THE LOGIN DETAILS BY 12 NOON ON THE DAY OF THE MEETING TO THE CLERK**

(Please join with your own video camera turned off and keep it turned off unless invited to participate)

GDPR Notice

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting.

The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public. By participating at the meeting, including by merely logging-in to it, you consent to this. If you do not consent to these terms you should please not log-in to 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** - *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions via Zoom or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 11th May 2020. You will be asked to turn on your video camera if participating. SPC will control your microphone.*
- 4.0 MINUTES.** To accept the Draft minutes of the meeting held on the 14th April '20 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/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
 - 5.3** F&GP/19/130.13 Clerk to amend Bowls Lease to a six-year period and send to Solicitor – **Actioned/Ongoing**
 - 5.4** F&GP/19/130.14 Clerk to check other Leases to prepare for questions including that ownership be determined before their renewal - **Ongoing**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.5 F&GP/19/130.15 Consideration be given to a new Council Logo – **Ongoing**
- 5.6 F&GP/19/130.20 Clerk to distribute Accounts following grant approval for Vintage Years - **Actioned**
- 5.7 F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions to be discussed by Working practices group - **Ongoing**
- 5.8 F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion - **Ongoing**
- 5.9 F&GP/19/131.1 February '20 list of payments to be discussed and agreed at the next meeting - **Actioned**
- 5.10 F&GP/19/131.2 February '20 Income and Expenditure report to be discussed and agreed at next meeting - **Actioned**
- 5.11 F&GP/19/132.3 'Steining for trees' group to receive grant subject to Clerk distributing Accounts - **Actioned**
- 5.12 F&GP/19/132.4 High street Christmas decorations contact details to be sent to Cllr Hanson from Clerk - **Actioned**
- 5.13 F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations - **Ongoing**
- 5.14 F&GP/19/132.5 Cllr Campbell and the Clerk work together on the Steining Swimming Pool agreement - **Ongoing**
- 5.15 F&GP/19/132.6 The Clerk supplies a private tutorial on Earmarked reserves to Cllr Campbell and the Clerk - **Ongoing**
- 5.16 F&GP/19/132.8 Two Cllrs responsible for delegated authority on expenditure of £700 funds be made aware - **Actioned**
- 5.17 F&GP/19/135.1 Cllrs Cree and Saunders report back to committee regarding Facebook page development - **Update**
- 5.18 F&GP/19/135.2 Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal - **Ongoing**
- 5.19 F&GP/19/136.1 Clerk to write to HDC regarding SPC support for Body worn cameras - **Actioned**
- 5.20 F&GP/19/136.2 Clerk to circulate updates and manage Steining Centre notices in light of Covid-19 developments - **Actioned**
- 5.21 F&GP/19/137.1 SPC Complaints scheme to be taken to Full Council for agreement - **Ongoing**
- 5.22 F&GP/19/139.1 New Street Cleaning contractor to be appointed by Clerk – **Actioned**
- 5.23 F&GP/19/140.1 Clerk to send FOI panel decision response to Cllr Northam - **Actioned**
- 5.24 F&GP/19/140.2 Clerk to send FOI panel decision response to Mr Walsh - **Actioned**
- 5.25 F&GP/19/141.2 SPC Dignity at work policy to be taken to Full Council for agreement - **Ongoing**
- 5.26 F&GP/19/141.3 SPC Email policy to be taken to Full Council for agreement - **Ongoing**
- 5.27 F&GP/19/147.1.2 Clerk to supply garden services report to committee - **Actioned**
- 5.28 F&GP/19/147.1.3 Clerk to supply details of TC Maintenance invoices to committee - **Actioned**
- 5.29 F&GP/19/147.3 Clerk to convene an all committee member working party to discuss end of year - **Ongoing**
- 5.30 F&GP/19/147.4 Clerk to organise purchase of 2 licence subscriptions for the Zoom hosting package - **Actioned**
- 5.31 F&GP/19/147.5 Clerk to have delegated authority to purchase a new Laptop - **Actioned**
- 5.32 F&GP/19/148.1 Clerk to write back to resident regarding Steining Grammar school response - **Actioned**
- 5.33 F&GP/19/150.1 Clerk organises reimbursement for street cleaning contractor of higher level of insurance cover - **Ongoing**
- 5.34 F&GP/19/150.2 Street cleaning hardware/ dustcart approved for payment - **Actioned**
- 5.35 F&GP/19/150.3 Clerk to check for insurance requirements regarding Dust cart storage - **Ongoing**
- 5.36 F&GP/19/150.4 Clerk to write letter of thanks to the Street cleaning contractor - **Actioned**
- 5.37 F&GP/19/151.1 Clerk to set up working party to discuss Staffing payments - **Actioned**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for April 2020 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for April 2020 (Supporting paper)
- 6.3 To discuss and agree payment of the Youth service providers invoice (Supporting papers)
- 6.4 To discuss and agree Internal audit report and any actions arising (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 2019/20 and any report to the External Auditor (supporting papers)
- 6.6 To discuss and agree 'Working from Home expenses' (supporting papers)
- 6.7 To discuss and agree payment of Sussex ironworks invoice for Silhouette (supporting papers)

7.0 ANY ITEMS FROM COMMITTEE MEETINGS (Supporting papers)

Items requiring financial approval or actions from this Committee

- 7.1 **Premises Committee** – Meetings dated 7th April and 5th May '20.
- 7.2 **Amenities Committee** – Meeting dated 28th April '20.

8.0 ASSET REGISTER

- 8.1 Report from Cllr Goldsmith – (supporting papers)

9.0 INFORMATION/CORRESPONDENCE ITEMS

9.1 None at time of printing

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 and 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

11.0 DATA PROTECTION AND FREEDOM OF INFORMATION

11.1 To discuss and agree the recommendations from the FOI panel (Confidential supporting papers)

12.0 SPC's POLICY DOCUMENTS (Confidential supporting papers)

12.1 To consider recommendations from the Working Practices Group concerning the following policies and to recommend to Full Council either:-

1. To adopt any or all of them.
2. To adopt any or all of them with amendments as the committee recommends; or
3. To refer any or all of them back to the WPG for further discussion and recommendations:-

i. - Unacceptable Behaviour Policy

ii - Social Media Policy

iii - Overarching Protocol for Conduct

13.1 STAFFING MATTERS

13.1 Report from Staff payments working party – (Confidential supporting papers)

13.2 Line managers' Report from Cllrs Norcross and Young – (Confidential supporting papers)

14.0 DATE OF NEXT MEETING – 9th June 2020 @7.30pm.

John Fullbrook
Clerk to the Parish Council