

Steyning Parish Council



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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 8th DECEMBER 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: 0

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/56 56.1	APOLOGIES FOR ABSENCE None	
F&GP/20/57 57.1	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Campbell declared a potential personal interest in agenda item 6.4	
F&GP/20/58 58.1	QUESTIONS FROM THE FLOOR None	
F&GP/20/59 59.1	MINUTES OF PREVIOUS MEETING Cllr Campbell was concerned to discuss two items (48.2 and 48.14) before agreement of the 10 th November F&GP draft minutes could take place. The Chair asked the Clerk to check the recording of the meeting to see if further clarity required. Cllr Lloyd proposed , and Cllr Alexander seconded to defer the agreement of the draft minutes to the next meeting. Agreed	CLERK
F&GP/20/60 60.1	MATTERS ARISING AND ACTIONS Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – Ongoing	CLERK
60.2	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 – Ongoing	Cllr Lloyd / CLERK
60.3	Committee to defer Facebook development until it decides there is a suitable time to progress it - Ongoing	CLERK
60.4	Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK

60.5	A letter of thanks to be written to both groups who were paying room hire despite non-attendance - Actioned but not sent	
60.6	Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing	CLERK
60.7	Clerk to explore within accounts software package to see if committed expenditure can be better presented – The Clerk updated that it was possible to enhance the accounts package by enabling the 'purchase ledger' section, but that there would be an additional burden on the office in terms of time required to facilitate the ability to report on committed expenditure. Clerk to take to Working practices group with a comprehensive briefing paper so a recommendation can be brought back to F&GP.	CLERK
60.8	Finalising of budget details to be deferred to December Full Council meeting – See item 61.6	
60.9	The SPC Cil report for 2019/20 to be posted onto the web site - Actioned	
60.10	Subsequent Cil accounts to be reported monthly - See agenda item 6.7 – (Not discussed)	
60.11	Playground opening information sign details to be distributed for comment - Actioned	
60.12	Playground sign costs to be reported at next meeting. The Clerk reported If SPC were to have more robust signs in place, the cost likely to be £466.00, as per previous playground signage works. Cllr Young suggested putting a hard backing on the laminated signs produced by the office and subsequently their effectiveness could be assessed to see if Council should still consider a more expensive option to cover a short-term requirement.	CLERK
60.13	James Corrigan ongoing consultancy support to be discussed by personnel committee – Actioned – The Clerk updated that personnel committee's recommendations to be reported to Full Council	
60.14	James Corrigan invoice clarity sought by Clerk. The Clerk updated he had spoken with James but is yet to receive the recalculated invoice SPC required	CLERK
60.15	Bowls club lease amendments implemented and then Lease signed. The Clerk updated he had taken the final agreed amendments from the November meeting to both Bowls club and the solicitors. The solicitors had subsequently amended the Leases and have sent back hard copies, and these have been picked up by a club representative for signing by their trustees – The final signing to be completed in the presence of (witnessed by) the Clerk and two councillors at the end of this week (11 th December) or if not, the next.	
60.16	Decision on HR services consultancy support to be discussed by personnel committee - No decision made as yet at Personnel Committee, but the details of ongoing discussions are noted within the draft minutes of this committee dated 7 th December with recommendations to be agreed at Full Council in due course.	
60.17	Cllr Campbell raised a query regards item 2 of the SPC financial risk assessment and asked that the inspections by a councillor for internal control ought to be more rigorously observed. The clerk to work with Cllr Lloyd as chair of F&GP to bring more evidence to the next F&GP meeting of this process .	CLERK
60.18	Three-year business plan compilation deferred until spring 2021 and to budget working party - Ongoing	CLERK
60.19	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Ongoing	CLERK
60.20	Millennium award certificates to be awarded at December Full Council – Actioned	
60.21	Cllr Goldsmith raised a query to better distribute the BACS payment signage lists once again.	D. CLERK

F&GP/20/61	FINANCE MATTERS	
61.1	List of payments. The Clerk to ask the internal auditors their advice regards the current financial arrangement with the Steyning in Bloom group. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the November 2020 list of payments. Agreed	CLERK
61.2	Cllr Lloyd proposed, seconded by Cllr Goldsmith to agree that the F&GP income and expenditure report for November 2020 be deferred to the January meeting. Agreed	CLERK
61.3	NHS Mass vaccination centre provision. The clerk updated that the HDC emergency planning officer had no further news regarding the Steyning Centre possibly becoming a mass vaccination provision resource. The NHS is currently reviewing the mass capacity and demand model for Sussex and early indications show that it is unlikely they will need further sites before the middle of January. The Clerk to continue to correspond with both HDC and the NHS and especially regards possible remuneration and to inform councillors with further news.	CLERK
61.4	Possible introduction of a scheme to allocate tablets/laptops to councillors. Cllr Campbell had put forward a motion but withdrew it on the basis that paperless working would not be introduced until the decision of 20 th July'20 concerning the provision of hardware and training had been implemented. This item to be discussed further at the next budget working party.	CLERK
61.5	Proposed projects list for 21/22 and to prioritise or discard options as per supporting papers. Cllr Lloyd suggested that as the Saxon room windows renewal could wait, and that this item Be removed from the list. Cllr Hanson suggested that committee room redecoration at the Steyning Centre was a priority. Cllrs Goldsmith and Hanson spoke in support of the Christmas lights project. Cllr Campbell suggested that the second phase of LED project should be low priority unless we have designated grant funds and also spoke in favour of the allotment water supply project. Cllr Young enquired about the status of CCTV installation. Further discussion to take place at the budget working party then at next F&GP committee.	CLERK
61.6	Committee discussed the SPC 2021/22 budget as per updated supporting papers supplied by the Clerk. Notably Youth service provision funding, swimming pool grant, general grants, street cleaning, allotment income and perhaps including a line to improve the SPC reserves position. The committee also considered an option to increase the precept by 2.5%. Cllr Lloyd proposed that he and the clerk looked to provide for the next meeting as well as the current 'worst case scenario', to drop the other 'best case' option currently presented and instead to include a second budget list showing details based upon a £2.5 % Precept increase.	CLERK
F&GP/20/62	STAFFING MATTERS	
62.1	Cllr Lloyd proposed, seconded by Cllr Hanson that the recommendation from the Personnel Committee to increase the Admin Assistants hourly rate by 2.75% and to agree backdating this to April 2020. Agreed, 6 For, 2 abstained. Cllr Campbell abstained as he had suggested a larger increase in line with a living wage. Personnel committee to consider this.	CLERK CLERK
F&GP/20/63	GOVERNANCE ITEMS	
63.1	There was no time to discuss internal and external audit letters so these to be dealt with at a future meeting. There was no need for an EOM.	CLERK
F&GP/20/64	DATE OF NEXT MEETING – 12th January 2021 @7.30pm.	
	The Chair closed the meeting at 10.01 pm	

Signed Date 12th January 2021

Here is the link to the video recording of this meeting:-

<https://archive.org/details/2020-12.08-steyning-parish-council-f-gp-meeting-offical-copy>