Steyning Parish Council

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

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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th NOVEMBER 2020 AT 7.30PM
Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 3 (including Cllr S Sullivan)

Meeting commenced: 7:30 pm

MINUTES

		ACTIONS
F&GP/20/44	**APOLOGIES FOR ABSENCE**	
44.1	None	
F&GP/20/45	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
45.1	None	
F&GP/20/46	**QUESTIONS FROM THE FLOOR**	
46.1	None	
F&GP/20/47	**MINUTES OF PREVIOUS MEETING**	
47.1	Cllr Lloyd **proposed,** and Cllr Alexander **seconded** that the draft minutes for the meeting held on 13th October were agreed as a true and fair record of the proceedings. **Agreed**	
F&GP/20/48	**MATTERS ARISING AND ACTIONS**	
48.1	Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group **– Ongoing**	**CLERK**
48.2	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint and check whether a decision has been made for SPC to go to Solicitors for advice -	**Cllr Lloyd** **Ongoing**
48.3	Clerk to ask Business Chamber how funds granted are to be used **– Actioned**	
48.4	Committee to defer Facebook development until it decides there is a suitable time to progress it **- Ongoing**	**CLERK**
48.5	Clerk to provide Community Committee with alternative water supplier - Clerk informed that this was on the agenda for the community meeting on 27th October but the meeting ran out of time before the item was reached – will be on next Community agenda. **Actioned**	

48.6 Clerk and Chair to discuss whether more detail needs to be shown on list **– Actioned**

48.7 Asset register to be updated and brought to next F&GP meeting – **Ongoing** **CLERK**

48.8 Budget working party to meet on 14th October **– Actioned**

48.9 Clerk to ascertain how long hirers who are paying for room hire despite non-attendance will continue with these payments **–** It was noted that one group has informed they are unable to sustain continued payment of donation room-hire. The other group informed that they will be making a decision on this in December. A letter of thanks for their support of the Steyning Centre to be written to both groups. **CLERK**

48.10 Clerk to provide a Cil report at next meeting with dates on which money is to be spent inserted and that it becomes a monthly report**– See item 49.1**

48.11 Playground cleaning procedures to be reviewed by budget working party **– See item 49.5**

48.12 SPC Meetings calendar uploaded to web site **– Actioned**

48.13 Bowls Club Lease proposed amendments to be checked by solicitor – **Actioned**

48.14 Newly reviewed Finance Risk Assessment to be posted on web site – **Actioned and Clerk to check whether the FRA has been uploaded**

48.15 Clerk to produce table of outstanding tasks as well as matters arising for next meeting. **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr Hanson that the outstanding task list be discussed by the Personnel Committee in the first instance and then to take it forward if it is agreed. **Agreed.**

48.16 Nominations for Millennium Awards to be sent to Clerk for next month's meeting – **Actioned**

48.17 Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion **– See item 50.2**

F&GP/20/49 FINANCE MATTERS

49.1 To approve list of payments. Cllr Lloyd **proposed, seconded** by Cllr Alexander to approve the October 2020 list of payments. **Agreed**

49.2 Cllr Lloyd **proposed, seconded** by Cllr Young to agree the F&GP income and expenditure report for October 2020. **Agreed** Clerk to explore to possibility reporting the committed expenditure facility in the account's software and report back to the next meeting **CLERK**

49.3 Report from Cllr Lloyd following the 'All F&GP member budget' working party to consider its recommendations and to discuss and agree any actions as required including end of year 20/21, and draft 21/22 budgets. Cllr Lloyd made a statement concerning the current lock down uncertainties which make it very difficult to make budget plans at this time. The income from the Steyning Centre has a large impact on the budget and with the current lockdown and forced closures of the centre it is almost impossible to consider the budget figures at the present time. Cllr Lloyd **proposed, seconded** by Cllr Alexander to defer the finalising of the budget for 2020-21 until the December meeting of Full Council which will be after the current lockdown is over and further information from central Government and HDC is available. **Agreed** **CLERK**

49.4.1 The SPC CIL report for 2019/20. Cllr Lloyd **proposed, seconded** by Cllr Alexander to receive and agree the SPC CIL report as presented by the Clerk and be uploaded. **Agreed.** **CLERK**

