

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 11th JUNE 2019 AT 7.30PM IN THE STEYNING CENTRE

Present: Cllrs R Goldsmith{RG}, G Sullivan{GaS}, Lloyd{TL}, Saunders{GeS}, Cree{TC}, Hanson{DH} and S. Sullivan{SaS}.

Clerk: John Fullbrook

Members of the Public in attendance: 4

Meeting commenced: 7:30pm

MINUTES

ACTIONS

- | | |
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| F&GP/19/1 | APOLOGIES FOR ABSENCE
There were apologies received from Cllrs Campbell and Taylor |
| F&GP/19/2
2.1 | DECLARATIONS OF INTEREST AND DISPENSATIONS
Cllr Cree declared an interest as a social member of the Steyning Cricket club and friend of Vintage Years letter author. Cllr S. Sullivan declared an interest as a Steyning Community Orchard committee member and lives adjacent to the MPF |
| F&GP/19/3
3.1 | QUESTIONS FROM THE FLOOR
None |
| F&GP/19/4
4.1 | MINUTES OF PREVIOUS MEETING
Cllr Goldsmith proposed , and Cllr G. Sullivan seconded that the minutes for the meeting held on 9 th April 2019 be accepted as a true record of the proceedings.
Agreed |
| F&GP/19/5
5.1 | MATTERS ARISING AND ACTIONS
F&GP/18/124.5 Clerk to chase External auditor for their report
– See item 9.2 |
| 5.2 | F&GP/18/124.8 The 'Welcome to Steyning' sign installation – The proposed Total for pledged donations has been successfully reached – that being £8,959.00 and the deposit has been paid for the sign to be manufactured, following West Sussex's agreement that they had no issue with the installation going ahead. Now the money needs to be collected through the 'Go-cardless' |

system which is proving problematic but is moving forward slowly. The S106 application for funds was rejected by West Sussex, however they have put forward £2,500 towards the installation as part of the crowd funding project and at Mr Ashby's urging Horsham DC have also donated £500 towards the installation.

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| 5.3 | F&GP/18/124.10 CCTV developments – Ongoing – Chairman suggested this item be deferred until the Autumn | CLERK |
| 5.4 | F&GP/18/125.3 Chair purchase for Steyning Centre – Actioned Date to be delivered – Week commencing 24 th June | |
| 5.5 | F&GP/18/125.3 Used Chairs from Steyning Centre sold off if possible – Office have been attempting to sell off up to 200 chairs and all being well and having already been given a £200 deposit, hope to sell these off for anything up to £900 in total – Purchaser to pay for as 'site seen' and fire retardency to be checked. Have held onto 50 chairs (slightly lesser quality) to distribute to a deserving local community group and indeed currently have one interested party. | CLERK |
| 5.6 | F&GP/18/101.2.1 Bowls Lease agreement and all other agreements to be reviewed. Cllr Goldsmith proposed, seconded by Cllr Gary Sullivan that under Lease reviews - Cllrs Campbell and Goldsmith be delegated to review the correspondence to date with the other parties and with SPC's solicitors and to undertake such correspondence and meetings as they may think fit in connection with the lease reviews (Cricket club, Bowls club and Tennis club) with priority given to the Bowls club and expedited as soon as possible provided that the clerk is copied into all correspondence and invited to any meeting and all negotiations as expressed to be subject approval by SPC and so are not binding on SPC until that approval is given. Agreed | CLERK |
| 5.7 | F&GP/18/125.5 Steyning and District Partnership's loan request – Clerk was tasked by this committee to check details with SPC solicitors regarding the proposed loan to Steyning and District. This was in light of the fact that in January of this year this F&GP committee agreed for the Loan to go ahead, as the details of it and the MOU had been agreed by SALC and the Internal Auditor. In February the Clerk was tasked with gaining further approval because of additional questions raised and did so and again the Internal Auditor agreed it was okay to proceed and subsequently in March it was agreed once more that the Loan could go ahead via a decision from this committee. In April the Clerk understood from the SPC External Auditor that they had been approached with misgivings from an SPC councillor and they suggested the Clerk seek further legal advice to ensure the Loan was not illegal. This the clerk did before the April meeting and recently received emails from the SPC solicitors saying that indeed the Loan was not illegal. Cllr Hanson proposed, seconded by Cllr Lloyd an amendment to Cllr Goldsmiths original proposal, the amended proposal stated that subject to the solicitor's letter being distributed and content verified by Councillors that the Loan should be authorised, and the money lent to the Steyning & District Partnership group. Not Agreed, 2 For {DH, TL}, 4 Against {RG, GaS ,SaS ,TC}, 1 Abstained {GeS} . Cllr Goldsmith proposed, seconded by Cllr Cree that this matter be deferred for a month and in the meantime the Clerk distributes the email from the Solicitor, so that the new Councillors have an opportunity to verify the contents of the email. Agreed. 4 For {RG, GaS, SaS, TC}, 2 Against {DH, TL}, 1 Abstained {GeS} | CLERK |
| 5.8 | F&GP/18/125.6 MOU and contract for wardens – see item 6.6 | |

