

Published 8th April 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 13TH APRIL 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 9th February 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/20/80.1** £250 grant paid to Steypning and district partnership - **Actioned**
- 5.2 F&GP/20/81.8** Monthly signatory requirements for finance and Minutes to be progressed – **Actioned/Ongoing**
- 5.3 F&GP/20/81.10** Clerk to send out Nominal Ledger report after next 'End of Month' reconciliation - **Actioned**
- 5.4 F&GP/20/82.2** Clerk to pay J. Corrigan invoice - **Actioned**
- 5.5 F&GP/20/82.5** Clerk to send out advice from solicitor and bring back Swimming Pool item to next meeting - **Actioned**
- 5.6 F&GP/20/83.1** Clerk to convene FOI panel and review FOI Case - **Actioned**
- 5.7 F&GP/20/84.1.2** Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced - **Update**
- 5.8 F&GP/20/85.4** Three – Year Business Plan compilation taken to budget working party – **Actioned /See item 6.5**
- 5.9 F&GP/20/85.5** Scheme to allocate tablets to Cllrs to be discussed at Budget working party – **Actioned/See item 6.5**
- 5.10 F&GP/20/85.6** Project details to be prioritised at budget working party – **Actioned/See item 6.5**
- 5.11 F&GP/20/85.8** Arrange working party meeting to discuss internal audit letter questions – **See item 6.12**
- 5.12 F&GP/20/69.3** Clerk to seek confirmation that Swimming pool responded to a resident's complaint - **Actioned**
- 5.13 F&GP/20/88.1** Steypning in Bloom informed as to new finance arrangement - **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 February and March 2021
- 6.2** To agree F&GP Income & Expenditure reports for February and March 2021
- 6.3** Report from Clerk regards overall end of year 2020/21 Finance Figures.
- 6.4** To discuss and agree proposed Earmarked reserves for the year 2021/22
- 6.5** To discuss and agree the recommendations from the recently convened Budget Working Party
- 6.6** To receive the monthly 2020/21 Cil report
- 6.7** To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning Swimming Pool
- 6.8** To discuss and agree what actions need to be taken following Mr Picking's decision not to continue to open and close the High Street Toilets from 30th April on a daily basis.
- 6.9** To discuss and agree contractors pay increase request & possible variation to the Street Cleaning/ Bin Contract.
- 6.10** To discuss and agree a reduction from three to two cleans per day of the High Street Toilets – saving approx. £10 per day / £300 per month as restrictions ease.
- 6.11** To discuss and agree the payment and affiliation to the WSALC / NALC service providers
- 6.12** To discuss and agree acceptance of the Internal Audit letter
- 6.13** To discuss and agree the arrangements and possible purchase of Steyning High Street Christmas decorations
- 6.14** To discuss and agree request for Grant from Steyning Community Orchard as per supporting papers
- 6.15** To discuss and agree support and request for financial assistance for a group planning the Queens Jubilee celebrations / Street Party.

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 any potential financial matters arising from the JPYC committee meeting on the 8th of February '21 in regard to the change of venue and the amount of Steyning residents using the service – Cllr Goldsmith
- 8.2** To discuss and agree whether SPC should have a representative on the Steyning and District partnership – 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 back to 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/20/81.3 Resident's option to remain anonymous when posing questions to be discussed at Full Council - **Ongoing**
- 9.5** F&GP/20/71.1 Total fixed assets amount to be amended due to recent installations at end of financial year – **Ongoing**
- 9.6** F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies - **Ongoing**
- 9.7** F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – **Actioned / Ongoing**

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1** Notification of SPC 'End of Year' Financial closedown – end of May, and Internal Audit in June.
- 10.2** Horsham District Community Climate Fund – applications now invited for the next round of funding

11.0 DATE OF NEXT MEETING – 15th June 2021

John Fullbrook,
Clerk to the Parish Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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