

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th MARCH 2022 AT 7.30PM

Present: Cllrs Lloyd (Deputy Chairman), Young, S. Alexander, Sullivan, Goldsmith and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 5

Meeting commenced: 7:31 pm

DRAFT MINUTES

ACTIONS

F&GP/21/49 APOLOGIES FOR ABSENCE

49.1 Apologies received from Cllrs Northam, Trundle and Campbell.

F&GP/21/50 DECLARATIONS OF INTEREST AND DISPENSATIONS

50.1 None

F&GP/21/51 QUESTIONS FROM THE FLOOR

51.1 None received

F&GP/21/52 MINUTES OF PREVIOUS MEETING

52.1 Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that the minutes of the meeting held on 11th January 2022 be agreed as a true and fair record of the meeting. **Agreed**

The Chairman brought the following item forward so that a resident could participate in the discussion

F&GP/21/53 FINANCE MATTERS

53.1 **To discuss whether all cupboard hire at the Steyning Centre ought to be waived for the year 2020/21 due to Covid as proposed by the Steyning Horticultural Society.** The resident {Mr Charles Ashby} spoke in support of his proposal, and he had sent in two letters. The contents of these letters and other supporting papers were discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that committee refuses the Steyning Horticultural Society proposal for a rebate. **Agreed 4 For, 2 Against** D. Clerk

F&GP/21/54 MATTERS ARISING AND ACTIONS

54.1 Personnel to consider additional staffing resource - **Actioned**

54.2 Agreed staffing budget provision taken to Full Council– **Actioned**

54.3 Agreed HR Support budget taken to Full Council – **Actioned**

54.4 Community Award nomination agreement taken to Full Council – **Actioned**

54.5 Premises to reconsider Dishwasher purchase for this current financial year - **Actioned**

54.6 SPC Budget recommendation for the 2022/23 fiscal year taken to Full Council – **Actioned**

54.7 CCTV renewal taken to Full Council – **Actioned**

54.8 Chairmans function discussions taken to Full Council - **Actioned**

54.9 Youth Service MOU recommendation taken to Full Council - **Actioned**

54.10	Clerk to convene FOI panel – Actioned	
54.11	Audit action recommendation taken to Full Council– Actioned	
54.12	Grant award recommendation taken to Full Council– Actioned	
F&GP/21/55	FINANCE MATTERS	
55.1	To consider four grant requests as per supporting papers. Cllr Goldsmith queried whether the grant to the Steyning and District Partnership should be agreed if a previous grant for the same event had not been spent as per the terms of the initial request. A Partnership representative was invited to speak (from the audience) to help clarify this issue and confirmed that the money had been spent on website designs – due to Covid – instead of printing but were for the same event. The current grant request was for another project. Cllr Young suggested that to keep in line with the framework and limitations of the budget for grants for the fiscal year 2021/22, that committee considers reducing the amount requested by the Steyning and District Partnership to £200 whilst agreeing all the other three requests. Cllr Norcross proposed, seconded by Cllr Young that committee accepts all the grant requests {as per supporting papers – 1. £157 for Steyning Community Orchard’s insurance cover: 2. £63 grant to cover room hire for Allotment Associations AGM: 3. £120 for Steyning Area First Responders for annual defibrillator maintenance : 4. £250 Steyning and District Partnership grant to fund publicity materials for the walking festival} - Except that the Steyning and District Partnership grant be reduced to £205 so that the annual budget is not exceeded. Agreed 5 For , 1 Against. Cllr Goldsmith said that he would be writing to the external auditors on his disagreement with the conclusion to this item.	CLERK / D. Clerk
55.2	To receive notes on the SPC finance position as at end of February 2022 and the Earmarked Reserve List. The Clerk updated on the current financial position and answered questions arising. Cllr Lloyd requested the wording ‘Forecast out-turn for the year’ be changed to ‘Total Reserves for the Year End’.	CLERK
55.3	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr S. Alexander that the list of payments for December 2021, January and February 2022 be approved as a correct record. Agreed	
55.4	I & E Reports. Cllr Lloyd proposed, seconded by Cllr S. Alexander to agree the F&GP Income and Expenditure reports for December 2021, January and February 2022 as a correct record. Agreed	
55.5	To agree payment of invoice to Moore External Auditor. Cllr Norcross raised the fact that £1000 had been spent by the Council, to fund the time for the external auditors to be able to deal with issues raised by an SP Councillor. Cllr Lloyd proposed, seconded by Cllr S. Alexander that committee agree to pay the invoice for £2,160 inc. VAT. Agreed	CLERK
55.6	The NALC pay award for the year 2021/22 for salaried staff. Cllr Lloyd proposed, seconded by Cllr Norcross that committee accepts NALC’s proposal for a salary rise of 1.75% to be enacted for as soon as possible, and to come into effect for the March 2022 pay round, which involves the Clerk and Deputy Clerk. Agreed	CLERK / D. Clerk
55.7	To agree the SPC Projects to be prioritised to be completed by the end of the next fiscal year 2022/23. The Clerk spoke in support of distributed papers, and committee attempted to prioritise the relevant proposed projects in respect of the limitations of the total project funds available – that being £20,000 for 2022/23. Clerk to speak with the cricket club to understand if they were able to co-fund the concrete apron project, for further discussion at a future meeting. Cllr Lloyd proposed, seconded by Cllr Norcross that the top four priority projects for the 22/23 year are to be the Clock Tower maintenance, the re-vamping of the Steyning Centre Sound system, the upgrading of the Steyning Centre security cameras and the audio-visual system and that these projects would likely total £20,000. Agreed	CLERK CLERK

