

Published 9th December 2021

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Northam (Chair), Lloyd (Vice), 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 14TH DECEMBER 2021 AT 7.30 PM IN THE STEYNING 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 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 or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 13th December 2021.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 12th October 2021 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS**
These items to be taken as read
 - 5.1 F&GP/21/17.1** Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**
 - 5.2 F&GP/21/17.3** Business Chamber grant request to come back to next meeting – **Actioned / See item 6.1**
 - 5.3 F&GP/21/17.4** Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 6.2**
 - 5.4 F&GP/21/17.5** Clerk to purchase the Festive light package and progress the licence agreements - **Actioned**
 - 5.5 F&GP/21/17.8** Storage cupboard payment to be taken back to Premises Committee - **Actioned**
 - 5.6 F&GP/21/17.9** High Street Toilet cleaning regime to be taken back to Premises Committee - **Actioned**
 - 5.7 F&GP/21/18.1** FOI Panel to meet to discuss FOI review - **Actioned**
 - 5.8 F&GP/21/19.1.2** Business Plan project list prioritisation to be taken to Community and Premises Committee - **Actioned**
 - 5.9 F&GP/21/19.3** Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request - **Actioned**
 - 5.10 F&GP/21/19.4** Timetable for 2022/23 budget processing enabled - **Actioned**
 - 5.11 F&GP/21/20.2** Community Awards promotion enabled – **Actioned**
 - 5.12 F&GP/21/22** Clerks office to publicise local MP's support for grants from voluntary groups – **Actioned**
 - 5.13 F&GP/21/6.12** Amend SPC bank Mandate signatories - **Actioned**
- 6.0 FINANCIAL MATTERS – (Supporting papers)**
 - 6.1** To discuss and agree £200 grant application from the Steyning Business Chamber for event speakers
 - 6.2** To discuss and agree £200 grant application from the Ouse & Adur Rivers Trust
 - 6.3** To discuss and agree £435 grant application from the Steyning Business Chamber for flag holders
 - 6.4** To receive Briefing Notes on Finance position as at end of October 2021 and Earmarked Reserve List

- 6.5 To discuss and agree continued support for the Vintage Years Group as per supporting papers
- 6.6 To approve list of payments for September and October 2021
- 6.7 To agree F&GP Income & Expenditure reports for September and October 2021
- 6.8 To discuss and agree the F&GP Committee budget for the forthcoming fiscal year – 2022/23
- 6.9 To discuss and agree the F&GP Projects to be proposed to be completed by the end of the next fiscal year 2022/23

7.0 DATA PROTECTION AND FREEDOM OF INFORMATION

- 7.1 Update from the Clerk relating to Data protection and Freedom of information requests

8.0 GOVERNANCE ITEMS - (Supporting papers)

- 8.1 To discuss and approve the interim Internal Audit letter – November 2021 and to agree any subsequent actions
- 8.2 To discuss and agree to recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "*....Applications for grants over £250 should be supported by a copy of the latest set of annual accounts*", plus to agree any other proposed amendments.
- 8.3 To discuss and agree for F&GP to recommend the details of the amended Youth service MOU for 2022/23 to be approved at Full Council

9.0 PROGRESS REPORT

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

- 9.1 F&GP/20/84.1 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced
- 9.2 F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee
- 9.3 F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for S106 monies
- 9.4 F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes
- 9.5 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party
- 9.6 F&GP/21/6.13 Move emergency reserve monies to a savings account
- 9.7 F&GP/21/17.6 CCTV renewal consideration taken to Full Council
- 9.8 F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 None at time of publication

11.0 DATE OF NEXT MEETING – 11TH January 2022

John Fullbrook,
Clerk to the Parish Council