
MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th OCTOBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Norcross, Campbell, G. Sullivan, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 2 {including Cllr S. Sullivan}

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/21/12 APOLOGIES FOR ABSENCE

12.1 Apologies received from Cllrs Lloyd and Young.

F&GP/21/13 DECLARATIONS OF INTEREST AND DISPENSATIONS

13.1 None

F&GP/21/14 QUESTIONS FROM THE FLOOR

14.1 None received

F&GP/21/15 MINUTES OF PREVIOUS MEETING

15.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander that the minutes of the meeting held on 15th June 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/16 MATTERS ARISING AND ACTIONS – These were taken as read as per agenda

16.1 Report back from 29th June Working Party regarding proposed financial plan – **Actioned**

16.2 Remove Bowling Pavilion from Asset Register – **Actioned**

16.3 Grant of £250.00 to Steyping and District Partnership for Food Festival – **Actioned**.

16.4 Business Plan taken to working party 29th June for further discussion – **Actioned/See item 19.1**

16.5 SPC to pay Street Cleaner top up Insurance cover – **Actioned**

16.6 Asset Register as per agreed to be published – **Actioned**

16.7 Circulate to Cllrs previous CCTV report by Cllrs Sullivan and Goldsmith - **Actioned**

16.8 Grant of £120 to SAFeR for to assist with relocation of defibrillator costs – **Actioned**

16.9 Clerk to convene FOI panel - **See item 18.1**

16.10 Deal with FOI requests – **See item 18.1**

16.11 Response to Roger Brown re Abbey Road Village Green request for future expenditure – **Actioned**

16.12 SPC to investigate possibly establishing a Financial Reserves Policy, to discuss at Working party – **Actioned / See item 19.1**

16.13	Clerk to bring back cleaning contract and automatic lock options for High St. toilets – Actioned by Planning and Premises Committee	
16.14	High Street Christmas lights to be discussed by all member working party – Actioned / See item 17.5	
16.15	Clerk to see accounts for SAFeR before paying grant of £250 for Hall hire cost assistance - Actioned	
F&GP/21/17	FINANCE MATTERS	
17.1	To approve list of payments. Cllr Goldsmith raised a number of issues requiring the Clerk to find further details. For public information the answers to questions raised follow these minutes as appended. Cllr Northam proposed, seconded by Cllr S. Alexander that the list of payments for June, July and August 2021 be approved, subject to clarification notes to follow. Agreed	CLERK
17.2	I & E Reports. Cllr Northam proposed, seconded by Cllr R. Goldsmith to agree the F&GP income and expenditure reports for June, July and August 2021. Agreed Worthy of note was that the office has successfully applied for a grant of £3,000 from HDC	
17.3	£200/£300 grant application from the Steyning Business Chamber. Cllr S. Alexander proposed, seconded by Cllr Trundle provided the Business Chamber accounts are seen by the Clerk that committee to agree to the request for a £200 grant. Not Agreed 2 For, 3 Against, 2 Abstained. Clerk was asked to obtain accounts and bring back to next meeting	CLERK
17.4	£200 grant application from the Ouse & Adur Rivers Trust. Clerk was asked to send email of apologies, but also request accounts details and bring back to next meeting.	CLERK
17.5	SPC to purchase the Christmas light package. Cllr Northam proposed, seconded by Cllr S. Alexander that committee agrees the design 1 option and proceed {with light package purchase for the Steyning High Street as per supporting papers}. Agreed 3 For, 4 Abstained	CLERK
17.6	Whether SPC once again considers CCTV renewal and improvements. Committee decided to defer the matter directly back to Full Council	CLERK
17.7	Committee received the monthly 2020/21 Cil report for July 2021. Committee decided Cil reports to continue to be put on the agenda each month even if there is nothing to report, which for most of the year would be the case.	
17.8	To reconsider the decision made by the Planning and Premises committee concerning payment of Steyning Centre storage cupboards by group hirers. Committee thought based upon SPC Standing Order 7a that this matter either be considered once more after six months since the original decision at Premises Committee or at Full Council and not to be brought back before this time.	CLERK
17.9	Subsequent to the lifting of Covid restrictions, to discuss whether Caretakers have to wear full PPE equipment when cleaning toilets and that SPC revert to a normal cleaning regime of the public toilets. Committee decided this matter go back to Premises Committee to agree.	CLERK
F&GP/21/18	DATA PROTECTION AND FREEDOM OF INFORMATION	
18.1	The Clerk informed the last F&GP meeting that the ICO had been in touch concerning their need for SPC to reconsider an FOI review from a decision made after a request received in April 2020, but the original FOI panel meeting at the end of July had to be cancelled. The ICO then extended the period to respond in the Clerks absence. The new date for the panel to meet is the 18 th October to discuss this matter. The Clerk also mentioned the fact that some councillors had asked for FOI responses – and it was his intention to reply to those as soon as he possibly can.	CLERK

