

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 Norcross, Cllr Rudkin, Cllr Young and Cllr G Sullivan.

YOU ARE HEREBY SUMMONED TO A VIRTUAL MEETING OF THE COMMITTEE TO BE HELD ON TUESDAY 9TH JUNE 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 8th June 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 12th May '20 as a true record. (S. Papers)
- 5.0 PROGRESS STATEMENT - MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
 - 5.2** F&GP/19/130.15 Consideration be given to a new Council Logo – **See item 8.3**
 - 5.3** F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions to be discussed by Working practices group - **Ongoing**
 - 5.4** F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion - **Ongoing**
 - 5.5** F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations - **Ongoing**



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Deputy Clerk: Hazel Roxby

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- 5.6 F&GP/19/130.14 Clerk to check other Leases to prepare draft answers concerning ownership of the premises in readiness for future lease renewals - **Ongoing**
- 5.7 F&GP/19/137.1 SPC Complaints scheme to be taken to Full Council for agreement - **Actioned**
- 5.8 F&GP/19/141.2 SPC Dignity at work policy to be taken to Full Council for agreement - **Actioned**
- 5.9 F&GP/19/141.3 SPC Email policy to be taken to Full Council for agreement - **Actioned**
- 5.10 F&GP/19/147.3 Clerk to convene an all committee member working party to discuss end of year - **Ongoing**
- 5.11 F&GP/19/150.1 Clerk organises reimbursement for street cleaning contractor of higher level of insurance cover - **Actioned**
- 5.12 F&GP/19/150.3 Clerk to check for insurance requirements regarding Dust cart storage - **Ongoing**
- 5.13 F&GP/19/158.1 Bus Shelter Lease review working party to be deferred - **See item 8.9**
- 5.14 F&GP/19/158.2 Clerk to write to Bowls club, and to instruct the solicitors and to conclude Bowls lease arrangements - **Ongoing**
- 5.15 F&GP/19/158.5 Cllr Lloyd and Clerk to work together on the Steyning Swimming Pool agreement – **Cllr Lloyd to update**
- 5.16 F&GP/19/158.7 Cllrs Cree and Saunders report back to committee regarding Facebook page development–**See item 8.2**
- 5.17 F&GP/19/158.8 Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal - **Ongoing**
- 5.18 F&GP/19/158.9 Clerk to write to HDC regarding SPC support for Body worn cameras - **Ongoing**
- 5.19 F&GP/19/159.2 Clerk to convene a working party for all F&GP members with regards to I&E reports - **Ongoing**
- 5.20 F&GP/19/159.3 Clerks office to pay invoice and write to service provider to ensure extended service assured - **Actioned**
- 5.21 F&GP/19/159.4 Internal audit actions – Five actions identified and to be undertaken – **See item 6.3**
- 5.22 F&GP/19/159.5 Clerk to organise working party to agree external auditors email reply – **Actioned**
- 5.23 F&GP/19/159.5 Joint agreement obtained from Clerk, Chair and Vice Chair regarding External Auditors response - **Actioned**
- 5.24 F&GP/19/159.6 Organise working from home expenses for employee - **Actioned**
- 5.25 F&GP/19/159.7 Payment of iron works invoice – Welcome sign project briefing required – **See item 6.6**
- 5.26 F&GP/19/161.1 Asset register to be updated and brought back to future F&GP meeting - **Ongoing**
- 5.27 F&GP/19/164.2 Clerk to respond to FOI requests as agreement - **Actioned**
- 5.28 F&GP/19/165.1 Clerk to take recommendation for three policy adoptions to Full Council - **Actioned**
- 5.29 F&GP/19/166.1 Payment arrangements and work schedule for staff for the month of May to be undertaken - **Actioned**
- 5.30 F&GP/19/166.2 Cllrs Norcross and Young to report to next meeting re ongoing strategies – **See item 12.2**

6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for May 2020 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for May 2020 (Supporting paper)
- 6.3 To discuss and agree Internal audit report and any actions arising as recommended by working party (S.Papers)
- 6.4 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 with particular reference to recommendations from F&GP Working Party of 3rd June 2020 (Supporting papers)
- 6.5 To discuss and agree payment of the Sussex ironworks invoice for Silhouette (Supporting papers)
- 6.6 To discuss and agree purchase of screens to enable social distancing at the Steyning Centre (S. papers)
- 6.7 To discuss and agree Councillor expenses reimbursements (S.Papers)
- 6.8 In the light of exceptional demand on bin emptying at the MPF, to discuss further actions and payments for the street cleaning contractor – Report from Cllr Campbell
- 6.9 Dormant Assets – Brief report (Supporting papers)
- 7.0 **ANY ITEMS FROM COMMITTEE MEETINGS** (Supporting papers)
Items requiring financial approval or actions from this Committee
- 7.1 **Premises Committee** – Meeting dated 2nd June '20.
- 7.2 **Amenities Committee** – Meeting dated 26th May '20.

8.0 PUBLICITY, PARKING AND GOVERNANCE ITEMS

- 8.1** Policies and Protocols – Recommendations to go forward to Full Council by particular reference to the working Practices Group's recommendations of the 4 June 2020 (Supporting Papers)
- 8.2** To discuss and agree any actions required regarding Facebook development
- 8.3** To discuss and agree the need for a new Council logo (Supporting Papers)
- 8.4** To discuss and agree a request from Upper Beeding Parish clerk to use SPC for a case study as part of her 'Level 4 in Local Governance' course – Clerk to report
- 8.5** Update councillors on progress with reference to the Community Car Park at Steyning Library
- 8.6** Godstalls Lane and South Ash play safety concerns – Brief update
- 8.7** To discuss and agree zoom protocols

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 and 12 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)

12.1 STAFFING MATTERS

- 12.1** Report from Staff payments working party – (Confidential supporting papers)
- 12.2** Further to the report by Cllrs Young and Norcross on 12 May 2020, a follow up report from them re the line managers' aims priorities and strategies (Confidential supporting papers)

13.0 DATE OF NEXT MEETING – 14th July 2020 @7.30pm.

John Fullbrook
Clerk to the Parish Council