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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JANUARY 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: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/65 APOLOGIES FOR ABSENCE

65.1 None

F&GP/20/66 DECLARATIONS OF INTEREST AND DISPENSATIONS

66.1 None

F&GP/20/67 QUESTIONS FROM THE FLOOR

67.1 None

F&GP/20/68 MINUTES OF PREVIOUS MEETING

68.1.1 10th November Minutes approval. Cllr Campbell **proposed**, and Cllr Hanson **seconded** to agree to amend item 48.14 to include 'Clerk to check whether the F.R.A has been uploaded and to report back'. **Agreed** **CLERK**

68.1.2 Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the 10th November minutes {including the amendment at item 48.14} as a true and fair record. **Agreed**

68.2 8th December 2020 Minutes approval. Cllr Campbell **proposed, Seconded** by Cllr Goldsmith to amend item 60.5. **Not Agreed, 2 For, 5 Against.** Cllr Lloyd **proposed, seconded** by Cllr Hanson that item 60.5 be amended to say, 'that the letter was actioned but not sent'. **Agreed 5 For 3 Abstained (SN,PC,RG).** Cllr Lloyd **proposed, seconded** by Cllr Northam that the 8th December 2020 minutes be approved as a true and fair record. **Agreed** **CLERK**

F&GP/20/69 MATTERS ARISING AND ACTIONS

69.1 Clerk to bring back November 10th draft F&GP Minutes for agreement and to check issues raised - **Actioned**

69.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – The Clerk updated there was a W.P. group meeting on the 25th January to discuss this matter. **CLERK**

69.3	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 (Also discussed under item 73.1)	Cllr Lloyd / CLERK
69.4	Assets register to be updated and brought to next F&GP meeting – Ongoing	CLERK
69.5	Clerk's outstanding list of actions to be discussed at personnel committee - Ongoing	CLERK
69.6	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 – Ongoing – to be discussed on 25th January meeting.	CLERK
69.7	Playground temporary laminated signage to include hard backing and then to be assessed – Actioned / Ongoing – The Clerk to explore what HDC are putting on their Playground sites	CLERK
69.8	James Corrigan invoice clarity sought by Clerk – Clerk updated that he had received another invoice but that he needed to speak with Mr Corrigan once again to clarify further details. Cllr Campbell suggested that the Clerk had commissioned a third report from Mr Corrigan and that it be circulated. The Clerk said he had not received nor commissioned this report. However, the report would be circulated from Councillors who had received it.	CLERK Cllrs
69.9	Internal controls as specified by financial risk assessment {F.R.A} more rigorously observed – Actioned. Clerk to check on the relaxation of signatory requirements for financial items	CLERK
69.10	Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing	CLERK
69.11	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Actioned	
69.12	BACS payment distribution list extended once again - Actioned	
69.13	Clerk to ask advice regards current arrangement with Steyning in Bloom – Actioned , but to be further discussed in confidential session at next F&GP Meeting	CLERK
69.14	Clerk to continue to correspond with HDC regards Mass Vaccination Centre provision, especially regards remuneration - Actioned	
69.15	Scheme to allocate tablets to councillors to be discussed at budget working party – Ongoing	CLERK
69.16	Further discussion required regards proposed projects listing- See item 70.3.3	
69.17	Staff pay rise to be actioned and backdated - Actioned	
69.18	Personnel committee to consider staff's income to that which is in line with 'living wage' – See item 73.3	
69.19	Internal and External Audit letters to be discussed at future meeting – See item 71	
F&GP/20/70	FINANCE MATTERS	
70.1	List of payments. Cllr Lloyd proposed, seconded by Cllr Northam to approve the December 2020 list of payments. Agreed	
70.2.1	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for November 2020. Agreed Clerk to ask finance package company whether monthly income and expenditure figures against each code can be shown once again – to be discussed at working practices group	CLERK

