

Steypning Parish Council



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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th OCTOBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Cree, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: four including Cllr S Sullivan

Meeting commenced: 7:32 pm

MINUTES

ACTIONS

F&GP/20/36 **APOLOGIES FOR ABSENCE**
36.1 None

F&GP/20/37 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
37.1 None

F&GP/20/38 **QUESTIONS FROM THE FLOOR**
38.1 None

F&GP/20/39 **MINUTES OF PREVIOUS MEETING**
39.1 Cllr Lloyd **proposed**, and Cllr Alexander **seconded** that the draft minutes for the meeting held on 15th September were agreed as a true and fair record of the proceedings. **Agreed**

F&GP/20/40 **MATTERS ARISING AND ACTIONS**
40.1 Financial Matters training for Councillors: further dates required – Ongoing, but Cllr Lloyd suggested it is taken off Agenda's until such time as Councillors can meet in the Clerks office

40.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Ongoing** **CLERK**

40.3 Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals – **See item 41.3**

40.4 Bus Shelter Lease review working party to be deferred – Agreed to be removed from Agenda

40.5 Asset register to be updated and brought to next F&GP meeting – **See item 41.3**

40.6 Three-year budget discussions deferred to full F&GP working party – **See item 41.4**

40.7	Clerk to provide a Cil report at next meeting – See item 41.6	
40.8	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, plus to update on a meeting enquiry – Cllr Lloyd reported there has not been a meeting yet but that reimbursements or the right not to pay if there is a breach of contract would be pursued. Clerk also to pursue getting a response from HDC concerning a resident's complaint regards swimming pool cleanliness.	CLERK / Cllr Lloyd
40.9	Cllr reimbursements/Allowances to be discussed at budgets working party – See item 41.4	
40.10	Steyning High Street Christmas decorations – To be discussed at Full Council – Actioned Clerk to ask Business Chamber how funds granted are being used	CLERK
40.11	Grant to be paid to Steyning and District Partnership – Actioned	
40.12	New Web site provider to be appointed - Actioned	
40.13	Playground cleaning procedures to be reviewed by budget working party – See item 41.4	
40.14	SPC Newsletter to be discussed by the budget working party – See item 41.4	
40.15	Committee to defer Facebook development until it decides there is a suitable time to progress it - Ongoing	CLERK
40.16	Clerk to send out details of salary percentage rise agreed – Actioned	
40.17	D. Clerk to provide Community Committee with alternative water supplier – Ongoing	CLERK
40.18	Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion – See item 42.7	
40.19	Bowls Club Lease final version to go to Councillors before it goes to Bowls Club for signing – See item 42.2	
F&GP/20/41	FINANCE MATTERS	
41.1	To approve list of payments for September 2020. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the September 2020 list of payments. Agreed Clerk and Chair to discuss whether more details to be shown on list	CLERK
41.2	Cllr Lloyd proposed, seconded by Cllr Young to agree the F&GP income and expenditure report for September 2020. Agreed	
41.3	Asset Register adoption. Cllr Lloyd proposed, seconded by Cllr Young to defer the adoption of the Asset register to the next meeting to give an opportunity to resolve outstanding issues / additions and the Clerk could ask for assistance from any Councillor if required . Agreed.	CLERK
41.4	To agree Schedule for SPC's Final 2021/22 Budget agreement – It was noted that there is to be a working party meeting convened for Thursday 15 th October to discuss the F&GP budget. The Chairman set out a proposed timeline for the budget meetings over November and December, as per supporting paper, and a completed budget is expected by 12 th January for Agreement at Parish Council meeting on the 18 th January 2021. Cllr Lloyd reported in preparation for the all-member working party meeting, he would work with the Clerk to provide a consolidated budget plan in the light of the Covid crisis including estimates regarding new year end budget projections. To assist with budget calculations, the Clerk to ascertain how long groups that are paying for room hire, even though they are not using them, may be able to continue with these payments.	CLERK CLERK
41.5	To receive and agree the SPC Cil report for 2019/20. Cllr Lloyd proposed, seconded by Cllr Alexander to receive and agree the CIL reports. Cllr Campbell amended the proposal to say,	

before it is agreed, firstly the date on which money received is inserted within it, secondly, it becomes a monthly report and thirdly, that it should include the Section 106 fixed monies owed to the council categorised according to the authority which holds it and which development it relates to. Cllr Goldsmith **seconded, 2 for, 5 against, 2 abstained, not carried.** Cllr Northam **amended the proposal, seconded** by Cllr Alexander to, before it is agreed, the date on which the money is spent is inserted, and that it becomes a monthly report, however the 106 report is picked up at a later date. **Agreed.**

CLERK

F&GP/20/42

GOVERNANCE ITEMS

42.1

To discuss and agree the SPC meetings calendar. Cllr Lloyd **proposed seconded** by Cllr Northam that the parish council calendar (as per supporting paper) be agreed and uploaded to the website with a note that it will be reviewed on 14th December parish council meeting and that dates after this may be changed. **Agreed**

CLERK

42.2

To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Lease should be signed by the Clerk and Chair of Council and Chair of F&GP, subject to 3.3.1 being checked by the Clerk with the Solicitors. **Cllr Lloyd withdrew his proposal.** Cllr Goldsmith **proposed, seconded** by Cllr Northam that it be deferred until the queries are checked with the solicitor and report back to next committee. **Agreed**

CLERK

42.3

Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the updated SPC Financial Risk Assessment (as per supporting paper) with a change to item 9 heading to become 'Asset/Land Register'. **Agreed**

CLERK

42.4

To discuss and agree the preference for the Examiner that is to be appointed by HDC concerning the SPC Neighbourhood Plan. Cllr Alexander **proposed, seconded** by Cllr Norcross that Andrew Ashcroft be appointed as the Examiner for the SPC Neighbourhood Plan. **Agreed**

CLERK

42.5

To discuss and agree the implementation of a Clerks table of outstanding tasks Cllr Lloyd **proposed, seconded** by Cllr Hanson asked the Clerk to produce the table of outstanding tasks as well as matters arising and actions for the next F&GP committee. **Agreed**

CLERK

42.6

Cllr Lloyd **proposed, seconded** by Cllr Goldsmith the Chairman's function be postponed this year due to Covid 19 but that the council will award the Millennium Community Awards for 2020 and will aim to have them awarded at Christmas as normal, but it may be postponed. **Agreed 8.** Nominations to be sent to the Clerk for reporting at next month's meeting.

CLERK

42.7

To discuss and agree that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions. There was a discussion on this matter but there was no time for a proposal or conclusion and all further business on the agenda was not conducted.

CLERK

F&GP/20/43

DATE OF NEXT MEETING – 10th November 2020 @7.30pm.

The Chair closed the meeting at 10.03 pm

Signed Date 10th November 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting

Video - https://archive.org/details/2020-10-13-steyning-parish-council-f-gp-meeting_202011