



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

HELD ON 12th JANUARY 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, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/20/65 **APOLOGIES FOR ABSENCE**
65.1 None

F&GP/20/66 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
66.1 None

F&GP/20/67 **QUESTIONS FROM THE FLOOR**
67.1 None

F&GP/20/68 **MINUTES OF PREVIOUS MEETING**

68.1.1 10th November Minutes approval. Cllr Campbell **proposed**, and Cllr Hanson **seconded** to agree to amend item 48.14 to include 'Clerk to check whether the F.R.A has been uploaded and to report back'. **Agreed** **CLERK**

68.1.2 Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the 10th November minutes {including the amendment at item 48.14} as a true and fair record. **Agreed**

68.2 8th December 2020 Minutes approval. Cllr Campbell **proposed, Seconded** by Cllr Goldsmith to amend item 60.5. **Not Agreed, 2 For, 5 Against.** Cllr Lloyd **proposed, seconded** by Cllr Hanson that item 60.5 be amended to say, 'that the letter was actioned but not sent'. **Agreed 5 For 3 Abstained (SN,PC,RG).** Cllr Lloyd **proposed, seconded** by Cllr Northam that the 8th December 2020 minutes be approved as a true and fair record. **Agreed** **CLERK**

F&GP/20/69 **MATTERS ARISING AND ACTIONS**

69.1 Clerk to bring back November 10th draft F&GP Minutes for agreement and to check issues raised - **Actioned**

69.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – The Clerk updated there was a W.P. group meeting on the 25th January to discuss this matter. **CLERK**

69.3	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, and Clerk to pursue response from HDC re complaint, and check whether a decision has been made for SPC to go to Solicitors for advice – Ongoing (Also discussed under item 73.1)	Cllr Lloyd / CLERK
69.4	Assets register to be updated and brought to next F&GP meeting – Ongoing	CLERK
69.5	Clerk's outstanding list of actions to be discussed at personnel committee - Ongoing	CLERK
69.6	Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – Ongoing – to be discussed on 25th January meeting.	CLERK
69.7	Playground temporary laminated signage to include hard backing and then to be assessed – Actioned / Ongoing – The Clerk to explore what HDC are putting on their Playground sites	CLERK
69.8	James Corrigan invoice clarity sought by Clerk – Clerk updated that he had received another invoice but that he needed to speak with Mr Corrigan once again to clarify further details. Cllr Campbell suggested that the Clerk had commissioned a third report from Mr Corrigan and that it be circulated. The Clerk said he had not received nor commissioned this report. However, the report would be circulated from Councillors who had received it.	CLERK Cllrs
69.9	Internal controls as specified by financial risk assessment {F.R.A} more rigorously observed – Actioned. Clerk to check on the relaxation of signatory requirements for financial items	CLERK
69.10	Three-year business plan compilation deferred until spring 2021 and to budget working party – Ongoing	CLERK
69.11	FOI information to be uploaded onto Web site motion to be agreed at Full Council – Actioned	
69.12	BACS payment distribution list extended once again - Actioned	
69.13	Clerk to ask advice regards current arrangement with Steyning in Bloom – Actioned , but to be further discussed in confidential session at next F&GP Meeting	CLERK
69.14	Clerk to continue to correspond with HDC regards Mass Vaccination Centre provision, especially regards remuneration - Actioned	
69.15	Scheme to allocate tablets to councillors to be discussed at budget working party – Ongoing	CLERK
69.16	Further discussion required regards proposed projects listing- See item 70.3.3	
69.17	Staff pay rise to be actioned and backdated - Actioned	
69.18	Personnel committee to consider staff's income to that which is in line with 'living wage' – See item 73.3	
69.19	Internal and External Audit letters to be discussed at future meeting – See item 71	
F&GP/20/70	FINANCE MATTERS	
70.1	List of payments. Cllr Lloyd proposed, seconded by Cllr Northam to approve the December 2020 list of payments. Agreed	
70.2.1	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for November 2020. Agreed Clerk to ask finance package company whether monthly income and expenditure figures against each code can be shown once again – to be discussed at working practices group	CLERK

