

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11th FEBRUARY 2020 AT 7.30PM IN THE STEYNING CENTRE

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

Clerk: John Fullbrook

Members of the Public in attendance: 6

Meeting commenced: 7:30pm

MINUTES

ACTIONS

F&GP/19/104 APOLOGIES FOR ABSENCE

104.1 There were apologies received from Cllr Taylor and Cllr Saunders (received but not reported at meeting).

F&GP/19/105 DECLARATIONS OF INTEREST AND DISPENSATIONS

105.1 None

F&GP/19/106 QUESTIONS FROM THE FLOOR

106.1 None

F&GP/19/107 MINUTES OF PREVIOUS MEETING

107.1 Cllr Goldsmith **proposed**, and Cllr S. Sullivan **seconded** that the minutes for the meeting held on 14th January 2020 be accepted as a true record of the proceedings.
Agreed

107.2 Cllr Goldsmith **proposed**, and Cllr Cree **seconded** that the non – confidential minutes for the extra ordinary meeting held on 4th February 2020 be accepted as a true record of the proceedings. **Agreed**

The Chair at this point rearranged the running order of the meeting to favour the preference of those residents attending but for the purposes of continuity these minutes follow Agenda order.

F&GP/19/108 MATTERS ARISING AND ACTIONS

108.1 F&GP/19/19.3 Bus Shelter Lease to be reviewed by working party (Cllrs Campbell & Goldsmith) - **Ongoing** **CLERK**

108.2 F&GP/19/43.17 Emergency plan to be reviewed by Clerk - **Ongoing** **CLERK**

108.3 F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **Ongoing** **CLERK**

108.4 F&GP/19/19.6 Further dates required for Financial training for Councillors- **Ongoing** **CLERK**

108.5	F&GP/19/25.1	Future Newsletter publication to be drafted – See item 113.2	
108.6	F&GP/19/53.1	Clerk to organise FOI panel to convene - Ongoing	CLERK
108.7	F&GP/19/55.1	Clerk to obtain Newsletter quotes – See item 113.2	
108.8	F&GP/19/67.1	Motion on code of conduct to be deferred – Ongoing	CLERK
108.9	F&GP/19/55.2	Cllr Saunders to write briefing note regards SPC Facebook page – See item 113.1	
108.10	F&GP/19/74.4	Clerk to receive input regarding F&GP Budget setting from Cllrs – Actioned	
108.11	F&GP/19/85.1.2	Bongo Bus income recommended to be ring fenced to go to Full Council – Actioned	
108.12	F&GP/19/91.1.5	Clerk to take F&GP Budget recommendation to Full Council & amend figures - Actioned	
108.13	F&GP/19/91.4	Clerk to arrange for surveyor to check whether the Bowls Club building is annexed – See item 109.4.1	
108.14	F&GP/19/93.2	Clerk to distribute details of local MP's surgery when confirmed – Actioned . The Clerk confirmed which councillors were to be seeing the MP.	
108.15	F&GP/19/95.24	Clerk to ask WSCC about any licence agreement re 'Welcome sign' – Actioned – Clerk confirmed a consent agreement was in place and will distribute to councillors	CLERK
108.16	F&GP/19/95.34	Clerk to contact the Chamber of trade regarding possible Christmas decoration upgrade – Ongoing – The Clerk had communicated with the Chamber and will arrange a meeting with councillors	CLERK
108.17	F&GP/19/97.2	Committee and Clerk to feedback regarding External Audit response – See item 116.2.2	
108.18	F&GP/19/97.3	Cllrs and Clerk to meet with HDC rep. re. Street cleaning contract and report to Amenities – Actioned	
108.19	F&GP/19/97.4	Staffing Matters Protocol to be discussed at next meeting - See item 112.1	
108.20	F&GP/19/97.5	Clerk to see if there ought to be separate Confidential Minutes – Actioned – The Clerk advised it was the choice of SPC whether or not to keep confidential minutes but that in terms of FOI's, they were not necessarily immune from requestees, but if allowed to be distributed they would still be redacted as per GDPR policy.	
108.21	F&GP/19/97.6	Potential defamation proceedings to be discussed at the next F&GP meeting following HDC Meeting on 30 th Jan '20 – Ongoing	CLERK
108.22	F&GP/19/102.1	Councillor protocols discussion to be deferred to next meeting – See item 112.1	
108.23	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	

F&GP/19/109 FINANCE MATTERS

109.1 Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to approve list of payments for January 2020. **Agreed**

