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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 15th JUNE 2021 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: **1**

Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/21/1 **APOLOGIES FOR ABSENCE**

1.1 Apologies received from Cllrs Lloyd and Campbell.

F&GP/21/2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

2.1 None

F&GP/21/3 **QUESTIONS FROM THE FLOOR**

3.1 None received

F&GP/21/4 **MINUTES OF PREVIOUS MEETING**

4.1 Cllr Northam **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 22nd April 2021 be agreed as a true and fair record of the meeting. **Agreed 5 For 2 Abstained**

F&GP/21/5 **MATTERS ARISING AND ACTIONS –** These were taken as read as per agenda

5.1 Asset register to be updated and brought back to F&GP meeting – **See item 6.8**

5.2 Total fixed assets amount to be amended due to recent installations at end of financial year **– Actioned**

5.3 Clerk to distribute amended copy of Business plan – **Actioned / See item 6.10**

5.4 Recommendations from Budget working party be put back to a future meeting – **See item 6.5**

5.5 Clerk's office to employ a resident to open and close toilet block at times agreed **- Actioned**

5.6 Note of thanks passed to street cleaner from Clerk's office & extra payment made **– Actioned**

5.7 Monthly payment amendment made to contract for street cleaner **– Actioned**

5.8 High Street toilet cleaning cover to remain at three times per day for now **– Actioned**

5.9 WSALC/NALC affiliation and payment to be taken to Full Council and agreed **– Actioned**

5.10 SCO grant payment made **- Actioned**

5.11 FOI Response to resident uploaded to web site **- Actioned**

5.12	End of Year audit to be undertaken on 4th June. Chair of F&GP invited **– See item 6.7**	
5.13	HDC Community Climate Fund letter of intent taken to Full Council **- Actioned**	
F&GP/21/6	**FINANCE MATTERS**	
6.1	To approve list of payments for April and May 2021. Cllr Northam **proposed, seconded** by Cllr G. Sullivan that the list of payments for April and May 2021 be approved. **Agreed**	
6.2	Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the income and expenditure reports for April and May 2021. **Agreed** Worthy of note was that the office has successfully applied for a grant of £12,000 from HDC	
6.3	The Clerk updated 'End of Year 2020/21 Finance Figures' as per supporting papers. These having been agreed by internal audit. Notable was that after a very difficult Covid affected year, the Council has realised a financial surplus against budget.	
6.4	The Clerk had presented a list of proposed Earmarked reserves. Each item was then voted separately upon as follows: **1.** Neighbourhood plan - £5,513 Cllr Northam **proposed, seconded** by Cllr Norcross. **Agreed** **2.** HR Services/Corrigan - £3,743 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed** **3.** LED Lighting upgrade - £6,890 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed** **4.** Notice Boards - £1,000 Not proposed. **5.** MPF/Allot. Access - £2,000 Cllr Northam **proposed, seconded** Cllr Trundle. **Not Agreed** **6.** Vintage Years - £1,238 Not proposed. **7.** Cil Monies - £5,034 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed**	
6.5	The recommendations from the Budget Working Party dated 13th March were discussed. Most items not dealt with elsewhere were to be discussed further at the proposed 29th June all member working party meeting – in which all SPC projects would be discussed and prioritised leading to a draft financial plan which can then be added to the SPC Business plan	**CLERK**
6.6	The Monthly Cil report compiled by the Clerk was received	
6.7	The 4th June letter (Report) from the internal auditor was discussed. No recommendations were forthcoming, therefore nothing to be actioned. Cllr Alexander **proposed, seconded** by Cllr Northam that the internal audit letter be accepted. **Agreed.** Cllr Goldsmith wanted it noted that having received the 15-page letter as a supporting paper on the 10th June, didn't give him enough time to read it (5 days).	
6.8.1	Asset Register to August 2021 – Cllr Young **proposed, seconded** by Cllr Alexander that the Bowling pavilion be removed from the Asset register (under disposals), as this was originally included in error and the council has had confirmation that the pavilion is owned by the bowling club and not by SPC. **Agreed**	**CLERK**
6.8.2	Cllr Northam **proposed, seconded** by Cllr Alexander that the Asset register to include the disposal of the Bowling pavilion be accepted. **Agreed**	**CLERK**
6.9	Cllr Goldsmith **proposed, seconded** by Cllr Alexander that the £250 Grant request the from Steyning and District Partnership for the Food Festival be accepted. **Agreed**	**CLERK**
6.10	The Clerk discussed the first draft of the Steyning Parish Council Business Plan as per supporting papers and explained the importance of it in determining the way this Council can move forward in a planned, methodical, productive, and strategic way, and especially when determining priorities for projects, aims and collective goals. He then suggested that the second part of this document involving an SPC finance plan can in the first instance start to be compiled at the 29th June working party meeting.	**CLERK**

