

Published 9th March 2022

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 15TH MARCH 2022 AT 7.30 PM IN THE STEYPING 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 14th March 2022.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 11th January 2022 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS**
These items to be taken as read
 - 5.1 F&GP/21/43** Personnel to consider additional staffing resource - **Actioned**
 - 5.2 F&GP/21/43** Agreed staffing budget provision taken to Full Council– **Actioned**
 - 5.3 F&GP/21/43** Agreed HR Support budget taken to Full Council – **Actioned**
 - 5.4 F&FP/21/44** Community Award nomination agreement taken to Full Council - **Actioned**
 - 5.5 F&GP/21/45** Premises to reconsider Dishwasher purchase for this current financial year - **Actioned**
 - 5.6 F&GP/21/45** SPC Budget recommendation for the 2022/23 fiscal year taken to Full Council - **Actioned**
 - 5.7 F&GP/21/46** CCTV renewal taken to Full Council - **Actioned**
 - 5.8 F&GP/21/46** Chairmans function discussions taken to Full Council - **Actioned**
 - 5.9 F&FP/21/46** Youth Service MOU recommendation taken to Full Council - **Actioned**
 - 5.10 F&GP/21/46** Clerk to convene FOI panel - **Actioned**
 - 5.11 F&GP/21/46** Audit action recommendation taken to Full Council– **Actioned**
 - 5.12 F&GP/21/45** Grant award recommendation taken to Full Council– **Actioned**
- 6.0 FINANCIAL MATTERS – (Supporting papers)**
 - 6.1** To consider a number of grant requests as per supporting papers, and in relation to the remaining budget for this fiscal year and agree who is to receive payment before end of March 2022, who to defer financial support for the new fiscal year and which if any, request(s) not to agree {Requests from 'Safer' group, The Steyping and District Partnership, The Steyping Allotments Association, and the Steyping Community Orchard}
 - 6.2** To receive notes on the SPC finance position as at end of February 2022 and the Earmarked Reserve List
 - 6.3** To approve list of payments for December 2021, January and February 2022

- 6.4 To agree F&GP Income & Expenditure reports for December 2021, January and February 2022
- 6.5 To discuss and agree payment of invoice to Moore External Auditor.
- 6.6 To discuss and agree Planning and Premises committee referral to F&GP with regards to a groups outstanding payment for a Steyning centre cupboard hire, and whether all cupboard hire at the Steyning Centre ought to be waived for the year 2020/21 due to the Covid pandemic as per this group's proposal.
- 6.7 To agree NALC pay award for the year 2021/22 for salaried staff
- 6.8 To discuss and agree the SPC Projects to be proposed to be completed by the end of the next fiscal year 2022/23
- 6.9 To receive notification that monies from the Joint Parishes Cemetery Committee Accounts are to be transferred to the Steyning PC accounts, but held in a separate budget, as per Internal Auditors advisory.

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 agree the Neighbourhood Wardens contract as per supporting papers
- 8.2 To discuss and agree the increase to street cleaner payment as per terms and conditions of contract and as per supporting paper
- 8.3 To discuss and approve the SPC Financial Risk Assessment
- 8.4 To receive notification of the dates for 'End of Year' finance reconciliation by Rialtus {26th May '22} and the internal audit of the SPC finances for the Year 2021/22 {31st May '22}.

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/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for S106 monies
- 9.2 F&GP/20/46.3 Outstanding signage of draft SPC minutes taken to Full Council
- 9.3 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party
- 9.4 F&GP/20/6.13 Move SPC Emergency Reserve monies to a savings account

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 None at time of publication

11.0 DATE OF NEXT MEETING – 10TH May 2022

**John Fullbrook,
Clerk to the Parish Council**