70.2.2	Cllr Lloyd proposed, seconded by Cllr Alexander to agree the F&GP income and expenditure report for December 2020. Agreed	CLERK
70.3.1	Committee discussed the Budget supporting papers provided for the next financial year 2021/22. Two final options for either a 2.5% Precept rise, or a 0% rise were considered. Cllr Lloyd proposed, seconded by Cllr Northam that committee agrees the budget for the year starting 1 st April 2021 to the 31 st March 2022 in accordance with the 'worst case budget' as itemised by the Clerk which is a 0% Precept increase from last year. Agreed.	
70.3.2	Cllr Lloyd proposed, seconded by Cllr Hanson to recommend this to Full Council as the SPC Budget for 2021/2022. Agreed	CLERK
70.3.3	Project details in terms of their scope and cost and priority to be discussed over the next couple of months	CLERK
F&GP/20/71	GOVERNANCE ITEMS	
71.1	To receive the external auditors signed 'External Auditor Report and Certificate 2018/2019'. Cllr Lloyd proposed, seconded by Cllr Hanson to receive the signed 2018/19 external auditors report and take note of the Box 9 section 2 of the annual governance and accountability return and increase our total fixed assets accordingly. Agreed 7 For, 1 Abstained {RG}	CLERK
71.2	To approve the interim Internal Audit letter dated October 2020. One action was raised by the internal auditor within the letter – that of a need to increase the SPC insurance fidelity cover and the Clerk reported this had already been actioned. Cllr Campbell had raised 16 additional questions. Cllr Lloyd proposed, seconded by Cllr Norcross that an all member working party convene before the February Full Council Meeting to discuss the interim internal audit letter and the queries that have been raised by members. Agreed	CLERK
71.3	Committee received the December monthly 2020/21 Cil report. Clerk to establish further details relating to 'allocations' within the small table at the end of Appendix 2	CLERK
F&GP/20/72	DATA PROTECTION AND FREEDOM OF INFORMATION	
72.1	The Clerk updated on a recent F.O.I. request dated 26 th October whereby the requester asked for information relating to the SPC allotment and open space sites. The response had been sent and uploaded onto the SPC web site. The Clerk also informed committee that there were two outstanding review requests to be completed. The Clerk was asked to supply more information regards correspondence to allotment plot holders and that this could be undertaken within the 'monthly allotment report'.	CLERK CLERK
F&GP/20/73	REQUESTED MOTIONS	
73.1	Committee discussed the 'Steyning swimming pool agreement with HDC', and whether to pursue legal advice to determine if SPC should continue to subsidise the installation as per the agreement. Cllr Campbell proposed, seconded by Cllr Goldsmith that this committee charges the Clerk with obtaining legal advice on SPC's contractual payment obligations concerning the swimming pool, taking into account all facts and matters raised in the draft letter of 16 March 2020 prepared by Councillor Campbell, but set £500 as a limit to the cost of obtaining this advice. Agreed – 4 For {TL, RG, PC, DH}, 4 Against {JN, SA, CY, SN} . Agreed on the casting vote of the Chairman	CLERK
73.2	The committee discussed the possibility of establishing an SPC financial reserves policy. The Motion discussed – 'That SPC shall establish and publish its reserves policy using the SLCC precedent as its starting point. It shall also publish for each of its F and GP meetings a statement showing what reserves it holds to include separate particulars for General, Earmarked and Ring-fenced". Cllr Lloyd proposed, seconded by Cllr Young that the SPC working practices group should in the first instance discuss whether to establish a Reserves policy. Agreed	CLERK

73.3 This committee discussed staffing pay rates. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Personnel Committee is delegated to discuss and report back to F &GP with recommendations as to whether SPC should strive to be an “accredited living wage employer” as defined by the Living Wage Foundation, and if so, to set out a strategy by which that could be achieved by particular reference to the rates of pay of its employees and pay rises needed to achieve that”. **Agreed** **CLERK**

F&GP/20/74 **INFORMATION/CORRESPONDENCE ITEMS**
74.1 Committee discussed whether it was possible to provide a link under correspondence items on the Minutes to link to the News pages on the Web site. Therefore, the Links are provided here: **CLERK**
<https://www.steyningpc.gov.uk/news/> and <https://www.steyningpc.gov.uk/covid-19/>

F&GP/20/75 **DATE OF NEXT MEETING – 9th February 2021 @7.30pm.**

The Chair closed the meeting at 9.15 pm

Signed Date 9th February 2021

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

<https://archive.org/details/2020.01.12-steyning-parish-council-f-gp-meeting-offical-copy>

Briefing paper for item 5.3

Residents anonymity during questions – Notes from Working practices WP

Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group so recommendation can be brought back to F&GP Committee

Briefing Notes

F&GP relevant Minute – Committee also discussed whether residents could continue to have the option of asking questions anonymously in public meetings. Cllr Campbell **proposed, seconded** by Cllr Hanson, that the matter of residents having option to remain anonymous when asking questions, should be a matter to be discussed by the working practices group. **Agreed**

The advice from SALC is as follows – There is nothing in law that requires a member of the public to identify themselves when asking a question. It is a matter of courtesy that people do so. The easiest way of dealing with that type of question is to say that the Council will provide a written answer to the question but will need a name and address / email in order to respond.

