

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 Lloyd, Cllr Campbell, Cllr Cree, Cllr Hanson, Cllr Goldsmith, Cllr Norcross, Cllr Alexander, Cllr Young and Cllr Northam.

YOU ARE HEREBY SUMMONED TO A VIRTUAL MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 15TH SEPTEMBER 2020 AT 7.30 PM VIA THE ZOOM PLATFORM

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. It is appreciated if members of the public log on respectfully with their given name. Any Avatar, name or descriptive label that is deemed by the Clerk/ Councillors to be inappropriate will not be given access to the meeting

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 relevant to items on the agenda or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 14th September 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 July 2020 as a true record. (S. Papers)
- 5.0 MATTERS ARISING AND ACTIONS**
To receive the following updates/reports and to discuss and agree any subsequent actions to be taken
 - 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 the working practices group - **Ongoing**
 - 5.3** F&GP/19/130.14 Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals - **Ongoing**
 - 5.4** F&GP/20/150.3 Clerk to check for insurance requirements regarding Dust cart storage – **Report from Clerk**
 - 5.5** F&GP/19/158.1 Bus Shelter Lease review working party to be deferred - **Ongoing**



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Deputy Clerk: Hazel Roxby

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- 5.6 F&GP/19/6.15 HDC to respond to swimming pool enquiry – **Cllr Lloyd to report**
- 5.7 F&GP/19/6.17 Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal – **See item 7.1**
- 5.8 F&GP/19/8.2 SPC Facebook development – **See item 7.2**
- 5.9 F&GP/19/20.1 Clerk to check if VAT can be claimed back from Amazon purchases - **Actioned**
- 5.10 F&GP/20/20.1 Clerk to check if business stream payments are in order - **Actioned**
- 5.11 F&GP/20/20.1 Deputy Clerk to provide Community committee with alternative water supplier - **Ongoing**
- 5.12 F&GP/20/20.2 Clerk asked to clarify Cleansing grant budget versus actual income figures – **Actioned**
- 5.13 F&GP/20/20.2 Clerk asked to clarify 'Projects budget information - **Actioned**
- 5.14 F&GP/20/20.3 Councillor expenses reimbursements / allowances – **See item 6.3**
- 5.15 F&GP/20/20.4 Dormant Asset information to be sent out again to Councillors - **Actioned**
- 5.16 F&GP/20/20.5 Asset register to be updated and brought to September F&GP meeting – **See item 6.4**
- 5.17 F&GP/20/20.6 Three-year budget discussions deferred to full F&GP working party after Sept' F&GP meeting – **Ongoing**
- 5.18 F&GP/20/20.9 SPC website development – Cllrs Cree and Alexander to work on this matter and bring back to F&GP – **See item 6.9**
- 5.19 F&GP/20/20.10 Playground cleansing by caretakers – Clerk to ensure practice continues – **See item 6.10**
- 5.20 F&GP/20/20.11 Clerk to ensure budget of £600 set aside for independent advice on roles and responsibilities - **Actioned**
- 5.21 F&GP/20/22.1 Cllr Norcross to take Cllr Goldsmiths place within the Staff payments working party – **Working party dissolved**
- 5.22 F&GP/20/22.2 Working party consisting Cllrs Lloyd, Norcross, and Hanson to look at staff contracts – **Working party dissolved**
- 5.23 F&GP/20/22.4 Chair and Vice chair of Council to liaise with HR services on employment related questions - **Ongoing**

6.0 FINANCIAL MATTERS (Supporting papers)

- 6.1 To approve list of payments for July and August 2020
- 6.2 To agree Income & Expenditure Reports for July and August 2020
- 6.3 To discuss and agree Councillor expenses reimbursements / Allowances
- 6.4 Asset Register – To discuss and agree to adopt
- 6.5 Current SPC financial update to include possible losses associated with Covid pandemic by years end
- 6.6 To agree Schedule for SPC's Final 2021/22 Budget agreement
- 6.7 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
- 6.8 To discuss and agree a £250 grant for the Food & Drink festival event run by the Steyning & District Partnership
- 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 arrangement whereby Caretakers have been cleansing SPC playgrounds twice a day during the Covid crisis.

7.0 PUBLICITY AND GOVERNANCE ITEMS

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

8.0 FREEDOM OF INFORMATION REQUESTS

- 8.1 Report from the Clerk and to discuss and agree the need for the FOI protocol to be amended.

9.0 STAFFING MATTERS

- 9.1 To discuss and agree staff annual pay increases as set out by NALC (Supporting papers)

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 None at time of publication

11.0 DATE OF NEXT MEETING – 13th October 2020 @7.30pm.

John Fullbrook

Clerk to the Parish Council



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Deputy Clerk: Hazel Roxby

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