

Published 10th June 2021

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Northam, Lloyd, Campbell, Goldsmith, Norcross, S. Alexander, Young, Trundle and G. Sullivan.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 15th JUNE 2021 AT 7.30 PM IN THE STEYPING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BUT SPACE IS LIMITED SO WE ASK THAT THOSE WISHING TO ATTEND, PLEASE INFORM THE PARISH OFFICE IN ADVANCE OF THE BEGINNING OF THE MEETING

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.

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 relevant to items on the agenda or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 14th June 2021.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 22nd April 2021 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS**
These items to be taken as read
 - 5.1** F&GP/20/41.3 Asset register to be updated and brought back to F&GP meeting – **See item 6.8**
 - 5.2** F&GP/20/71.1 Total fixed assets amount to be amended due to recent installations at end of financial year – **Actioned**
 - 5.3** F&GP/20/96.5 Clerk to distribute amended copy of Business plan – **Actioned / See item 6.10**
 - 5.4** F&GP/20/96.5 Recommendations from Budget working party be put back to a future meeting – **See item 6.5**
 - 5.5** F&GP/20/96.8 Clerk's office to employ a resident to open and close toilet block at times agreed - **Actioned**
 - 5.6** F&GP/20/96.9 Note of thanks passed to street cleaner from Clerk's office & extra payment made - **Actioned**
 - 5.7** F&GP/20/96.10 Monthly payment amendment made to contract for street cleaner - **Actioned**
 - 5.8** F&GP/20/96.12 High Street toilet cleaning cover to remain at three times per day for now - **Actioned**
 - 5.9** F&GP/20/96.13 WSALC/NALC affiliation and payment to be taken to Full Council and agreed - **Actioned**
 - 5.10** F&GP/20/96.16 SCO grant payment made - **Actioned**
 - 5.11** F&GP/20/97.1 FOI Response to resident uploaded to web site - **Actioned**
 - 5.12** F&GP/20/100.1 End of Year audit to be undertaken on 4th June. Chair of F&GP invited – **See item 6.7**
 - 5.13** F&GP/20/85.6 HDC Community Climate Fund letter of intent taken to Full Council - **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve list of payments for April and May 2021
 - 6.2** To agree F&GP Income & Expenditure reports for April and May 2021
 - 6.3** Update 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 acceptance of the Internal Audit letter - June 2021
- 6.8 To discuss and agree the 2021 Steyning Parish Council Asset Register
- 6.9 To discuss and agree request for Grant from Steyning and District Partnership for Food Festival
- 6.10 To discuss the first draft of the Steyning Parish Council Business Plan and agree any further inclusions or amendments to be undertaken, so that a final draft can be brought back to a future meeting.
- 6.11 To discuss and agree whether SPC continue to pay for Street cleaner insurance cover
- 6.12 To discuss and agree to change the SPC Bank signatory mandate listing to Chair and Vice Chair of the Council and Chairs of SPC Committees.
- 6.13 To receive notification that the SPC Emergency Reserves (£80,000) are to be moved from a non-interest account to a savings account allowing for accumulative interest to be received.
- 6.14 To discuss and agree whether SPC once again considers CCTV renewal and improvements.
- 6.15 To discuss and agree via recommendation from Planning and Premises committee to donate to SAFeR for £120 for the existing Steyning Centre defibrillator to be relocated from Reception area to external wall by Steyning Centre entrance so allowing it to be more available if needs be.
- 6.16 To discuss and agree request from SAFeR for £250 to assist with Hall hire cost of the Steyning Centre.

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 From Cllr Campbell - SPC earmarks a budget of £1,500 for the current year for expenditure on Abbey Road Village Green environmental enhancement and maintenance projects, in the expectation that future annual budgets will be the same or greater.

9.0 PROGRESS REPORT

To receive the following items and to discuss and agree any subsequent actions to be taken

- 9.1 F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced - **Update**
- 9.2 F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – **Ongoing**
- 9.3 F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies - **Ongoing**
- 9.4 F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – to be taken to Working party – **Ongoing**
- 9.5 F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes - **Ongoing**
- 9.6 F&GP/20/96.3 Cllr Goldsmith to discuss his perceived issues with 20/21 End of Year figures with F&GP Chair – **Ongoing**
- 9.7 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – **Ongoing**
- 9.8 F&GP/20/96.8 Clerk to bring back cleaning contract and automatic lock options for High St. toilets to F&GP – **Ongoing**
- 9.9 F&GP/20/96.14 Clerk and Cllr Lloyd to respond to issues raised by Cllr Campbell re Internal Audit letter – **Ongoing**
- 9.10 F&GP/20/96.15 High Street Christmas lights to be discussed by all member working party – **Ongoing**
- 9.11 F&GP/20/98.1 Questions for JPYC service providers and their reports brought back to Full Council – **Ongoing**

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 Nothing at time of publication

11.0 DATE OF NEXT MEETING – 13th July 2021

John Fullbrook,
Clerk to the Parish Council



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