The Clerk noted - There is no guide within our Standing orders. Nothing we have found anywhere else from other Parish Councils or advice streams suggests we can compel members of the public to announce their name before they are allowed to present a question at a Parish Council meeting

Recommendation

Members agreed to recommend the following – that members of the public should be able to remain anonymous in our live meetings, the same as we might expect in 'Normal' meetings held at the Steyning Centre where people did not need to give their names when asking a question. On Zoom if someone needs to ask a question anonymously, they can just use their audio facility. And if there is a question that really requires a written response then residents can be told to pass their contact details to the Clerk and receive that response without the concern that their names are made public therefore protecting their personal data.

This will be recommended to Full Council – Not to be discussed at F&GP

Briefing Note for 5.5 – Recommendation to be brought back to F&GP

Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back to F&GP

Briefing Notes

F&GP Minutes -The Clerk updated that it was possible to enhance the accounts package by enabling the 'purchase ledger' section, but that there would be an additional burden on the office in terms of time required to facilitate the ability to report on committed expenditure. Clerk to take to Working practices group with a comprehensive briefing paper so a recommendation can be brought back to F&GP.

Clerk informed - There is currently a low level of accounting for committed goods and services given to us by the phased' system of income and expenditure reports – These phased reports become more accurate over time as experience shows us when certain invoices from certain goods or service providers are due. This together with a knowledge that given the budget lines have totals agreed during the budgeting process based upon recent historical evidence and agreed service arrangements, one would expect more often than not, that budget lines themselves represent the anticipated committed level of income and expenditure for the year.

As the end of the financial year draws close, the committees are made aware of any possible shortfall in expenditure and can therefore make decisions to proceed or not with additional works, services or capital funding projects based upon their outstanding 'wish lists' or agree to carry over into the next financial year any earmarked reserves for said expenditure – and this is what currently occurs.

We currently place orders or engage services by email or receive services via contracts previously agreed. It is possible to obtain an added 'purchase ledger' element to the account's software package – the benefits of this are that it would provide a very accurate committed element to our accountancy service, but the extra work would need to be dealt with by a new member of staff I would suggest. – I would estimate 4 to 8 hours per week

Recommendation

Members felt the current I&E monthly accounts acceptable and informative as they clearly show the annual budget and the performance against the budget. They deemed the idea a 'nice to have' rather than a necessity and agreed to recommend they could not justify the additional cost required to offset the provision of a more accurate 'committed expenditure feature'.

Date: 05/02/2021

Steyping Parish Council

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Bank Reconciliation up to 01/02/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/01/2021	DD	876.00		876.00		R ☒	HDC Rates
04/01/2021	VIS	36.19		36.19		R ☒	Site lock - Web
05/01/2021	DR	0.99		0.99		R ☒	Bank charges
08/01/2021	624/20.21	16.04		16.04		R ☒	PIP Services
08/01/2021	625/20.21	1,200.00		1,200.00		R ☒	TSS Legionnaires - Risk Assessments
08/01/2021	626/20.21	429.94		429.94		R ☒	Adrian locksmith
08/01/2021	627/20.21	180.00		180.00		R ☒	Picking unlocking
08/01/2021	628/20.21	117.00		117.00		R ☒	Clare Austin
08/01/2021	629/20.21	76.15		76.15		R ☒	HDC Rates - insurance recharge
08/01/2021	630/20.21	216.69		216.69		R ☒	Laser elec' - High Street
08/01/2021	631/20.21	82.99		82.99		R ☒	Laser elec - changing rooms
08/01/2021	632/20.21	1,651.00		1,651.00		R ☒	Jack Lee
11/01/2021	VIS	59.30		59.30		R ☒	Amazon - Paint C ties
13/01/2021	CR		158.67	158.67		R ☒	Receipt(s) Banked
13/01/2021	CR		40.99	40.99		R ☒	Receipt(s) Banked
13/01/2021	CR		468.70	468.70		R ☒	Receipt(s) Banked - St Andrews Lodge.
13/01/2021	CR		40.99	40.99		R ☒	Receipt(s) Banked
15/01/2021	VIS	8.95		8.95		R ☒	Amazon - MPF sign
15/01/2021	633/20.21	169.48		169.48		R ☒	overline
15/01/2021	634/20.21	288.35		288.35		R ☒	Business stream water - Bus shelter.
15/01/2021	635/20.21	160.00		160.00		R ☒	TSS - legionnaires
18/01/2021	VIS	28.78		28.78		R ☒	Zoom
18/01/2021	CR		346.76	346.76		R ☒	Receipt(s) Banked
18/01/2021	20/45		123.16	123.16		R ☒	Receipt(s) Banked
19/01/2021	DR	16.28		16.28		R ☒	HSBC Bank charges
22/01/2021	636/20.21	55.20		55.20		R ☒	ADT alarms
22/01/2021	638/20.21	1,206.84		1,206.84		R ☒	British Gas - Steyping Centre
22/01/2021	639/20.21	260.00		260.00		R ☒	Treedom
22/01/2021	640/20.21	178.37		178.37		R ☒	TC Minatenance
22/01/2021	641/20.21	336.75		336.75		R ☒	HDC - waste
25/01/2021	BP	5,999.51		5,999.51		R ☒	Salary - various
25/01/2021	VIS	8.00		8.00		R ☒	Zoho
27/01/2021	CR		1,117.55	1,117.55		R ☒	Receipt(s) Banked - St Andrews pre school
28/01/2021	642/20.21	38.93		38.93		R ☒	Nalc course
28/01/2021	643/20.21	97.92		97.92		R ☒	Edmundson
28/01/2021	644/20.21	160.00		160.00		R ☒	TSS - legionnaires
28/01/2021	645/20.21	90.42		90.42		R ☒	Laser - elec
28/01/2021	646/20.21	1,381.28		1,381.28		R ☒	HMRC - Tax
28/01/2021	647/20.21	1,672.82		1,672.82		R ☒	WSCC - pensions
28/01/2021	648/20.21	417.00		417.00		R ☒	Function28 - Web site
		<u>17,517.17</u>	<u>2,296.82</u>				