70.2.2	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for December 2020. Agreed	CLERK
70.3.1	Committee discussed the Budget supporting papers provided for the next financial year 2021/22. Two final options for either a 2.5% Precept rise, or a 0% rise were considered. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees the budget for the year starting 1 st April 2021 to the 31 st March 2022 in accordance with the 'worst case budget' as itemised by the Clerk which is a 0% Precept increase from last year. Agreed.	
70.3.2	Cllr Lloyd proposed, seconded by Cllr Hanson to recommend this to Full Council as the SPC Budget for 2021/2022. Agreed	CLERK
70.3.3	Project details in terms of their scope and cost and priority to be discussed over the next couple of months	CLERK
F&GP/20/71	GOVERNANCE ITEMS	
71.1	To receive the external auditors signed 'External Auditor Report and Certificate 2018/2019'. Cllr Lloyd proposed, seconded by Cllr Hanson to receive the signed 2018/19 external auditors report and take note of the Box 9 section 2 of the annual governance and accountability return and increase our total fixed assets accordingly. Agreed 7 For, 1 Abstained {RG}	CLERK
71.2	To approve the interim Internal Audit letter dated October 2020. One action was raised by the internal auditor within the letter – that of a need to increase the SPC insurance fidelity cover and the Clerk reported this had already been actioned. Cllr Campbell had raised 16 additional questions. Cllr Lloyd proposed, seconded by Cllr Norcross that an all member working party convene before the February Full Council Meeting to discuss the interim internal audit letter and the queries that have been raised by members. Agreed	CLERK
71.3	Committee received the December monthly 2020/21 Cil report. Clerk to establish further details relating to 'allocations' within the small table at the end of Appendix 2	CLERK
F&GP/20/72	DATA PROTECTION AND FREEDOM OF INFORMATION	
72.1	The Clerk updated on a recent F.O.I. request dated 26 th October whereby the requester asked for information relating to the SPC allotment and open space sites. The response had been sent and uploaded onto the SPC web site. The Clerk also informed committee that there were two outstanding review requests to be completed. The Clerk was asked to supply more information regards correspondence to allotment plot holders and that this could be undertaken within the 'monthly allotment report'.	CLERK CLERK
F&GP/20/73	REQUESTED MOTIONS	
73.1	Committee discussed the 'Steyning swimming pool agreement with HDC', and whether to pursue legal advice to determine if SPC should continue to subsidise the installation as per the agreement. Cllr Campbell proposed, seconded by Cllr Goldsmith that this committee charges the Clerk with obtaining legal advice on SPC's contractual payment obligations concerning the swimming pool, taking into account all facts and matters raised in the draft letter of 16 March 2020 prepared by Councillor Campbell, but set £500 as a limit to the cost of obtaining this advice. Agreed – 4 For {TL, RG, PC, DH}, 4 Against {JN, SA, CY, SN} . Agreed on the casting vote of the Chairman	CLERK
73.2	The committee discussed the possibility of establishing an SPC financial reserves policy. The Motion discussed – 'That SPC shall establish and publish its reserves policy using the SLCC precedent as its starting point. It shall also publish for each of its F and GP meetings a statement showing what reserves it holds to include separate particulars for General, Earmarked and Ring-fenced". Cllr Lloyd proposed, seconded by Cllr Young that the SPC working practices group should in the first instance discuss whether to establish a Reserves policy. Agreed	CLERK

73.3 This committee discussed staffing pay rates. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Personnel Committee is delegated to discuss and report back to F &GP with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved by particular reference to the rates of pay of its employees and pay rises needed to achieve that”. **Agreed** **CLERK**

F&GP/20/74 **INFORMATION/CORRESPONDENCE ITEMS**
74.1 Committee discussed whether it was possible to provide a link under correspondence items on the Minutes to link to the News pages on the Web site. Therefore, the Links are provided here: **CLERK**
<https://www.steyningpc.gov.uk/news/> and <https://www.steyningpc.gov.uk/covid-19/>

F&GP/20/75 **DATE OF NEXT MEETING – 9th February 2021 @7.30pm.**

The Chair closed the meeting at 9.15 pm

Signed Date 9th February 2021

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

<https://archive.org/details/2020.01.12-steyning-parish-council-f-gp-meeting-offical-copy>