F&GP/21/19	BUSINESS PLAN	
19.1.1	It was noted that no actions were now required from the working party meeting in June as all those items requiring further processing had in fact moved forward. <i>There was a short break at this point and the meeting reconvened after 3 minutes.</i>	
19.1.2	The Committee discussed the draft plan part two and the Clerk again urged Committee to agree a prioritisation of the projects therein outlined. Cllr Northam proposed, seconded by Cllr Norcross that the project list be split under committee structures and prioritisation of these projects is delegated back to Committees for the next stage. Agreed	CLERK
19.2	To discuss if there is a need to consider increasing the number of contracted Clerking hours in order to deal with the extra work associated with SPC's internal arguments. The Clerk begun to explain why the current workload was unreasonable and that normal council functions are being affected. The Chair suggested the item be dealt with by Personnel Committee and received member's support.	CLERK
19.3	The Queens Jubilee Celebrations. Cllr Northam proposed, seconded by Cllr S. Alexander that the Clerk responds to the Jubilee celebrations organising committee apologising for the delay and asking if they could provide a copy of their accounts along with an updated grant request to the F&GP Committee and also ask if they could clarify whether they will be coordinating the Jubilee Beacon project. Agreed	CLERK
19.4	The timetable for consideration of SPC's 2022/23 Budget processing. Cllr Northam proposed, seconded by Cllr Trundle that Committee agree the budget timetable as per supporting paper. Agreed	CLERK
F&GP/21/20	COMMUNITY RELATED ITEMS	
20.1	Chairman's function for 2021. The Committee recommended to Full Council that the Chairman's function for 2021 should be cancelled.	CLERK
20.2	Millennium Awards to be discussed. Cllr Campbell proposed, seconded by Cllr G. Sullivan that the Millennium Awards be renamed to Community Awards, amend the word 'with' to 'will' and change the date for nominations to be returned to the 31 st December 2021. Agreed	CLERK
F&GP/21/21	PROGRESS REPORT	
21.1	F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced - Ongoing	Cllr Lloyd
21.2	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing	CLERK
21.3	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
21.4	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Ongoing	Councillor
21.5	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
21.6	F&GP/20/98.1 Questions for JPYC service providers and their reports brought back to Full Council – This has now been actioned. The Clerk reported that there was another planned meeting with the school on the 14 th October to discuss possible new venue arrangements for the Steyning Youth club	
21.7	F&GP/21/6.12 Amend SPC bank Mandate signatories - Ongoing	CLERK
21.8	F&GP/21/6.13 Move emergency reserve monies to a savings account - Ongoing	CLERK

F&GP/21/22	INFORMATION/CORRESPONDENCE ITEMS	
22.1	Letter from Andrew Griffith MP concerning his support for grants from voluntary groups within the Steyning Parish. Clerks office to distribute this letter to Steyning clubs.	CLERK

F&GP/21/23 DATE OF NEXT MEETING – 9th November 2021 @7.30pm.

The Chair closed the meeting at 10.03 pm

Signed Date 9th November 2021

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

<https://www.youtube.com/watch?v=0I8IGQIOhZc>

Appendix

Answers to questions raised – under item 17.1 and 17.2 (that were not answered during the meeting)

1. - Clerk will add the words 'including VAT where applicable' on Payment's list henceforth
2. - Kieron Furness invoice does not mention VAT
3. - It is within the terms of reference that Premises dealt with of the matter Nursery Letting – Under 2.4.9
4. - Clerk has sent out the New Nursery providers business plan to Councillors as per request
5. - 'Spiritual Lights' payment was a Room Hire refund for a wholistic fair that didn't happen
6. - Swimming Pool payments - coming back to next meeting