05/02/2021

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Steyping Parish Council

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Detailed Income & Expenditure by Phased Budget Heading 01/02/2021

Month No: 10

Committee Report

Finance & General Purposes Ctt101 Administration

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1000 Donations Received	17,539	2,830	(14,709)	3,400			515.9%
1004 Reimbursed Charges & donations	155	160	5	200			77.6%
1010 Miscellaneous income	0	920	920	1,100			0.0%
1076 Precept Received	322,305	322,305	0	322,305			100.0%
1090 Bank Interest Received	19	210	191	250			7.5%

Administration :- Income

	340,018	326,425	(13,593)	327,255			103.9%
4000 Salaries	102,418	114,170	11,752	137,000		34,582	74.8%
4002 Printing, stationery, postage	1,361	2,670	1,309	3,200		1,839	42.5%
4003 Staff Ill Health Insurance	0	1,350	1,350	1,350		1,350	0.0%
4004 Telephones and Alarm	1,885	2,000	115	3,000		1,115	62.8%
4005 Insurance	4,337	5,800	1,463	5,800		1,463	74.8%
4006 Salaries Outsourcing	0	900	900	900		900	0.0%
4007 Data Protection	910	1,400	490	1,700		790	53.5%
4010 Audit Fees	(893)	1,400	2,293	1,750		2,643	(51.0%)
4016 Legal Fees/Elections	0	8,330	8,330	10,000		10,000	0.0%
4017 Bank Charges	256	540	284	650		394	39.3%
4021 General Grants	718	1,670	952	2,000		1,282	35.9%
4025 CCTV Maintenance	0	160	160	160		160	0.0%
4030 Steyping in Bloom	4,964	4,400	(564)	4,400		(564)	112.8%
4032 Royal British Legion	0	350	350	415		415	0.0%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/02/2021

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	1,500	1,500	0	1,500		0	100.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	80	2,250	2,170	3,000		2,920	2.7%
4040 Town Clock	0	330	330	450		450	0.0%
4045 Misc & Petty Cash	0	230	230	275		275	0.0%
4047 Training	351	1,250	899	1,500		1,149	23.4%
4049 Showcase	0	100	100	200		200	0.0%
4055 HR Services	3,010	4,170	1,160	5,000		1,990	60.2%
4060 Chairman's Function	0	500	500	500		500	0.0%
4061 Councillors' Allowances	0	80	80	100		100	0.0%
4063 Legionnaires	1,933	2,080	147	2,500		567	77.3%
4070 Software Packages	1,682	1,670	(12)	2,000		318	84.1%
4071 ICT Equipment	1,025	1,300	275	1,700		675	60.3%
4072 Website Development	1,012	1,000	(12)	1,000		(12)	101.2%
4073 Neighbourhood Plan Exp	0	1,050	1,050	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	2,500	738	3,000		1,238	58.7%
Administration :- Indirect Expenditure	<u>130,200</u>	<u>166,900</u>	<u>36,700</u>	<u>198,050</u>	<u>0</u>	<u>67,850</u>	<u>65.7%</u>
Net Income over Expenditure	<u>209,819</u>	<u>159,525</u>	<u>(50,294)</u>	<u>129,205</u>			
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	0	0	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>60,750</u>	<u>0</u>	<u>60,750</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(60,750)</u>			

