

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th JANUARY 2021 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:32 pm

MINUTES

ACTIONS

F&GP/21/36 APOLOGIES FOR ABSENCE

36.1 Apologies received from Cllrs Norcross

F&GP/21/37 DECLARATIONS OF INTEREST AND DISPENSATIONS

37.1 None

F&GP/21/38 QUESTIONS FROM THE FLOOR

38.1 None received

F&GP/21/39 MINUTES OF PREVIOUS MEETING

39.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 14th December 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/40 MATTERS ARISING AND ACTIONS

40.1 Grants sent to Steyping Business Chamber - **Actioned**

40.2 Ouse and Adur Rivers Trust grant sent – **Actioned**

40.3 Vintage Years Group informed of SPC Councils continued support – **Actioned**

40.4 Budget papers to be amended and distributed in advance of next meeting – **Actioned**

40.5 Cllr Northam to compile a template for a project discussion paper and distribute - **Actioned**

40.6 Clerk to distribute the template, and Cllrs to bring back papers for next meeting – **Actioned**

40.7 Clerk to update Projects supporting paper and bring back to next meeting – **Actioned**

F&GP/21/41 FINANCE MATTERS

41.1 To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for November 2021 be approved as a correct record. **Agreed**

41.2 I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for November 2021 as a correct record. **Agreed**

41.3 To agree the recommendation from Personnel committee with regards to staff salary budget figure for the next fiscal year – 2022/23. Cllr Campbell contended that he needed to speak to certain items that should only be heard under confidential session as they related to staffing matters. The Chair determined he would bring forward the confidential session if agreed.

F&GP/21/42 CONFIDENTIAL SESSION

42.1 Cllr Northam **proposed, seconded** by Cllr S. Alexander to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6.3 and 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/21/43 FINANCE MATTERS

43.1.1 Staff Salary Budget for the next fiscal year – 2022/23.

The Personnel committee had commissioned an independent assessment of the Clerk and Deputy Clerks Jobs in relation to the market rates for their Salary, given the work that is currently undertaken. The previous assessment had been carried out over ten years earlier and it had been noted that both roles had changed dramatically since then. The Salary Evaluation was an independent report carried out by the Local Council Consultancy and undertaken in accordance with the NALC/SLCC Joint Agreement on Terms and Conditions 2005. For this discussion it was noted that the two recommendations from the Personnel Committee were to be considered for the purposes of budget provision only.

43.1.2 *The recommendations from the Salary Evaluation Report were that:*

A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).

B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).

C The council considers providing additional staffing resource to address the significant excess hours.

D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.

43.1.3 Cllr Campbell **proposed an amendment, seconded** by Cllr Goldsmith that this committee accepts the recommendation from Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, subject to the word ‘alleged’ being added to recommendation C {that is – ‘alleged significant excess hours’}, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Not Agreed. 3 For {PC,GS,RG}, 5 Against {CY,SN,TL,LT,SA}**

43.1.4 Cllr Northam **proposed, seconded** by Cllr S. Alexander that this committee accepts the recommendation from the Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed. 7 For {CY,TL,LT,PC,GS,SA,SN}, 1 Abstained {RG}**

CLERK

43.2 Making budget provision to accommodate Salary increase due to possible implementation of staff salary regrading due to Job re-assessment report.

Cllr Northam **proposed, seconded** by Cllr S. Alexander that F&GP Committee accepts the recommendation from the personnel committee to make budget provision for a potential salaries increase for the fiscal year 2022/23 (Budget Line 4000) according to the budget supporting paper (£154,000). **Agreed.**

5 For {SN,TL,LT,SA,CY}, 3 Against {PC,RG,GS}

CLERK

43.3	Decision on HR Support Funding for 2022/23 (Budget Line 4053). Cllr Northam proposed, seconded by Cllr Lloyd that this committee accepts the Personnel committee recommendation that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings. Agreed.	CLERK
F&GP/21/44	COMMUNITY AWARDS	
44.1	To agree nominations for SPC 2021 Community Awards. Cllr Northam proposed, seconded by Cllr Young that Council accepts both nominations for the 2021 SPC Community Awards. Agreed	CLERK
	<i>The Chairman then took committee out of confidential session and invited back into the room the three members of the public once more</i>	
F&GP/21/45	FINANCE MATTERS	
45.1	Council Projects prioritisation for the 2022/23 SPC Budget discussion. It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year. After a long discussion the committee could not agree to prioritise the projects listed on the supporting paper and chose instead to look at the consolidated budget but remain mindful that the special projects total budget figure would have to be dealt with once more before agreeing the final SPC Budget figures for 2022/23.	D. CLERK
45.2	Cllr Northam suggested committee consider agreeing the F&GP committee budget and the whole SPC consolidated budget for 2022/23 at the same time. Committee considered a zero percent increase to the budget, as well as the option to incorporate a £20,000 project budget which would result in a 3.12% increase to the SPC budget precept figure. Cllr Northam also noted that by agreeing the consolidated budget, committee would also be agreeing the F&GP budget. Cllr Northam proposed, seconded by Cllr S. Alexander to recommend to full council that SPC accepts the consolidated budget (for 2022/23) as per supporting paper 6.6.3, which includes a Precept figure of £332,357, equivalent to a 3.12% increase in Precept. Agreed, 4 For (SN,TL,SA,LT), and 4 Against (RG,CY,PC,GS), with the motion being passed on the Chairs casting vote.	CLERK
F&GP/21/46	PROGRESS REPORT	
46.1	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee – This was discussed at the 10th January Personnel Committee meeting and is due to be discussed further at a Personnel working party.	
46.2	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing	CLERK
46.3	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Committee considered the motion – 'As Cllr Goldsmith, the former chair of F&GP, has stated over the past several months that he is too busy to sign previous minutes, the committee requests the current chair to sign minutes on his behalf'. Committee decided that this now be taken to Full Council so that Standing order 12C could be suspended and that the Chair of the Council be asked instead to sign the minutes as per motion stated above.	CLERK
46.4	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
46.5	F&GP/21/6.13 Move emergency reserve monies to a savings account – Ongoing	CLERK
46.6	F&GP/21/17.6 CCTV renewal consideration taken to Full Council – Ongoing	CLERK

46.7	F&GP/21/20.1	Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed – Ongoing	CLERK
46.8	F&GP/21/30.1	MOU agreement recommendation taken to Full Council - Ongoing	CLERK
46.9	F&GP/21/31.1	Clerk to convene the FOI review panel - Ongoing	CLERK
46.10	F&GP/21/32.1	Recommended action from Audit report taken to Full Council - Ongoing	CLERK
45.11	F&GP/21/32.2	Recommendation for Grant Award policy amendment taken to Full Council - Ongoing	CLERK

F&GP/21/47 INFORMATION/CORRESPONDENCE ITEMS

47.1 None

F&GP/21/48 DATE OF NEXT MEETING – 15th March 2022 @7.30pm.

The Chair closed the meeting at 9.43 pm

Signed Date 15th March 2022

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

<https://youtu.be/rj3xbGvnuho>