

Published 8th June 2022

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Lloyd (Chair), S. Alexander (Vice), Parsons, Goldsmith, Norcross, Bell, Northam, Trundle and Campbell.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 14TH JUNE 2022 AT 7.30 PM IN THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND 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 13th June 2022.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 10th of May 2022 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/21/66.2 Town Clock mechanism maintenance to be completed, including to reinstate the chimes - **Actioned**
 - 5.2** F&GP/21/66.3 Clerk to complete accruals list ahead of End of Year Finance Reconciliation – **Actioned**
 - 5.3** F&GP/21/66.4 Clerk to complete updated Earmarked Reserve list for End of Year Audit – **Actioned**
 - 5.4** F&GP/21/66.5 Clerk to ensure Joint Cemetery Committee Accounts included in End of Year Reconciliation - **Actioned**
 - 5.5** F&GP/21/66.6 Clerk instructed to rope off and place warnings notices by Changing room Concrete Apron - **Actioned**
 - 5.6** F&GP/21/66.6 Clerk instructed to engage a safety officer to inspect C. Rooms Concrete Apron - **Actioned**
 - 5.7** F&GP/21/66.6 Clerk instructed to notify Cricket Club and work with them to lessen the impact of the 'safety' issue- **Actioned**
- 6.0 FINANCIAL MATTERS – (Supporting papers)**
 - 6.1** To approve list of payments for April 2022
 - 6.2** To agree F&GP Income & Expenditure reports for April 2022
 - 6.3** To receive notes on the SPC finance position as at end of Year 2021/22.
 - 6.4** To discuss and agree the External Auditors report and Certificate for 2020/21 and agree any recommendations to Full Council
 - 6.5** To discuss and agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2021/22 with associated notes be recommended for approval at Full Council
 - 6.6** To discuss and agree the End of Year Internal Audit report for 2021/22
 - 6.7** To discuss and agree the publicity required for the Neighbourhood Plan referendum
 - 6.8** To discuss and agree a new Gas contract for the Steyning Community Centre
 - 6.9** To discuss and agree the new SPC Business Plan 2022
 - 6.10** To agree to set up a working party to discuss and make recommendations upon the SPC Asset and Land Register

7.0 PROGRESS REPORT

To receive the following ongoing items and to discuss and agree any subsequent actions to be taken

- 7.1** F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party
- 7.2** F&GP/20/6.13 Move SPC Emergency Reserve monies to a savings account
- 7.3** F&GP/20/66.6 Cricket Club to respond to Clerk when there is further agreement on possible financial assistance to complete works to Changing Room Concrete Apron
- 7.4** F&GP/20/68.1 Cllr Goldsmith to report 'serious issues' to Clerk or Premises Committee Chairman

8.0 INFORMATION/CORRESPONDENCE ITEMS

- 8.1** None at time of publication

9.0 DATE OF NEXT MEETING – 12TH July 2022

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