109.2 Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to agree Income & Expenditure report for January 2020 is an accurate statement. **Agreed**

109.3 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd to agree payment of HR services invoice #10901 for £2,556.00 (Gross) dated 31st January '20. **Agreed**

109.4.1 The Clerk had organised for a survey of the Bowls club to be undertaken and this was provided as a supporting paper and appeared to prove that the Club house is not 'annexed to the land'. Therefore, and given the other evidence uncovered, it appears to prove the Club house is owned by the Bowls club. Cllr Campbell **proposed, seconded** by Cllr Lloyd we (SPC) accept that the Bowls clubhouse is the property of the Bowls club and that the draft lease (last version as per previous supporting paper) is the one we (SPC) adopt on the basis that we (SPC) do consider it will help secure the promotion of the social wellbeing of the area and therefore that it does not have to be at an open market rent and that because we (SPC) are not doing that, the term will be for a period of six years, subject to it being run past the solicitors. **Agreed** **CLERK**

109.4.2 Clerk to check other club leases to prepare that ownership be determined before the new leases are up for renewal. **CLERK**

109.5 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. Cllr Lloyd **proposed, seconded** by Cllr Campbell that this item be moved into the confidential session. **Agreed.**

109.6 Parish online mapping system contract payment. Cllr Goldsmith **proposed, seconded** by Cllr Hanson that as we are classed as a solo local council we agree to pay over three years a total of £270.00. **Agreed.**

109.7 Chair then brought forward Agenda item 11.2 - Steyning and District Partnership Festival walk fund request. Cllr Hanson **proposed, seconded** by Cllr S. Sullivan that the committee agrees to fund the £200 grant for the Steyning and District Partnership's 'Festival walk' event subject to agreement to abide by the grant policy. **Agreed** **CLERK**

109.8 Cllr Cree **proposed, seconded** by Cllr G. Sullivan that henceforth the Clerk (and Deputy Clerk) are to provide a monthly report to the Premises Committee providing details of all hiring's at the Steyning Centre (including long-term ones); in the format of the presented documents produced on the 11th February {identifying group or company hirers with the exception of naming individuals}. 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. **Agreed** **CLERK**

F&GP/19/110 ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL

110.1 **Premises Committee** – Meeting dated 13th January, 4th Feb - nothing to report

110.2 **Amenities Committee** – Meeting dated 28th January – nothing to report

F&GP/19/111 DATA PROTECTION AND FREEDOM OF INFORMATION

111.1 The Clerk reported he had spent approx. 40hrs on this in the last 16 weeks. Many FOI requests have gone out of normal response time – 7 are currently outstanding and are at various stages of progression. It is planned to recruit more members of the FOI panel at the next Full Council meeting noting his personal concern that he could not

find a suitable amount of time to resolve the outstanding requests due to continued overload.

F&GP/19/112 STAFFING MATTERS

112.1 "Conduct protocols" – These still to be discussed at a working party meeting on the 19th Feb which is then to be reported back to F&GP **CLERK**

112.2 Vacant Caretaker/ Maintenance position at the Steyning centre – The Clerk reported a good response to the adverts than had gone out - 17 at the last count. Four or five likely to be interviewed. The closing date is this Friday 14th February. Interviews will take place the week beginning the 24th. **CLERK**

112.3 Clerk updated councillors on the LGPS Employers Pension Scheme as per supporting paper and how it provides a service for the four employees who qualify.

F&GP/19/113 SPC PROMOTION / PUBLICATIONS

113.1 Cllr Saunders to update on possible Facebook page development – Cllr Saunders not in attendance so will be updated at a future meeting **Cllr Saunders**

113.2 Cllr Goldsmith updated on possible Newsletter publications which included the fact that he has found the first sponsor for £250 if the first issue carries a promotion for the Wardens scheme. The Clerk also updated on a latest price for the 'Your Steyning' publication. Clerk to follow up on finding quote from alternative printing company being used by adjacent parish council. **CLERK**

113.3 New requirements for SPC's website, that is to comply with regulations outlined in 2018 in reference to the partially sighted by the 23rd September 2020 deadline. The Clerk and Deputy Clerk have attended a conference when this was discussed, and are aware that there are a number of issues needing to be dealt with the SPC web site in order to make it compliant. Clerk to engage with 'Wordpress' to see if they can make the web site compliant, but if they cannot then to seek alternative arrangements from a new operator. **CLERK**

