



The Steyning Centre, Fletchers Croft, Steyning
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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9TH FEBRUARY 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

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/20/76 APOLOGIES FOR ABSENCE

76.1 Apologies were received from Cllr Trundle and Cllr Northam who would arrive late (he arrived at 8.10pm)

F&GP/20/77 DECLARATIONS OF INTEREST AND DISPENSATIONS

77.1 None

F&GP/20/78 QUESTIONS FROM THE FLOOR

78.1 Mr Russell Barnes stated that he is hoping to speak to item 81.3. Cllr Lloyd agreed to this.

F&GP/20/79 MINUTES OF PREVIOUS MEETING

79.1 Cllr Lloyd **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 12th January 2021 be agreed as a true and fair record of the meeting . **Agreed**

F&GP/20/80 FINANCE MATTERS – This item was brought forward at this point

80.1 To discuss and agree a request for a grant application from the Steyning and District Partnership for £250. Russell Barnes gave an overview of the application for a grant seeking a contribution towards the first phase of an awareness campaign to promote Steyning as a tourist destination. The initial expense will be for a flyer which will highlight Steyning's best features such as shops, food and drink outlets, accommodation and visitor attractions. The flyers will be sent out to coach companies, tourist information centre and be available to local residents. Russell stated that Cllrs were welcome to attend the visitor and tourist zoom meetings. Cllr Alexander **proposed, seconded** by Cllr Goldsmith that a grant of £250 be given to the Partnership Group. **Agreed**

CLERK

F&GP/20/81 MATTERS ARISING AND ACTIONS.

81.1 F&GP/20/68.1 Clerk to amend 10th November Minutes – **Actioned**

81.2 F&GP/20/68.2 Clerk to amend 8th December Minutes – **Actioned**

81.3 F&GP/20/60.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Actioned**. To be discussed at Full Council **CLERK**

81.4	F&GP/20/73.1 To investigate SPC's contractual payment obligations concerning the Swimming pool – See item 82.5	
81.5	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 – The Clerk updated that Working Practices WP had discussed the issue and he read out the recommendation from that meeting: <i>'Members felt the current I&E monthly accounts acceptable and informative as they clearly show the annual budget and the performance against the budget. They deemed the idea a 'nice to have' rather than a necessity and agreed to recommend they could not justify the additional cost required to offset the provision of a more accurate 'committed expenditure feature'.</i>	
81.6	F&GP/20/60.14 James Corrigan invoice clarity sought by Clerk – Actioned/ See item 82.3	
81.7	F&GP/20/69.8 James Corrigan 'Duty of Care' report circulated – Actioned	
81.8	F&GP/20/60.18 Relaxation of signatory requirements – The Clerk updated that the Internal Auditor had given the following advice: <i>'A lot of councils are stating in the minutes the documents are properly agreed and that signing will take place at a convenient time.'</i> The Chairman of each SPC committee has been asked to sign the agreed minutes as and when they are passing or collecting supporting papers from the Parish offices. This is currently working well in most cases. The monthly finance reconciliation is also up to date and other face to face checks will be carried out as soon as restrictions allow. Cllr Lloyd proposed, seconded by Cllr Alexander that the documents are properly agreed and that signing of documents will take place at a convenient time. Agreed (TL,SA,CY,DH,PC,JN) 1 abstention (RG).	CLERK/ Chairs
81.9	F&GP/20/69.13 Current arrangement with Steyning in Bloom to be discussed following advice from auditor– See item 88.1	
81.10	F&GP/20/69.1 Clerk to check if monthly cash flow totals can be displayed against each code – The Clerk updated he had discussed the option with the software provider, but there is no simple way to sort out the issue using the software. The Clerk suggested that a nominal ledger can be sent out although it is a very long document, and it was agreed the Clerk would send out the nominal ledger as a sample of this following the next bank reconciliation.	CLERK
81.11	F&GP/20/70.3 Budget recommendation taken to Full Council for approval – Actioned	
81.12	F&GP/20/71.3 S106 allocations explained – See item 82.3	
81.13	F&GP/20/72.1 Clerk informed that there were two outstanding FOI review requests– item 83.1	
81.14	F&GP/20/73.3 Personnel Committee to discuss whether SPC becomes an 'accredited living wage employer' – The Clerk updated this was discussed at Personnel committee with its recommendation going to Full Council.	
81.15	F&GP/20/74.1 Clerk asked to include links to web site information pages within minutes information items – Actioned	
F&GP/20/82	FINANCE MATTERS	
82.1	To approve list of payments for January 2021. Cllr Lloyd proposed, seconded by Cllr Alexander that the list of payments for January 2021 be approved. Agreed <i>Cllr Northam arrived. 8.10pm</i>	
82.2	Cllr Lloyd proposed, seconded by Cllr Hanson to agree the income and expenditure reports for January 2021. Agreed	