5.9	F&GP/18/125.7 Bank signatories. Clerk expressed thanks to all those proposed new signatories whom completed their forms so quickly and to Cllr Lloyd for being able to keep payments going as SPC's one remaining Cllr signatory. When the Minutes of the Full Council meeting from the 13 th May are signed and agreed at the next Full Council meeting, they can then be attached to the new signatory mandate application which is taken directly to the bank which will then complete authorisation.	CLERK
5.10	F&GP/18/125.10 ATM installation to be discussed at Full Council - Actioned	
5.11	F&GP/18/127.1 Subject Access requests outstanding replies – See item 8.1	
5.12	F&GP/18/128.1 Meeting dates for appraisals to be confirmed - Actioned	
5.13	F&GP/18/129.1 Financial regulations amended and taken to full council – Actioned	
5.14	F&GP/18/129.2 Meeting quorum – deferred for new council to decide - Actioned	
F&GP/19/6	FINANCE MATTERS	
6.1	Cllr Goldsmith and Clerk had suggested that a training session is organised with the Clerk to run through SPC financial matters with new Councillors – suggested dates would be distributed to Cllrs. Cllr Goldsmith proposed, seconded by Cllr Lloyd to agree Income & Expenditure report for April 2019 is an accurate statement. Agreed	CLERK
6.2	Cllr Goldsmith proposed, seconded by Cllr Lloyd to agree Income & Expenditure report for May 2019 is an accurate statement. Agreed	
6.3	Cllr Goldsmith proposed, seconded by Cllr Lloyd to approve list of payments for April 2019. Agreed Note to be made on Horsham Matters unpaid cheque for next meeting and that the payments reports to precede I&E reports in future	CLERK
6.4	Cllr Goldsmith proposed, seconded by Cllr G. Sullivan to approve list of payments for May 2019. Agreed	
6.5	Parish Council Insurance renewal – as per the Clerk's briefing notes in supporting papers. Renewal notice letter received from the current insurance brokers, and below that the current cover offered by the insurers in comparison to that which is offered by their nearest competitors. Having recently revalued a number of the SPC assets the clerk will be updating the information that goes off to the Brokers and then they will be able to give us some firm comparative quotes upon which Council can make a decision at the following F&GP Meeting.	CLERK
6.6	To discuss and agree the new MOU between the Parish councils when considering the Neighbourhood Wardens scheme and the amended Neighbourhood Wardens contract as supplied by Horsham District Council and already agreed by the other two councils, that is Upper Beeding PC and Bramber PC. Clerk to send out amended versions for both documents for members to view. Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that this item is deferred until next F&GP meeting. Agreed	CLERK