Detailed Income & Expenditure by Phased Budget Heading 01/02/2021

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	19,263	18,000	(1,263)	26,930		7,667	71.5%
Youth Provision :- Indirect Expenditure	<u>19,263</u>	<u>18,000</u>	<u>(1,263)</u>	<u>26,930</u>	<u>0</u>	<u>7,667</u>	<u>71.5%</u>
Net Expenditure	<u>(19,263)</u>	<u>(18,000)</u>	<u>1,263</u>	<u>(26,930)</u>			
Finance & General Purposes Ctt :- Income	340,018	326,425	(13,593)	327,255			103.9%
Expenditure	149,463	184,900	35,437	285,730	0	136,267	52.3%
Movement to/(from) Gen Reserve	<u>190,555</u>						

Bank Balances as of 31st January regards the SPC Accounts

- Item 6.2.2

Account 1 – Current Account - £71,475.12

Account 2 – Savings Account - £175,656.10

Account 3 – Emergency Reserves - £80,000.00

Total - £327,131.22

- **Outstanding Earmarked reserves - N plan £4,463 + HR Services £2,818 = £7,281**
- **Outstanding expected Income - Possible £9,690 – {Cil monies expected to be received}**

Boosting tourism in Steyning campaign 2021 - overview and funding request – Briefing paper for item 6.3

- **Background**

Steyning & District Community Partnership has a website (VisitSteyning.co.uk) which is targeted at potential visitors to the town and to also provide information about local businesses, events and facilities for residents.

With the end of the pandemic hopefully in sight the Visitor & Tourist Committee is embarking on work to promote the website more widely to raise the profile of Steyning and district as a visitor destination and also to publicise the website as a resource for residents. 2021 is forecast to be a popular time for Staycations in the UK which we want to take advantage of. If we can attract more visitors to the area then local shops, food and drink outlets, accommodation providers and visitor attractions will be boosted after this difficult period. This will also benefit residents as keeping local businesses open improves the quality of life for residents and may provide employment opportunities.

- **Purpose of the campaign**

- To raise awareness of the Visit Steyning website (visitsteyning.co.uk) to visitors and residents
- To promote awareness of Steyning as a tourist destination to people outside the immediate area to encourage visitors

- **Proposal**

The campaign will start immediately and the initial plan is to produce 500 double sided A5 fliers, featuring photographs of the best Steyning and district has to offer as well as highlighting the area's unique selling points. The main visual focus will be the Visit Steyning website address. These fliers will be distributed with covering letters to coach companies, tourist information centres in the southeast of England and also be available locally for residents. These fliers may later be supplemented with car stickers and other outreach tools as well as promoting the website on main south east tourist websites.

- **Initial Costs**

Printing: £53 for the A5 fliers and £746 for the Town Trail reprint (quotes have been obtained and are available) - Total £799

Postage: £66

Cost of producing 100 letters to coach companies and tourist information centres: £20

Value of volunteer time to undertake project work: £400 (estimate)

Total cost of first stage of campaign: £885 plus volunteer contributions in time given

- **Grant request**

A contribution from the Parish Council of £250 from its Community Grants budget would be much appreciated to seed fund this campaign to help Steyning recover from the pandemic.

Item 6.4.1

Main Briefing Note from Personnel Committee

To discuss the final invoice from James Corrigan and agree any recommendations to F&GP - A briefing paper was sent to all committee members which detailed the invoices received and confirmed that they correlated with the 40 hours previously agreed by the Personnel committee. It was agreed to recommend to F&GP that the third and final invoice be paid.

Cllr Hanson **proposed, seconded** by Cllr Young to recommend to F&GP committee that the outstanding Invoice be paid. **Agreed**

Briefing Note – Payment of James Corrigan invoice Item 6.3.2

When presenting this invoice for approval to pay at F&GP initially there was an issue raised suggesting we would likely be paying more than had been agreed under motions at Full Council and F&GP Committee. This actually is not the case – As follows

14th July 2020 – F&GP Meeting

Cllr Cree **proposed, seconded** by Cllr Hanson that a budget of up to £600 be allocated for specialist input/mentoring from an independent council clerk for the SPC Clerk and advice to councillors in regard to their respective roles and responsibilities and in particular for the production of agenda and minutes. **Agreed {Paid 4th August}**

{£600 equals £60 x 10 Hours at JC's agreed rate}

20th August 2020 – Full Council

Motion 11: The Council resolves to appoint James Corrigan to offer additional support to the Clerk and Council, which shall be limited to 30 hours or, until such time as the Clerks' Office Support Team recommends to Council that it should cease. Cllr Lloyd **proposed, seconded** by Cllr Northam that the motion 11 above be agreed. **Agreed**
{Additional 30 Hours agreed}

Therefore 40 hours in total {@ £60 per hour} have been agreed to be paid. Indeed, if needs be, we already have agreement to engage James services beyond this limit if the Clerks office support team deem it necessary.