49.4.2	Cllr Campbell requested that the CIL report become monthly and to also include s106 Cllr Campbell **proposed** that the Clerk to directed to provide an updated paper at each monthly meeting of F&FP showing:- 1. - All s106 funds available to the council, subdivided by public authority holding said funds and also showing relevant details of the development from which, the funds were derived 2. - Details of the criteria for applying each s106 funding tranche. 3. - All Community infrastructure Levy funds available to the Council, subdivided by date of receipt by SPC so that in each case the time limit for spending is apparent; and 4. - A summary of the criteria for applying the CIL funds	**CLERK**
49.4.3	Cllr Northam **proposed** an amendment to Cllr Campbell's proposal that the Clerk be directed to provide an updated paper being reported quarterly to a meeting of F&FP showing (the same details as above). The motion was not seconded. It was noted that the decision was made at the last F&GP Meeting that the report would be produced monthly. Cllr Goldsmith **seconded** Cllr Campbells proposal. **Agreed**	
49.5	Playground opening. To discuss ongoing arrangement whereby Caretakers have been cleansing SPC playgrounds twice a day during the Covid crisis. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the cleansing of the playground equipment of twice a day ceases with immediate effect subject to the Clerk producing a temporary information sign in the first instance and getting costs for a more permanent sign to be reported at the next meeting. **Agreed**	***CLERK*** ***CLERK***
49.6	To discuss payment of outstanding invoice for Mr James Corrigan and to agree to delegate the personnel Committee to make a recommendation to F&GP as to the need for any ongoing personnel consultancy support. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the agreed 30 hours of work should be paid. **Agreed.** Clerk to talk to Mr Corrigan to gain clarity on the invoice and on the whereabouts of the second report and if it has been received and to report to next meeting.	***CLERK*** ***CLERK***
F&GP/20/50	**GOVERNANCE ITEMS**	
50.1	To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the bowls Club lease is signed subject to the following amendments :- 1. that a change be made at 3.31 and amended to read –'maintain the exterior of the building' 2. that there is a provision for the Club to maintain the inside and the top of the hedgerow on all 4 sides plus the outer face which faces Mill Road. 3. The liability be limited to the assets of the Club. **Agreed.**	***CLERK***
50.2	To discuss that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions subject to any recommendations from the personnel Committee as to the need for any on-going personnel consultancy support. Cllr Lloyd **proposed, seconded** by Cllr Young that the decision of the need for ongoing personal consultancy support is delegated to the Personnel Committee. **Agreed**	***CLERK***
50.3	To discuss the forming of a working party to develop a 3-year business plan, taking into consideration the effect on the Council's finances if the Covid pandemic continues into the new financial year. Cllr Lloyd suggested that this be deferred to the Spring as long as there are no obligations with the Auditor to do the business plan at this time. Cllr Campbell **proposed, seconded** by Cllr Alexander that it is referred to the budget working party. **Agreed.**	***CLERK***

F&GP/20/51 FREEDOM OF INFORMATION REQUESTS

51.1 The Clerk updated there are currently three FOI / SAR requests. Two are review requests. The FOI panel had been requested to convene to assist with two of these. There is a new FOI request relating to details regarding Allotment finances.

51.2 To discuss a motion from Cllr Campbell regarding FOI information for publication. ***CLERK***
Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Committee to discuss and approve a recommendation to Full Council that the Clerk shall be directed by Full Council that information given in response to an FOI or EIR request must be uploaded to the SPC register of requests and answers maintained on the SPC Website as soon as practicable after any response is given.
Agreed

F&GP/20/52 INFORMATION/CORRESPONDENCE ITEMS

52.3 None for this meeting

F&GP/20/53 CONFIDENTIAL SESSION

53.1 Cllr Lloyd **proposed, seconded by** Cllr Northam 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 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain**. Agreed**

F&GP/20/54 MILLENNIUM AWARD

54.1 To discuss nominations for the Annual SPC Millennium awards. Due to the nominations received Cllrs Alexander and Northam declared personal interests and left the meeting. There were nominations for 2 groups and one individual. Following a brief discussion Cllr Lloyd **proposed seconded** by Cllr Norcross to award a certificate/s to the successful nominee/s and it is hoped to be able to award this at the next full council meeting**. Agreed.** ***CLERK***

F&GP/20/55 DATE OF NEXT MEETING – 8th December 2020 @7.30pm.

The Chair closed the meeting at 9.39 pm

Signed ……………………………………………………. Date 8th December 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting
Video - **https://archive.org/details/2020-11-10-steyning-parish-council-f-gp-meeting-offical-copy**