82.3	To discuss and agree payment of James Corrigan invoice following recommendation from Personnel committee. The final invoice for James Corrigan was discussed by the personnel committee and recommended to F&GP for payment in full. The Clerk gave background and explanation for the invoices received from James Corrigan and the hours that had been agreed for payment. Following a long discussion, it was agreed to pay the invoice providing that it is only for the 40 hours of work that was agreed.	CLERK
82.3	To receive the monthly 2020/21 Cil report. The Clerk gave information which was received from HDC as to the terminology of the box on the bottom of the CIL report: Potential – projects that for whatever reason have not been completed but where S106 monies have been calculated and were to be sent if the projects were to be completed. Collected – All S106 monies collected from construction projects. Spent – That amount which has been spent from that which has been collected. Available – That amount which is not yet been spent from monies collected. Allocated – Money earmarked for certain community projects but as yet unspent. Cllrs found the HDC terminology difficult to understand. The Clerk was requested to ask HDC if they are able to give more detail of the allocated funds and whether it is spent or still pending.	CLERK
82.5	To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning swimming pool. The Clerk read out the advice from the solicitor. The Clerk asked to send the email advice from the solicitor to Cllrs. Cllr Lloyd suggested the item come back to next meeting to discuss how to move forward as far as any management committee is concerned and if any possible rebates should be sought.	CLERK
F&GP/20/83	DATA PROTECTION AND FREEDOM OF INFORMATION	
83.1	The Clerk informed that there are 3 outstanding review requests at present and that it was hoped that all of these can be responded to by the end of the month. The ICO had asked the Clerk to review and reconsider one of the responses to a request made.	CLERK/ Review FOI panel
F&GP/20/84	REQUESTED MOTIONS	
84.1.1	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	
84.1.2	Following a long discussion on the issue of graffiti and the possibility of a diminished service from HDC on removing graffiti from public and private property. Cllr Goldsmith proposed, seconded by Cllr Campbell that SPC should liaise with HALC with a view to exert such pressure as it can to ensure that the graffiti removal service is maintained and/or enhanced in the rural communities. Agreed. Cllr Lloyd stated that he is also happy to support this from within HDC as a District Councillor.	CLERK
F&GP/20/85	PROGRESS REPORT	
85.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
85.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing. The next meeting is planned for 24 th February.	CLERK
85.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – Ongoing. Most of the signage back boards have now been painted black as per suggested to make them look a little more professional. Deputy Clerk has been contacting HDC to determine where they sourced their signs, so that some could be obtained but there has been no response. Cllr Lloyd offered to assist with this to get a response as from HDC.	D Clerk/ Cllr Lloyd
85.4	F&GP/20/69.10 - Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing – To be discussed at the 11 th March working party – Clerk to send the existing business plan out to committee members.	CLERK

85.5	F&GP/20/61.4 - Scheme to allocate tablets to councillors to be discussed at budget working party– Ongoing – To be discussed at the working party on 11 th March. – It may be possible to earmark funds to outstanding projects if there is an underspend in the budget to allow for this.	CLERK
85.6	F&GP/20/70.3 - Project details to be prioritised – Ongoing – To be discussed at the 11 th March meeting and to make recommendations to the full council.	CLERK
85.7	F&GP/20/71.1 - Total fixed assets amount to be amended due to recent installations at end of financial year – Ongoing – the Clerk informed that this process can only be carried out at the end of the financial year.	CLERK
85.8	F&GP/20/71.2 - Arrange an all F&GP member working party to discuss issues raised by Cllr Campbell re internal audit – Ongoing – To be discussed at the 11 th March working party.	CLERK
85.9	F&GP/20/73.2- SPC to investigate possibly establishing a Financial Reserves Policy – Ongoing - This item to be added to the 11 th March working party meeting if time allows.	CLERK
85.10	F&GP/20/69.3- Clerk to seek confirmation that Swimming pool responded to a resident's complaint – Ongoing - Clerk to contact Steyning Leisure Centre to enquire if they have responded to the resident's complaint.	CLERK
F&GP/20/86	INFORMATION/CORRESPONDENCE ITEMS	
86.1	Horsham District Council have sent information concerning grants that are available to businesses for losses incurred during the Covid 19 Pandemic. The Clerk informed that the Office have applied for 2 such grants amounting to £12,000 and have been notified that these have been successful. A third grant has been applied for and the result is awaited.	
F&GP/20/87	CONFIDENTIAL SESSION	
87.1	Following a short discussion, Cllrs agreed that a confidential session was not required for the following item.	
F&GP/20/88	STEYNING IN BLOOM	
88.1	To discuss and agree the arrangement with Steyning in Bloom The advice received from the internal auditor concerning the grant arrangement that has been in place since 2017 with the Steyning in Bloom group, and subsequently agreed by the Council each year since 2017, was sent out to all committee members, and discussed. Several other options were also discussed. Cllr Lloyd proposed, seconded by Cllr Alexander that the council resolve that a donation will not be accepted from Steyning In Bloom next year, but the council will offer at their choice a grant of £1500 or flowers to the same amount. Cllr Lloyd amended the proposal, to give a grant of £2,000.00 to Steyning In Bloom as a one-off payment for this year, which will be discussed again for next year, and that the donation from Steyning in Bloom, which has been received in previous years, will not be accepted. This was seconded by Cllr Campbell. Agreed	CLERK
F&GP/20/89	DATE OF NEXT MEETING – 13th April 2021 @7.30pm.	
	The Chair closed the meeting at 9.42pm	

Signed Date 13th April 2021

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

<https://archive.org/details/2021-02-09-steyning-parish-council-f-gp-committee-offical-copy>