So Far, we have paid invoice #1 - £600 - Equals 10.00 hours (as per initial agreement)

Invoice #2 - £735 - Equals 12.25 hours **{Paid in October '20}**

The invoice we are considering is for £1065 - Equals 17.75 hours.

To pay this invoice will therefore complete the 40 hours already agreed.

All three invoices are attached for your information.

I suggest we recommend F&GP agree payment ASAP.

Second, we might want to recommend a further motion based upon any actions we deem necessary at this personnel meeting as the only other motion agreed is as follows:

7th December 2020 – Personnel Meeting

6.1.2 Cllr Young **proposed, seconded** by Cllr Lloyd that committee would consider recommending the implementation of James Corrigan's suggestions and that committee would therefore if necessary, come back to James on a case-by-case basis. **Agreed**

Date: October 28, 2020

TO: Steyning Parish Council
 The Steyning Centre
 Fletchers Croft,
 Steyning
 BN44 3XZ

[illegible]

Make all cheques payable to James Corrigan
Or BACS payments to Mr J R Corrigan sort code 40 19 31

THANK YOU FOR YOUR BUSINESS!

02/10/2020	Review STC draft TOR and Scheme of Delegation	10.30am	11.30am	1hr	1
02/10/2020	Telephone call to John discuss issues re relationships re Councillors	11.30am	12.30pm	1hr	2
02/10/2020	Compose email to John Fullbrook re SOD and TOR	5.30pm	6pm	5hrs	2.5
	Attend end of working party meeting, telephone call with John, (agreed to do report on duty of care and practices re agenda sizes) review recording of				
05/10/2020	Community meeting	10am	1pm	3hrs	5.5
07/10/2020	Research and prepare report on duty of care	11am	2.30pm	3.5 hrs	9
	Call John, LMTCO, progressed report, continue review of meetings, call from John. Noted hours remaining would be used in preparing two reports and calling three Councillors as agreed. Noted I will call them early next week to outline report and what needs to be achieved. Also agreed if book 10 plus day work will be able to do this for £380 per day. John to take this to full Council in two weeks. I will send a note of where Council requires support.				
08/10/2020	Review notes and Councillor details. Called Cllr. Joanne Norcross, discussed way forward and extra contract. Also noted that I will be working beyond the current hours of 30 to complete the work, it will be for Council to decide if happy to pay additional hours. Including report on duty care, meetings and use of Jo.	9.30am & 3pm	11.30am & 3.30pm	2.5hrs	11.5
14/10/2020	Review of various minutes in preparation for meeting with Cllr. Paul Campbell	12 noon	1pm	1hr	12.5
15/10/2020	and completing reports to Council.	4pm	6pm	2hr	14.5
16/10/2020	Review of STC minutes and prep for meeting with P Campbell at 11am	9.30am	12 noon	2.5 hrs	17
16/10/2020	TT call to John give update, advise will be working beyond hours to complete work and up to Council if pays for additional hours. Also reviewed notes	12.15pm	12.45pm	0.5hr	17.5
16/10/2020	Review notes from meetings, research Councils of similar size, and deal with emails on evening re meeting on Monday.	6pm	8pm	2hrs	19.5
17/10/2020	Zoom Call to Cllr. Paul Campbell, and reviewing notes re scheme of delegation	9.30am	12 noon	2.5 hrs	22
	Prep, Zoom Call Cllr. Paul Campbell re Scheme of Delegation and Council matters 9.30am - 10.45am, Zoom call Cllr. Joanne Norcross 11am - 11.45am,				
19/10/2020	Zoom call John Fullbrook, 12.15pm - 1pm. Making notes and collating.)	9am	1.30pm	4.5hrs	26.5
19/10/2020	Attended Town Council meeting (virtually)	7.30pm	10pm	2.5hrs	Not claimed for
20/10/2020	Zoom Meeting with Cllr Rod Goldsmith, 11am - 12.15pm, reviewed 7 emails sent over by John yesterday	11am	1.15pm	2.25hrs	28.75
20/10/2020	Telephone meeting with John discuss various matters	4.30pm	5.30pm	1hr	29.75
23/10/2020	Work on report for Council on findings including research of comparative Councils.	11am	3pm	4hr	33.75
27/10/2020	Zoom meeting with Cllrs Norcross and Lloyd	11.30am	12.30pm	1hr	34.75
28/10/2020	Finalising report	9.30am	10.30am	2hr	36.75
TOTAL OF 30 hours used					49

The Community Infrastructure Levy

Steyning Parish Council Report – 2020/21

Guidance on Parish Council's responsibilities include the following.

