



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

HELD ON 22nd APRIL 2021 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 and Goldsmith.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 2

Meeting commenced: 7:31 pm

MINUTES

ACTIONS

F&GP/20/90 **Point of order** - brought forward from Cllr Northam regards whether meeting properly called.
90.1 The Clerk stated that the Agenda had been advertised on notice boards and the Summons had gone out to Councillors within the statutory time. The meeting had therefore been Lawfully convened.

F&GP/20/91 **APOLOGIES FOR ABSENCE**
91.1 Apologies received from Cllr Alexander.

F&GP/20/92 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
92.1 Cllr Norcross declared an interest in item 96.17 – Steypning Festival enquiry.

F&GP/20/93 **QUESTIONS FROM THE FLOOR**
93.1 None received

F&GP/20/94 **MINUTES OF PREVIOUS MEETING**
94.1 Cllr Lloyd **proposed, seconded** by Cllr Northam that the minutes of the meeting held on 9th February 2021 be agreed as a true and fair record of the meeting . **Agreed**

F&GP/20/95 **MATTERS ARISING AND ACTIONS.**
95.1 £250 grant paid to Steypning and District Partnership - **Actioned**

95.2 Monthly signatory requirements for Finance and Minutes to be progressed – **Actioned /Ongoing**. Clerk reported Cllr Lloyd would assist with Finance signatories in the office when Covid restrictions allow. One committee chairman also needs to sign his agreed minutes.

Cllr Lloyd /
CLERK &
Cllr Goldsmith

95.3 Clerk to send out 'Nominal Ledger' report after next 'End of Month' reconciliation - **Actioned**

95.4 Clerk to pay J. Corrigan invoice - **Actioned**

95.5 Clerk to send out advice from solicitor and bring back Swimming Pool item to next meeting - **Actioned**

95.6 Clerk to convene FOI panel and review FOI Case – **Actioned**

95.7 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced- Cllr Lloyd stated he would raise this matter at the next meeting - **Ongoing**

Cllr Lloyd

95.8	Three Year Business Plan compilation taken to budget working party – Actioned/See item 96.5	
95.9	Scheme to allocate tablets to Cllrs to be discussed at Budget working party – Actioned / See item 96.5	
95.10	Project details to be prioritised at budget working party – Actioned / See item 96.5	
95.11	Arrange working party meeting to discuss internal audit letter questions – See item 96.14	
95.12	Clerk to seek confirmation that Swimming pool responded to a resident’s complaint- Actioned	
95.13	Steyning in Bloom informed as to new finance arrangement – Actioned	
F&GP/20/96	FINANCE MATTERS	
96.1	To approve list of payments for February and March 2021. Cllr Lloyd proposed, seconded by Cllr Hanson that the list of payments for February and March 2021 be approved. Agreed	
96.2	Cllr Lloyd proposed, seconded by Cllr Northam to agree the income and expenditure reports for January 2021. Agreed	
96.3	Clerk reported on ‘End of Year 2020/21’ finances as per supporting papers. With much still to be reconciled as invoices continue to arrive relating to the last financial year, he stated that thus far the Accrual figure would be approximately £76,800, with possible earmarked reserve figure at £27,900 leaving a small surplus for the year. He also stated that though it had been a very difficult year due to Covid restrictions leaving less income from the Steyning Centre alone in the region of £40,000, the office had saved money on many budget lines in an attempt to offset this issue, notably £17,000 less staffing costs and big savings against repairs and maintenance with caretakers being re-directed to complete work otherwise needing to be completed by contractors. Also, a major factor in turning around a major deficit had been the successful applications to HDC to cover less income with four grants totalling £24,000. Cllr Goldsmith raised a number of points and will email the F&GP Chair who will discuss with the Clerk.	Cllr Goldsmith
96.4	Proposed Earmarked Reserves for the Year 2021. The Clerk supplied a proposed list, and this will be discussed further at a future meeting.	CLERK
96.5	Recommendations from Budget working party. Cllr Lloyd had updated a previous SPC Business Plan. Clerk to check and resend to all F&GP Members well in advance of the next meeting. Members discussed future meeting protocols – further information from the Clerk to be forthcoming at the next Full Council Meeting. Cllr Campbell proposed, seconded by Cllr Goldsmith that the recommendations from the budget working party be put back for further discussion and to a future meeting when further information is available. Agreed	CLERK CLERK
96.6	Members received the monthly Cil report	
96.7	SPC payment obligations with regards to Steyning Swimming Pool. Cllr Lloyd proposed, seconded by Cllr Young that F&GP convene an all member working party to discuss payment obligations with regards to the Steyning Swimming pool. Agreed	CLERK
96.8	High street opening and closing. Mr Picking to stop his services shortly. The Clerk put forward a few alternative solutions to this cover issue including an automatic timed locking system. Cllr Lloyd proposed, seconded by Cllr Campbell that committee delegates the clerk’s office to employ a resident to open and close {the High Street toilets} at the times previously agreed, and to discuss with them whether they will close at 9pm over the Summer months and in the meantime look at all the other options available including cleaning companies and locks etc and bring that back to the next meeting. Agreed	CLERK