55.8	The committee received 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. The Clerk advised that the money would still be held in an account with the Upper Beeding Parish Council, but the amount would no longer be registered on their reserve accounts, rather SPC would be notified as to the amount and would then register it as part of SPC Earmarked reserves. – The Amount likely to be in the region of £50,000 with the accurate figure being sent to SPC at Years End.	CLERK
F&GP/21/56	DATA PROTECTION AND FREEDOM OF INFORMATION	
56.1	The Clerk updated on the Data protection and Freedom of information requests. In the last six-month period, there were three FOI requests which have been responded to, and four FOI review requests also responded to – These have now been published on the Web Site	CLERK
F&GP/21/57	GOVERNANCE ITEMS	
57.1	To agree the Neighbourhood Wardens contract as per supporting papers. Cllr Norcross proposed, seconded by Cllr S. Alexander that committee approve of the Neighbourhood Wardens Contract and Memorandum of Understanding being signed subject to the dates being amended accordingly. Agreed	CLERK
57.2	To agree the increase to street cleaner payment as per terms and conditions of contract. Cllr Norcross raised the question as to why the contract included such a high annual increase to cleaner payment as per UK consumer index which this year was 5.5%. Cllr Lloyd proposed, seconded by Cllr S. Alexander that the committee agrees the increase to the Street Cleaner contract of 5.5% as per supporting papers. Agreed	CLERK
57.3	To approve the SPC Financial Risk Assessment. No amendments were put forward from the last years agreed assessment. Cllr Lloyd proposed, seconded by Cllr S. Alexander that committee approves the SPC financial risk assessment as per supporting papers. Agreed The Clerk stated that the Risk Assessment SPC internal controls had been recently completed.	CLERK
57.4	The Clerk notified committee that the dates for ‘End of Year’ finance reconciliation by Rialtus would be the 26th May ’22, and by the Internal Auditor of the SPC finances for the Year 2021/22 would be the 31st May ’22.	
F&GP/21/58	PROGRESS REPORT	
58.1	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Ongoing – Cllr Lloyd to provide Clerk with further details	CLERK
58.2	F&GP/20/46.3 Outstanding signage of draft SPC minutes taken to Full Council - Ongoing	CLERK
58.3	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
58.4	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – Ongoing	CLERK / Cllr Goldsmith
F&GP/21/59	INFORMATION/CORRESPONDENCE ITEMS	
59.1	Cllr Goldsmith raised a question, whether the Steyning Festival organisers were asking for any financial assistance. Nothing was presently forthcoming.	
F&GP/21/60	DATE OF NEXT MEETING – 10th May 2022 @7.30pm. The Chair closed the meeting at 9.21 pm	

Signed Date 10th May 2022
Chair

Here is the link to the video recording of this meeting:- <https://youtu.be/OhLdOY0gVcQ>