

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

Published 9th July 2020

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 14TH JULY 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 13th July 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 9th June '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/19/130.24 Whether residents having option to remain anonymous when asking questions to be discussed by Working practices group - **Ongoing**
 - 5.3** F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion - **Ongoing**
 - 5.4** F&GP/20/6.5 Steyning Business Chamber to produce a proposal for Council to consider with regards to Christmas Lights for 2020 – Cllr Hanson to organise a working party and report back – **Cllr Hanson to report**
 - 5.5** 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**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel@steyningpc.gov.uk

- 5.6 F&GP/19/147.3 Clerk to convene an all committee member working party to discuss end of year – **See item 6.7**
- 5.7 F&GP/19/150.3 Clerk to check for insurance requirements regarding Dust cart storage – **Report from Clerk**
- 5.8 F&GP/19/158.1 Bus Shelter Lease review working party to be deferred - **Ongoing**
- 5.9 F&GP/19/158.2 Clerk to write to Bowls club, and to instruct the solicitors to conclude Bowls lease arrangements
- **Actioned**
- 5.10 F&GP/20/6.15 HDC to respond to swimming pool enquiry – **Cllr Lloyd to report**
- 5.11 F&GP/20/6.17 Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal – **See item 8.1**
- 5.12 F&GP/20/6.20 Sussex clubs for young people communications to be sent to Councillors - **Actioned**
- 5.13 F&GP/20/6.26 Asset Register to be updated and brought back to next F&GP Meeting- **see item 6.5**
- 5.14 F&GP/20/7.3.1 Clerk to write to internal Auditor detailing errors and omissions in last report - **Actioned**
- 5.15 F&GP/20/7.3.2 Staff organisational chart to be uploaded onto web site to include pay multiples - **Actioned**
- 5.16 F&GP/20/7.3.3 Consideration of three-year budget for next F&GP Meeting – **See item 6.6**
- 5.17 F&GP/20/7.3.4 'Explanation as to variance' amendments to be included in AGAR supporting papers - **Actioned**
- 5.18 F&GP/20/7.3.5 2019/20 AGAR final version to be agreed and sent to External Auditor - **Actioned**
- 5.19 F&GP/20/7.4 External Audit response to finalised by Clerk; Chair and Vice Chair to sanction, then sent - **Actioned**
- 5.20 F&GP/20/7.5 Clerk to pay invoice to Sussex Iron works subject to proper details on invoice including VAT - **Actioned**
- 5.21 F&GP/20/7.7 Cllrs Campbell and Goldsmith to bring back expenses policy to next F&GP Meeting – **See item 6.3**
- 5.22 F&GP/20/8.1 Clerk takes policy recommendations to Full Council - **Actioned**
- 5.23 F&GP/20/8.2 SPC Facebook development – **See item 8.2**
- 5.24 F&GP/20/8.3 Clerks office delegated to purchase Hi Vis jackets for staff - **Actioned**
- 5.25 F&GP/20/8.4 Clerk to write to Upper Beeding Clerk to encourage her attendance as per request - **Actioned**
- 5.26 F&GP/20/8.5 & 6 Clerk to take Godstalls Lane and South Ash play safety concerns to Amenities - **Actioned**
- 5.27 F&GP/20/8.7 Zoom protocols to be discussed – **No longer required / Actioned**
- 5.28 F&GP/20/9.2 Clerk to place possible High street developments onto Full Council Agenda - **Actioned**
- 5.29 F&GP/20/9.2 Cllr Goldsmith to convene meeting regards widening of High street - **Actioned**
- 5.30 F&GP/20/12.1 Clerk to send out FOI response to local resident as per FOI panel recommendation - **Actioned**

6.0 FINANCIAL MATTERS (Supporting papers)

- 6.1 To approve list of payments for June 2020
- 6.2 To agree Income & Expenditure Report for June 2020
- 6.3 To discuss and agree Councillor expenses reimbursements
- 6.4 Dormant Assets – Brief report
- 6.5 Asset Register – To discuss and agree
- 6.6 Three Year Budget discussions – to discuss and agree a way forward
- 6.7 Bank balances as at 30th June '20 with details of any debtor and creditors
- 6.8 For committee's information; two recent webinar courses for Clerk and Deputy Clerk, Course cost per Clerk £30
- 6.9 To discuss and agree preferred option in light of requirements to update web site accessibility compliance
- 6.10 Playground opening – To discuss and agree ongoing Caretaker cleaning arrangement
- 6.11 **To discuss and agree the following motion:** 'That a budget of up to £600 be allocated for specialist input/mentoring from an independent council clerk for the SPC Clerk and advice to councillors in regard to their respective roles and responsibilities and in particular for the production of agenda and minutes'

7.0 ANY ITEMS FROM COMMITTEE MEETINGS (Supporting papers)

Items requiring financial approval or actions from this Committee

- 7.1 **Premises Committee** – Meeting dated 7th July 2020.
- 7.2 **Amenities Committee** – Meeting dated 23rd June 2020.

8.0 PUBLICITY AND GOVERNANCE ITEMS

- 8.1 To discuss and agree Newsletter preferred option for printing and distribution (supporting papers)
- 8.2 To discuss and agree any actions required regarding Facebook development – Report from Cllr Cree

9.0 INFORMATION/CORRESPONDENCE ITEMS (Supporting papers)

- 9.1** Local Plan Preparation information request
- 9.2** Local residents letter concerning High street and Covid response
- 9.3** HDC Stakeholder request – Open space review
- 9.4** Rail link – Email correspondence ‘towards a better public transport’
- 9.5** Passageway between 12 Coombe drove & the Bostal road, Steyning – update from Clerk
- 9.6** SLCC letter to secretary of State – dated 30th June 2020

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

11.1 STAFFING MATTERS

- 11.1** Report from Staff payments working party – (Confidential supporting papers)
- 11.2** New template for part time staff contracts to be discussed and agreed – (Confidential supporting papers)
- 11.3** To discuss and agree that the Chair and Vice-Chair of the Council are delegated to take over the responsibility from Cllrs. Goldsmith and Campbell of instructing and liaising with HR Services on any employment related questions. 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 as per the decision made by the F&GP committee in November 2019
- 11.4** Further to the report by Cllrs Young and Norcross on 9th June 2020, a follow up report from them re the line managers’ aims priorities and strategies (Confidential supporting papers)

12.0 DATE OF NEXT MEETING – 15th September 2020 @7.30pm.

John Fullbrook
Clerk to the Parish Council