96.9	To discuss a contractors pay increase request & possible variation to the Street Cleaning/ Bin Contract. Cllr Lloyd proposed, seconded by Cllr Northam that Council passes on a note of thanks to Jack Lee for using his initiative and taking pride in his work and emptying extra bins on the MPF even though he had no assurances that he would be paid, and retrospectively authorise payment for the extra work undertaken and that extra bin emptying rounds should be authorised in consultation with the Clerk's Office. Agreed	CLERK
96.10	Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees to an extra payment of £25 per month {adding this to Jack Lee's Contract} commencing 1 st April 2021. Agreed	CLERK
96.11	Cllr Lloyd proposed, seconded by Cllr Hanson that we ask Jack to do an additional litter pick after the bank holidays in consultation with the Clerk's office. Agreed	CLERK
96.12	To discuss a reduction from three to two cleans per day of the High Street Toilets. Cllr Lloyd proposed, seconded by Cllr Goldsmith that SPC does not reduce the cleans to two times per day but leave it at three, until sometime in the future. Agreed	CLERK
96.13	To discuss the payment and affiliation to the WSALC / NALC service providers. D. Clerk updated with some additional information. This item deferred to Full Council meeting.	CLERK
96.14	To discuss acceptance of the Internal Audit letter. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees to the internal auditor's letter and that the fidelity cover on the insurance is increased {already actioned} and that following this agreement that the Clerk and Cllr Lloyd will put together a response to Cllr Campbell's questions and that this is done by the June F&GP meeting. Agreed	CLERK
96.15	To discuss the arrangements and possible purchase of Steyning High Street Christmas decorations. Cllr Lloyd proposed, seconded by Cllr Hanson that the Clerk convene an all member working party {proposed under 96.7} to now also include a discussion about the High Street Christmas light decorations, and to make recommendation to a future F&GP meeting after a discussion on all SPC projects already prioritised on the list and that relevant third parties are invited to make presentations about the projects they are involved with after agreement from this committee, and that the Clerk will provide all the necessary end of year figures at that time. Agreed	CLERK
96.16	Request for Grant from Steyning Community Orchard as per supporting papers. Cllr Lloyd proposed, seconded by Cllr Goldsmith that the council agrees to the grant request from the Steyning Community Orchard to pay an amount to cover the cost of the insurance {£168}. Agreed	CLERK
96.17	The committee discussed briefly the proposed Queens Jubilee Celebrations / Street Party Event and look forward to more details to come.	
F&GP/20/97	DATA PROTECTION AND FREEDOM OF INFORMATION	
97.1	The Clerk informed that the FOI panel had convened to review a residents FOI request and also to discuss a response to the Information Commissioners Office letter asking that the Council reconsider a previous review response to this resident. This response will be published on the web site and will be circulated to the committee.	CLERK
F&GP/20/98	REQUESTED MOTIONS (From Councillor Goldsmith)	
98.1	Potential financial matters arising from the JPYC committee meeting on the 8th of Feb '21. Cllr Lloyd proposed, seconded by Cllr Goldsmith that F&GP committee members prepare questions to be put to the Youth Service Providers in advance of the June Full Council Meeting so that they {Sussex Youth Service} are able to make a presentation and answer questions raised at that time and that the Clerk and Deputy Clerk bring back a full report from the next JPYC meeting. Agreed Potential financial matters arising from the JPYC committee meeting	CLERK

98.2	To agree whether SPC should have a representative on the Steyning and District partnership. The suggestion was that SPC continue to work with the Partnership but not formalise a representational position at this point.	
F&GP/20/99	PROGRESS REPORT	
99.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – Ongoing	CLERK
99.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee – Ongoing.	CLERK
99.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – Ongoing.	CLERK
99.4	F&GP/20/81.3 - Resident's option to remain anonymous when posing questions to be discussed at Full Council - Actioned	
99.5	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
99.6	F&GP/20/82.3 - HDC to be contacted to provide greater clarity in regards their terminology for S106 monies - Actioned /Ongoing – Clerk to further discuss with HDC	CLERK
99.7	F&GP/20/73.2 - SPC to investigate possibly establishing a Financial Reserves Policy – Actioned / Ongoing – To be discussed by the All-member F&GP Working party	CLERK
F&GP/20/100	INFORMATION/CORRESPONDENCE ITEMS	
100.1	Notification of SPC 'End of Year' Financial closedown with Rialtus – End of May, and Internal Audit on 4 th June. Chair of F&GP invited to participate.	CLERK
100.2	Horsham District Community Climate Fund – applications now invited for the next round of funding. Clerk informed he would be bringing this back to Council in terms of asking that it considers supporting writing a letter of intent for a future application	CLERK
F&GP/20/100	DATE OF NEXT MEETING – 15th June 2021 @7.30pm.	

The Chair closed the meeting at 9.56 pm

Signed Date 15th June 2021

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

<https://archive.org/details/2021-04-22-steyning-parish-council-f-gp-meeting-offical-copy>