6.7	‘Vintage Years’ group request for support – Cllr Goldsmith proposed, seconded by Cllr G. Sullivan that Cllr Young take this item on as part of her representative role connected with ‘PPG and Isolation and loneliness’ and that she can then report back on a meeting which is already organised with the ‘Vintage Years’ representative and Cllr Goldsmith. Agreed	<i>Cllr Young</i>
F&GP/19/7	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING FINANCIAL APPROVAL	
7.1	Premises Committee – Meeting dated 4 th June 2019 – Cllr Cree reported on an item concerning LED light installation contractor, but this item was for information purposes only.	
7.2	Amenities Committee – Nothing to report from meeting dated 23 rd April and 28 th May.	
7.3	N.P. Steering committee - No meetings since last F&GP – Nothing to report	
F&GP/19/8	DATA PROTECTION	
8.1	Clerk reported that since the last F&GP he had only spent 3.5 hours dealing with Subject Access Requests and that there are a few still outstanding.	
8.2	To discuss and agree if Council Meeting audio tapes are to be made available via a link on the SPC web site. Cllr Goldsmith proposed, seconded by Cllr Lloyd that Cllr G. Sullivan meets with the clerk to ensure that current and previous Audio tapes of public meetings be made available via upload or link via the SPC web site. Agreed	<i>CLERK / Cllr G. Sullivan</i>
8.3	Date for next GDPR Training for all new Councillors is to be the 5 th September 2019. Clerk had made two previous arrangements, but one had to be cancelled because there was a full council EOM arranged, the second was put off in favour of an amenities work party on the 27 th June.	<i>CLERK</i>
F&GP/19/9	AUDIT ITEMS	
9.1.1	To discuss and agree internal audit actions. Cllr Goldsmith proposed, seconded by Cllr Lloyd that this committee agree the ‘The Annual Accounting statement’ is accurate and that this committee recommends approval to Full Council. Agreed	<i>CLERK</i>
9.1.2	Cllr Goldsmith proposed, seconded by Cllr Cree that this committee agree the ‘The Annual Governance statement’ is accurate and that this committee recommends approval to Full Council. Agreed	
9.1.3	Cllr Goldsmith proposed, seconded by Cllr Hanson that this committee agree the ‘The Annual Carry forward figure as noted within the Annual accounting statement’ is accurate and that this committee recommends approval to Full Council. Agreed	
9.1.4	Cllr Goldsmith proposed, seconded by Cllr S. Sullivan that this committee agree the ‘Notice of public rights’ is accurate and that this committee recommends approval to Full Council. Agreed	
9.2	The external auditor emailed with assurances that her enquiries in regard to the Limited Assurance review are almost at a close. The Clerk is sending off information in relation to 5 final questions and hopefully SPC will receive the 2017/18 final review shortly. The Clerk will send both out to all Councillors.	<i>CLERK</i>

F&GP/19/10 10.1	MEDIA To Discuss and agree media liaison representation – A proposed supporting paper was reviewed. Cllr Saunders explained that a Facebook page specifically set up for Steyning Parish Council would be a good way to start with greater public engagement. Cllr Saunders proposed, seconded by Cllr Goldsmith that committee discusses this proposal further and defer this item until the next meeting. Agreed	CLERK
10.2	Future Newsletter publications – Cllr Goldsmith completed a briefing note and reported that perhaps a Newsletter would gain wider distribution than notes in ‘Your Steyning’, however it was noted that the ‘Your Steyning’ option was much cheaper. Cllr Cree proposed, seconded by Cllr G. Sullivan that committee defers this item for a month subsequent to a draft Newsletter being produced, and more financial details. Agreed	CLERK / <i>Cllr Goldsmith</i>
F&GP/19/11 11.1	PROJECTS Prioritising and setting up project team(s). Any ideas to be forwarded to Clerk and Chairman. So far there are two F&GP items - those being Newsletter and Facebook specifically. The other function of F&GP will be to take a view of all projects across the Council and to help prioritise these projects in relation to what funds allow.	CLERK
11.2	Mobile Banks – This is a service which is worth looking into but is very restricted. Committee agreed that whilst negotiations continue as to possible ATM installations, committee leave this item for now.	
F&GP/19/12 12.1	INFORMATION/CORRESPONDENCE ITEMS Steyning Fair correspondence – A thank you to Steyning Centre / Parish for use of facilities.	
F&GP/19/13 13.1	ITEMS FOR NEXT MEETING None brought forward	
F&GP/19/14	DATE OF NEXT MEETING 9th JULY 2019 The Chairman closed the meeting at 9.34 pm	
	Signed	Date 9 th July 2019
	Chairman of F&GP Committee	