- (i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt.
- (iii) Producing and publishing an annual report on any CIL received in a financial year

The previous year's receipts (£2,694.86) have not been allocated as yet.

BALANCE SHEET FOR YEAR 2020/21 - To January '21

Balance from previous period	2,694.86
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{To be spent by September 2024}

Income in this period from HDC	0
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Income in this period from SDNP	2,339.12
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{Received – 16th July '20 / to be spent by June 2025}

TOTAL CIL MONIES AVAILABLE - INCOME	5,033.98
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.....

Projects this Year using CIL funding –

Nothing allocated	0
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TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31 st , 2021	0
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BALANCE (Monies carried forward to next year 20/21)	?
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S106 Monies also available @ October 2020	£27,819.54
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{See Appendices 2 for details}

Appendix 1 – Guide to Spending S106 Monies

There are useful explanations of s106 finance management here
<https://www.eastcambs.gov.uk/finance/section-106-grant-funding>
and here

https://www.e-lindsey.gov.uk/media/10014/Section-106-Contributions-Facts-and-Questions/pdf/Section_106_Contributions_Facts_and_Questions.pdf

1. *"... The funding must be spent on facilities that can be demonstrated to be required because of the new development taking place...."*
2. *.....Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed."*
3. *"....It is important to note that S106 monies may therefore only be spent on facilities where the new development has, **at least in part**, contributed to the need for the facilities. S106 funding is available **for capital projects** only. Revenue funding towards on-going running costs is not available. ..."*
4. *"... S106 payments relate directly to the development with which they are associated, and can only be spent as specified in the S106 agreement agreed by all relevant parties"...*
5. *"... Payments cannot be spent on alternative works unless the developer agrees. This however is very rare because the original agreement was to mitigate against the effects of the development and removing parts of it or altering it could mean the mitigation will not happen. Section 106 agreements should not be used to resolve existing problems elsewhere unless specified in the S106 agreement. The important principle is that the S106 contribution must meet the needs of the development proposed, and not be spent on making good a pre-existing deficiency. For example, a S106 contribution may be agreed to fund a new playground if a playground is made necessary by the development. The money can only be used to refurbish an existing playground nearby if it's agreed with the developer and specified in the S106 agreement."...*

UNSPENT SECTION 106 FUNDS
STEYNING PC
OCTOBER 2020

App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/1010	Land East of New House, Tanyard Lane, Steyning, BN44	Steyning PC	Community Facilities - HDC:91005	22/06/2010	1	NO SPENDING DEADLINE IN AGREEMENT. Community facility based facilities in the parish of Steyning	2,930.00	2,930.00	25/06/2010		2,430.00	500.00	500.00	0.00	Under Construction	Steyning Festival Electricity connection
DC/08/2030	Land at the rear of Broomfields, Bramley & Elmside, Goring Road, Steyning, BN44 3GF	Steyning PC	Community Facilities - HDC:91005	14/06/2010	1	NO SPENDING DEADLINE IN AGREEMENT Provision/improvement of community/leisure facilities in or benefitting the parish council areas of Steyning.	6,510.00	6,510.00	05/07/2010		3,765.35	2,744.65	2,744.65	0.00	Finished	Steyning Festival Water Connection (POP)
DC/05/0718	Chanctondown Poultry Farm, Horsham Road, Steyning, West Sussex	Steyning PC	Sustainable Transport - WSCC:93006	05/08/2005	1	NO SPENDING DEADLINE IN AGREEMENT 23,400 to be used solely towards the projects: means projects which promote accessibility to and from the Red Land by sustainable modes of transport. 12,000 -Transport Links Contribution to be used solely by Steyning Parish Council to improve public transport and/or pedestrian links between the Application Site and Steyning	35,400.00	40,150.38	27/12/2007		20,838.00	19,312.38	0.00	19,312.38	Under Construction	
DC/05/1613	The Firs, Jarvis Lane, Steyning, West Sussex, BN44 3GL	Steyning PC	Sustainable Transport - WSCC:93006	14/11/2005	1	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED) For the provision of road signage and markings immediately to the east of the site entrance in Jarvis Lane	1,380.00	1,380.00	30/11/2005		0.00	1,380.00	1,380.00	0.00	Finished	Dropped kerbs within 1km of the relevant development
DC/06/1258	99 High Street, Steyning,, West Sussex, BN44 3RE	Steyning PC	Sustainable Transport - WSCC:93006	23/07/2007	2	NO SPENDING DEADLINE IN AGREEMENT For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.	3,510.00	3,510.00	27/07/2007		1,463.00	2,047.00	0.00	2,047.00	Not Started	
DC/06/1633	Elmside Cottage, 25 Goring Road, Steyning, West Sussex, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	26/01/2007	2	NO SPENDING DEADLINE IN AGREEMENT Solely on the Scheme: Scheme: a scheme which will improve access between the Application Site and local amenities (to include housing, jobs, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	1,625.00	1,725.16	07/10/2009		1,625.00	100.16	0.00	100.16	Under Construction	
DC/07/1434	34 Church Street, Steyning, West Sussex, BN44 3YB	Steyning PC	Sustainable Transport - WSCC:93006	05/12/2007	2	10 YEAR SPENDING DEADLINE FROM COMPLETION OF DEVELOPMENT For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.' NB. FOLLOWING RENEWAL OF THIS EXPIRED PERMISSION UNDER REFERENCE DC/10/1585, OFFICER ADVISED NEW OWNERS IN WRITING THAT REQUIREMENT FOR A S106 AGREEMENT (C10) HAD BEEN DISCHARGED BY THAT DRAWN UP AGAINST DC/07/1474.	1,560.00	1,560.00	10/04/2008		0.00	1,560.00	0.00	1,560.00	Not Started	