6.11	SPC to pay for Street Cleaner Insurance Cover. It was confirmed that SPC have already determined that in fact it had committed to the contractor to assist with this cover for this year and the next.	**CLERK**
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. Cllr Northam **proposed, seconded** by Cllr Alexander that the SPC Bank signatory mandate list be amended to that which was determined within supporting papers by the deputy clerk. **Agreed**	**CLERK**
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. Cllr Northam **proposed, seconded** by Cllr Norcross that the clerk moves the emergency reserve monies {£80,000} from non-interest account into a savings account. **Agreed**	**CLERK**
6.14	To discuss whether SPC once again considers CCTV renewal and improvements. Committee agreed it should be discussed further. Clerk to circulate to committee members a previous report on this subject by Cllrs Goldsmith and G. Sullivan.	**CLERK**
6.15	Grant to help move defibrillator currently located inside the Steyning centre foyer onto an external wall by the reception doors. Cllr Northam **proposed, seconded** by Cllr Young to agree with the recommendation from Planning and Premises committee to donate to SAFeR £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. **Agreed**	**CLERK**
6.16	Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan provided the SAFeR accounts are seen by the Clerk to agree to the request from SAFeR for £250 to assist with their hall hire cost of the Steyning Centre. **Agreed**	**CLERK**
F&GP/21/7	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
7.1.1	The Clerk received a letter from the ICO regarding SPC having to reconsider an FOI review request – the FOI originally being made on the 20th April '20. And to this end the clerk will be calling upon the FOI panel to assist with the review request.	**CLERK**
7.1.2	The Clerk recognised there was an urgent need to deal with a number of outstanding FOI requests as soon as time allowed.	**CLERK**
F&GP/21/8	**REQUESTED MOTIONS (From Councillor Campbell)**	
8.1	To consider SPC earmarking 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. Cllr Northam **proposed, seconded** by Cllr Alexander that the committee make a response to Roger Brown recognising the importance of the Abbey Road village green environment and that it would look favourably upon any request for future expenditure. **Agreed**	**CLERK**
F&GP/21/9	**PROGRESS REPORT**	
9.1	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**
9.2	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing**	**CLERK**
9.3	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing**	**CLERK**
9.4	F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – to be taken to Working party **– Ongoing**	**CLERK**
9.5	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes **– Ongoing**	**Councillor**

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 **– See item 6.3**	
9.7	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing**	**CLERK**
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**	**CLERK**
9.9	F&GP/20/96.14 Clerk and Cllr Lloyd to respond to issues raised by Cllr Campbell re Internal Audit letter **– Actioned**	
9.10	F&GP/20/96.15 High Street Christmas lights to be discussed by all member working party **–** This to discussed at the 29th June all member working party budget/finance meeting	**CLERK**
9.11	F&GP/20/98.1 Questions for JPYC service providers and their reports brought back to Full Council **– Ongoing** {Last minutes to be circulated}	**CLERK**
F&GP/21/10	**INFORMATION/CORRESPONDENCE ITEMS**	
10.1	None	
F&GP/21/11	**DATE OF NEXT MEETING – 13th July 2021 @7.30pm.**	

The Chair closed the meeting at 9.25 pm

Signed ……………………………………………………. Date 13th July 2021

Here is the link to the video recording of this meeting:-
https://www.steyningpc.gov.uk/committees/finance-community/