F&GP/19/114 COMMUNITY NEWS

114.1 The Chair updated via a supporting paper how the Vintage Years project was progressing. Clerk to communicate with the group and see their preference payment methods and report back to next meeting. **CLERK**

114.2 Youth Service contract. The Clerk reported that at the last JPYC meeting (6th Feb) the last version of the three-year service contract, and the MOU were agreed so they can now be taken to Full Council for approval. **CLERK**

114.3 There was a proposed letter from HALC to HDC in reference to HDC's new allocation of houses from Central Government, and the committee discussed whether to support the letter. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that committee supports the proposed letter from HALC (noted above). **Agreed, 6 For, 1 Abstained {TL}** **CLERK**

F&GP/19/115 INFORMATION/CORRESPONDENCE ITEMS

115.1 Cllrs Cree and Goldsmith are to be attending a meeting at Billingshurst as Council representatives where the HDC Local plan is to be discussed, and they will report back to Full Council on the 17th February.

F&GP/19/116 CONFIDENTIAL SESSION

116.1 To resolve, under the Public Bodies Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Cllr Goldsmith **proposed, seconded** by Cllr Campbell to take the meeting into confidential session. **Agreed**

116.2.1 **Annual Governance Statements** – The Clerk stated that it had been best practice to approve the AGAR at Full Council, however Cllr Campbell felt that in order to concentrate on the future and ‘put the matter to bed’, on this occasion the F&GP committee had the delegated authority to do it and should do so.

116.2.2 Cllr Campbell **proposed, seconded** by Cllr S. Sullivan to agree the following, this **CLERK**
committee

1. Approves, authorises and requires the Chairman to sign the 2018/19 AGAR provided there is a tick in the ‘No’ boxes for 1,2,3,5 and 7 in section 1, the ‘No’s’ being on the grounds of: -

a. inadequate contract management with particular regard to

I, Street cleaning

li, Bin emptying

lii, Grass cutting

And

b. Decision making and implementation with particular regard to the 2018/2019 budget (and precept based thereon)

And

2. Directs the Clerk and councillors to treat the draft V6 letter addressed to the auditors and its six schedules as confidential briefing papers which informed the decision at 1. above and so directs the Clerk to retain them as SPC confidential records with liberty for any councillor or Clerk or Deputy Clerk to lodge a dissenting document.

Agreed. 5 For {RG, TL, SSu, GSu, TC}, 2 Against {TL, DH}

116.2.3 Cllr Lloyd wanted it recorded that though he disagreed with points 1 and 2 in the decision noted above, he did agree with the final line giving liberty for dissenting documentation, and also appreciated that the process was being ‘put to bed’

F&GP/19/117 DATA BREACHES

117.1 The Clerk noted there have been many minor Data breaches with various Councillors mentioning names in committee and Full Council meetings when they should not have. Apologies in the most part have been sent, with no further action. There were two data breaches in November of last year that were reported to the Data Protection Officer with no further action currently required.

117.2 Committee also discussed whether residents could continue to have the option of asking questions anonymously in public meetings. Cllr Campbell **proposed, seconded** by Cllr Hanson, that the matter of residents having option to remain anonymous when asking questions, should be a matter to be discussed by the working practices group. **Agreed** **CLERK**

F&GP/19/118 CONTRACTS

118.1 The Clerk updated on the street cleaning contract tendering process. Tender documents were completed following the last Amenities meeting with Clerk and Cllr Campbell having delegated responsibility to complete amendments. – 5 were sent out to interested parties following the Office getting in touch with 12 possibles. The Clerk to ensure that the process would include promotion via social media platforms. Date for them to be returned is the 28th February. **CLERK**

118.2 The Chair updated on the Grass cutting contract tender process to cover the next three-year period. 6 Tenders were received from 12 that were sent out. These 6 were opened by Cllrs Cree and Goldsmith, the Clerk and Deputy Clerk the morning of the meeting (11th February) and a successful candidate was recommended to F&GP based on cost and other associated details. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the committee accepts the ID Verde tender for a minimum of the next three years. **Agreed.** Clerk to inform successful tender. **CLERK**

F&GP/19/119 CCTV COVERAGE IN STEYNING

119.1 The Chairman updated via a confidential supporting paper. Committee discussed the merits of further CCTV system coverage for the Steyning High Street. The item to be taken to Full Council for further discussion. **CLERK**

F&GP/19/120 DATE OF NEXT MEETING – 10th March 2020 @7.30pm.

The Chairman closed the meeting at 10.02pm

Signed Date 10th March 2020

Chairman of F&GP Committee