UNSPENT SECTION 106 FUNDS
STEYNING PC
OCTOBER 2020



App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/2030	Land at the rear of Broomfields, Bramley & Elmside, Goring Road, Steyning, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	14/06/2010	2	NO SPENDING DEADLINE IN AGREEMENT. A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	4,800.00	4,800.00	05/07/2010		0.00	4,800.00	0.00	4,800.00	Finished	
DC/09/1777	Elmside, 25 Goring Road, Steyning, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	01/09/2011	3	ALLOCATED BY WSCC TO SCHOOL SAFETY ZONE - STEYNING - (SCHEME STATUS - PROGRAMMED) NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	1,680.00	1,680.00	02/09/2011		0.00	1,680.00	1,680.00	0.00	Finished	School Safety Zone Steyning
DC/10/2201	Tanyard Lane, Steyning, West Sussex, BN44 3RJ	Steyning PC	Sustainable Transport - WSCC:93006	01/06/2011	2	ALLOCATED BY WSCC TO SCHOOL SAFETY ZONE - STEYNING - (SCHEME STATUS - PROGRAMMED) NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	129.00	129.00	06/06/2011		0.00	129.00	129.00	0.00	Under Construction	School Safety Zone Steyning

Allocation	Potential	Collected	Allocated	Spent	Available
Children&Young Peoples Servs(Education)-WSCC:93002	0.00	4,954.00	792.00	4,162.00	792.00
Community Facilities - HDC:91005	11,463.00	51,085.34	3,244.65	47,840.69	3,244.65
Fire & Rescue - WSCC:93004	620.00	1,165.00	0.00	1,165.00	0.00
Libraries - WSCC:93001	1,326.00	0.00	0.00	0.00	0.00
Local Recycling Facilities - HDC:91006	198.00	765.00	0.00	765.00	0.00
Open Space Sport and Recreation - HDC:91003	1,793.00	6,035.00	0.00	6,035.00	0.00
Sustainable Transport - WSCC:93006	3,570.00	56,494.54	3,189.00	25,486.00	31,008.54
	18,970.00	120,498.88	7,225.65	85,453.69	35,045.19

Briefing Paper for Item 8.1

For clarity - SPC do not have responsibility for clearing graffiti in Steyning other than to pass on reported problems to HDC, or to ask our Wardens or Caretakers to deal with an issue if it is defacing our own property.

From WSCC Web site

Report graffiti

How to report graffiti to your local council.

Local district and borough councils oversee the removal of graffiti from, for example, public buildings, monuments, benches and bins. They aim to do it within five working days of it being reported, or one working day if it is offensive.

Enter your postcode below and follow the link to your local council's website to find out how to report graffiti to them.

Top of Form

Enter a postcode below

Bottom of Form

- **Horsham District**

This service is provided by Horsham District Council

From HDC Web site

Report graffiti

Graffiti is writing or drawings scratched or sprayed onto public or private property without permission. It is classified as criminal damage and we are responsible for removing it from public property.

The penalty for graffiti ranges from on-the-spot fines to a maximum of ten years imprisonment.

If the graffiti is of an offensive nature, we will endeavour to remove it within 24 hours. Other non-offensive graffiti will be removed within 3-5 days.

Report graffiti

Graffiti on private property

We can remove graffiti from private property for a small charge if permission is given by the landowner. Please [contact us online](#) to request this service.