

Published 4th February 2021

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

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

YOU ARE HEREBY SUMMONED TO A VIRTUAL MEETING OF THE COMMITTEE TO BE HELD ON

TUESDAY 9TH FEBRUARY 2021 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

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 regarding matters on the agenda, and whether the councillor believes their interest is prejudicial under the terms of the SPC 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 8th February 2021. You will be asked to turn on your video camera if participating.
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 12th January 2021 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** – (Supporting papers)
To receive the following updates and to discuss and agree any subsequent actions to be taken
 - 5.1** F&GP/20/68.1 Clerk to amend 10th November Minutes – **Actioned**
 - 5.2** F&GP/20/68.2 Clerk to amend 8th December Minutes - **Actioned**
 - 5.3** F&GP/20/60.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Actioned**
 - 5.4** F&GP/20/73.1 To investigate SPC's contractual payment obligations concerning the swimming pool – **See item 6.6**
 - 5.5** F&GP/20/60.7 Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – **Clerk to update**
 - 5.6** F&GP/20/60.14 James Corrigan invoice clarity sought by Clerk – **Actioned/ See item 6.4**
 - 5.7** F&GP/20/69.8 James Corrigan 'Duty of Care' report circulated - **Actioned**
 - 5.8** F&GP/20/60.18 Relaxation of signatory requirements – **Update from Clerk**
 - 5.9** F&GP/20/69.13 Current arrangement with Steypning in Bloom to be discussed following advice from auditor – **See item 12.1**
 - 5.10** F&GP/20/69.1 Clerk to check if monthly cash flow totals can be displayed against each code – **Update from Clerk**
 - 5.11** F&GP/20/70.3 Budget recommendation taken to Full Council for approval – **Actioned**
 - 5.12** F&GP/20/71.3 S106 allocations explained – **See item 6.5**
 - 5.13** F&GP/20/72.1 Clerk informed that there were two outstanding FOI review requests – **See item 7.1**
 - 5.14** F&GP/20/73.3 Personnel Committee to discuss whether SPC becomes an 'accredited living wage employer' - **Update**
 - 5.15** F&GP/20/74.1 Clerk asked to include links to web site information pages within minutes information items - **Actioned**

6.0 FINANCIAL MATTERS – (Supporting papers)

To receive the following updates/reports and to discuss and agree any subsequent actions to be taken

- 6.1** To approve list of payments for January 2021
- 6.2** To agree Income & Expenditure reports for January 2021
- 6.3** To discuss and agree a request for a grant application from the Steyning and District Partnership for £250
- 6.4** To discuss and agree payment of James Corrigan invoice following recommendation from Personnel committee
- 6.5** To receive the monthly 2020/21 Cil report
- 6.6** To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning swimming pool

7.0 DATA PROTECTION AND FREEDOM OF INFORMATION (Supporting papers)

- 7.1** Update on any news relating to Data protection and Freedom of information requests from Clerk

8.0 REQUESTED MOTIONS (Supporting papers)

- 8.1** To discuss and agree Steyning PC's views on HDC's policy and statement on graffiti (as shown in supporting paper) and to send a request to HALC for this group to support any decisions - as this will also affect other Councils - and pass on to HDC, any comments made by SPC and the other Councils – Cllr Goldsmith

9.0 PROGRESS REPORT

To receive the following items and to discuss and agree any subsequent actions to be taken

- 9.1** F&GP/20/41.3 Asset register to be updated and brought to next F&GP meeting – **Ongoing**
- 9.2** F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – **Ongoing**
- 9.3** F&GP/20/60.12 Playground temporary laminated signage to include hard backing and then to be assessed - **Ongoing**
- 9.4** F&GP/20/69.10 Three-year business plan compilation deferred until spring 2021 and to budget working party – **Ongoing**
- 9.5** F&GP/20/61.4 Scheme to allocate tablets to councillors to be discussed at budget working party– **Ongoing**
- 9.6** F&GP/20/70.3 Project details to be prioritised – **Ongoing**
- 9.7** F&GP/20/71.1 Total fixed assets amount to be amended due to recent installations at end of financial year – **Ongoing**
- 9.8** F&GP/20/71.2 Arrange an all F&GP member working party to discuss issues raised by Cllr Campbell re internal audit – **Ongoing**
- 9.9** F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – **Ongoing**
- 9.10** F&GP/20/69.3 Clerk to seek confirmation that Swimming pool responded to a resident's complaint - **Ongoing**

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1** None at time of publication

11.0 CONFIDENTIAL SESSION (Supporting papers)

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 item 12 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

12.0 STEYNING IN BLOOM

- 12.1** To discuss and agree the arrangement with Steyning in Bloom

DATE OF NEXT MEETING – To Be Confirmed

John Fullbrook,
Clerk to the Parish Council