

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th DECEMBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/21/24 APOLOGIES FOR ABSENCE

24.1 Apologies received from Cllrs Norcross, Sullivan and Campbell. With Cllr Trundle having to leave this meeting at 9pm due to a pressing engagement elsewhere.

F&GP/21/25 DECLARATIONS OF INTEREST AND DISPENSATIONS

25.1 None

F&GP/21/26 QUESTIONS FROM THE FLOOR

26.1 None received

F&GP/21/27 MINUTES OF PREVIOUS MEETING

27.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 12th October 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/28 MATTERS ARISING AND ACTIONS

28.1 Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**

28.2 Business Chamber grant request to come back to next meeting – **Actioned / See item 29.1**

28.3 Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 29.2**

28.4 Clerk to purchase the Festive light package and progress the licence agreements – **Actioned**

28.5 Storage cupboard payment to be taken back to Premises Committee - **Actioned**

28.6 High Street Toilet cleaning regime to be taken back to Premises Committee – **Actioned**

28.7 FOI Panel to meet to discuss FOI review – **Actioned**

28.8 Business Plan project list prioritisation to be taken to Community and Premises Committee - **Actioned**

28.9 Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request - **Actioned**

28.10 Timetable for 2022/23 budget processing enabled – **Actioned**

28.11	Community Awards promotion enabled – Actioned	
28.12	Clerk's office to publicise local MP's support for grants from voluntary groups – Actioned	
28.13	Amend SPC bank Mandate signatories - Actioned	
F&GP/21/29	FINANCE MATTERS	
29.1	To discuss £200 grant application from the Steyning Business Chamber for contribution to cover costs of Event Speakers as per supporting papers. Cllr Northam proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Business Chamber}. Agreed	CLERK
29.2	To discuss the £200 grant application from the Ouse & Adur Rivers Trust concerning a request to cover costs of the materials being used by the Trust for the benefit of Steyning residents at Abbey Road /Tanyards Stream. Cllr Goldsmith proposed, seconded by Cllr S. Alexander that committee agrees the £200 grant {for the Ouse and Adur Rivers Trust}. Agreed	CLERK
29.3	To discuss £435 grant application from the Steyning Business Chamber for a contribution to cover costs of Flag and Tree Holder brackets as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Goldsmith that committee accepts this grant {application for £435} and give it to where it is needed. Agreed	CLERK
29.4	Committee received the Briefing notes on the Finance position as at the end of October 2021.	
29.5	To discuss continued support for the 'Vintage Years group' for the next two years to help finance their administrator as per supporting papers. Cllr S. Alexander proposed, seconded by Cllr Young that committee continues support {for the Vintage Years group as per supporting papers} until the end of the period of this Council's term {March 2023}. Agreed	CLERK
29.6	To approve list of payments. Cllr Northam proposed, seconded by Cllr S. Alexander that the list of payments for September and October 2021 be approved as a correct record. Agreed	
29.7	I & E Reports. Cllr Northam proposed, seconded by Cllr S. Alexander to agree the F&GP income and expenditure reports for September and October 2021 as a correct record. Agreed	
29.8	To discuss the F&GP Committee budget for the forthcoming fiscal year – 2022/23. The Clerk reported on version 2 of the proposed F&GP budget and welcomed any suggested amendments. Cllr Northam proposed, seconded by Cllr S. Alexander committee requests the Clerk to update the F&GP Draft Budget in accordance with committees' discussion and to bring it forward to the next F&GP Meeting. Agreed	CLERK
29.9	To discuss the F&GP projects to be prioritised for the forthcoming years. Cllr Northam suggested he would compile a discussion paper template to move the process forward so that next time there could be a more informed discussion. Cllr Alexander agreed to prepare a discussion paper for CCTV renewals. Cllr Goldsmith for Town Clock. Cllr Young for Normans Way. The Clerk will update the supporting paper for presentation at the next meeting along with completed discussion papers. <i>{At this point the Chair brought forward agenda item 8.3}</i>	Cllr Northam Cllr Alexander Cllr Goldsmith Cllr Young CLERK
F&GP/21/30	GOVERNANCE ITEMS	
30.1	To discuss details of the amended Youth Service MOU for 2022/23 as per supporting paper and as recommended by the Joint Parishes Youth Committee. Cllr Northam proposed, seconded by Cllr Lloyd that F&GP recommend that Full Council approve the Youth Service MOU 2022/23 {as per supporting papers}. Agreed	CLERK
F&GP/21/31	DATA PROTECTION AND FREEDOM OF INFORMATION	
31.1	The Clerk updated that the FOI panel had met on the 18 th October in consideration of a residents FOI review and would need to convene once more after the Clerk had compiled further data, with the ICO having extended the response date in this instance. The Clerk also	CLERK

stated that there had been responses given to two FOI requests from Cllr Campbell and that he had requested a review in both instances. The Clerk also updated that there were two further FOI requests still outstanding.

F&GP/21/32 GOVERNANCE ITEMS

32.1 To discuss and approve the interim Internal Audit letter, dated November 2021 and to agree any subsequent actions. The Clerk explained there was only one recommendation from the auditor – which was to amend the financial regulations under item 4.1 by increasing the Clerks authority to spend from £500 to £1000. Cllr Alexander **proposed, seconded** by Cllr Northam that committee recommends to full council that {the Council} follows the advice of the auditor and agree with the interim auditor and his subsequent recommended action. **Agreed** **CLERK**

32.2 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 other amendments which had been detailed within the supporting paper. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee recommends to Full Council {the amendments} as per the document under 8.2. **Agreed.** {At this point Cllr Trundle left the meeting} **CLERK**

F&GP/21/33 PROGRESS REPORT

- 33.1** F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced. – Cllr Lloyd reported and reiterated the HDC position that HDC operatives will only clear graffiti from their own facilities except in instances when property owned by others is defaced by racist or other subversive graffiti.
- 33.2** F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – **Ongoing** **CLERK**
- 33.3** F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – **Ongoing** **CLERK**
- 33.4** F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Cllr Goldsmith said he would do this in his own time. Cllr Northam said that this to be brought back to next meeting and if necessary for him to sign them instead. **CLERK**
- 33.5** F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – **Ongoing** **CLERK**
- 33.6** F&GP/21/6.13 Move emergency reserve monies to a savings account – **Ongoing** **CLERK**
- 33.7** F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** **CLERK**
- 33.8** F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed - **Ongoing** **CLERK**

F&GP/21/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/21/35 DATE OF NEXT MEETING – 11th January 2022 @7.30pm.

The Chair closed the meeting at 9.24 pm

Signed Date 11th January 2022

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

<https://youtu.be/k0h-vxXuB3s>