

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JULY 2022 AT 7.30PM

Present: Cllrs Lloyd (Chairman), Bell, S. Alexander, Parsons, Trundle, Northam and Norcross.

Clerk: John Fullbrook

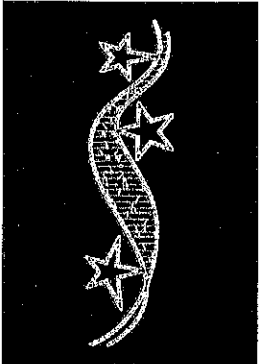
Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/22/1	APOLOGIES FOR ABSENCE	
1.1	Apologies were received from Cllr Campbell. Cllr Goldsmith not in attendance.	
F&GP/22/2	DECLARATIONS OF INTEREST AND DISPENSATIONS	
2.1	None	
F&GP/22/3	QUESTIONS FROM THE FLOOR (<i>in summary format</i>)	
3.1.1	<i>Q – Regards giving apologies for meetings. NALC says absences with an apology and an explanation are fine. Surely giving apologies without an explanation is unacceptable, and explanations should be recorded in the minutes?</i>	
3.1.2	<i>A – The Chair and Clerk agreed that this can be seen as best practice, and the clerk went on to say he had discussed this matter with the Chair of the Council, and it may be the case a change to procedure will be forthcoming.</i>	
F&GP/22/4	MINUTES OF PREVIOUS MEETING	
4.1	Cllr Lloyd proposed, seconded by Cllr S Alexander that the minutes of the meeting held on the 10 th May 2022 be agreed as a true and fair record. Agreed	
F&GP/22/5	MATTERS ARISING AND ACTIONS	
5.1	Town Clock mechanism maintenance completed, including to reinstate the chimes - Actioned	
5.2	Clerk to complete accruals list ahead of End of Year Finance Reconciliation – Actioned	
5.3	Clerk to complete updated Earmarked Reserve list for End of Year Audit – Actioned	
5.4	Clerk to ensure Joint Cemetery Committee Accounts included in End of Year Reconciliation - Actioned	
5.5	Clerk instructed to rope off & place warning notices by Changing room Apron - Actioned	
5.6	Clerk instructed to engage a safety officer to inspect C. Rooms Concrete Apron – Actioned	
5.7	Clerk instructed to notify Cricket Club and work with them to lessen the impact of the ‘safety’ issue - Actioned	
5.8	Cllr Lloyd proposed, seconded by Cllr Northam to take the ‘Matters Arising’ as read. Agreed	
F&GP/21/6	FINANCE MATTERS	
6.1	To agree a request for a grant for the Steyning and District Partnership Food & Drink festival Cllr Lloyd proposed, seconded by Cllr S Alexander that the Steyning and District Partnership be granted £250 towards their 2022 food festival. Agreed	CLERK

- 6.2 **To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the list of payments for April, May and June 2022 be approved as a correct record. **Agreed**
- 6.3 **I & E Reports.** Cllr Lloyd **proposed, seconded** by Cllr Northam to agree the F&GP Income and Expenditure reports for April, May and June 2022 as a correct record. **Agreed**
- 6.4 **To receive notes on the SPC finance position as at end of Year 2021/22.** The Clerk reported on in which way the document was relevant. This to be reported in line with the ongoing SPC Action plan updates henceforth **CLERK**
- 6.5 **To agree the Christmas Light display for 2022 on the Steyning High Street** **CLERK**
 The Clerk presented a supporting paper showing variations on the lights held in stock and that were used for last year's Christmas display.
 SPC were given a limited choice for a change in the display from the agreed contractor for 2022.
 Councillors considered 6 options (Including the previous year's display).
 Vote first by ballot, then by show of hands when down to the final 2 options.
 Cllr Lloyd **proposed, seconded** by Cllr Northam to agree Christmas lights {for 2022} SPC to have option 5. **Agreed** {Shown here}
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- 6.6.1 **To agree the new SPC Business Plan 2022.** The clerk expanded upon the reasons to support a business plan in that it informed both councillors, council as a whole and Steyning residents to the tasks performed by SPC and the Councils current projects and future aspirations. Cllrs considered the document and proposed some amendments. **CLERK**
- 6.6.2 Cllr Lloyd **proposed, seconded** by Cllr Trundle that the title of the SPC Business plan 2022 be changed to the SPC Strategic plan 2022. **Agreed**
- 6.6.3 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree to changing 'Main Aims' to 'Purposes' within the SPC Strategic Plan 2022. **Agreed**
- 6.6.4 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree the SPC Strategic Plan 2022 {including amendments noted above}. **Agreed** **CLERK**
- 6.7 **To agree the priority SPC puts on the Bus Shelter 'Ramp' project following the decision from Premises and Planning Committee.** Committee considered whether the disability access issue was really one which SPC should be having to deal with, as the Bus Shelter was currently being leased from HDC and though the lease stipulates it is necessary for SPC to deal with appropriate structural alterations, a second more assertive approach could be made to HDC suggesting it should have been more fit for purpose in the first instance. Cllr Lloyd **proposed, seconded** by Cllr Northam that as this is an HDC building, that HDC are approached to make it more compliant for disabled access for those Steyning residents that require it, and that SPC delegate the Clerk in discussion with the Chair to make the first contact, and perhaps as district councillor Cllr Lloyd can approach HDC on SPC's behalf. **Agreed** **CLERK**
- 6.8 **To agree the new SPC Action Plan 2022.** The clerk outlined the reasoning behind the SPC Business plan part II / Action plan 2022 document and explained its contents and how it was important and relatable to the ongoing SPC finances and budget planning processes, as well as highlighting the annual aims of the council. Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC approve the SPC Action plan 2022 as laid out in the briefing notes, but to include an amendment whereby the 'Comments' column be changed to 'Risks' and that those risks need to be identified and that the document is reviewed every {F&GP} meeting. **Agreed** **CLERK**
- 6.9 **To set up a working party to make recommendations upon the SPC Asset and Land Register updating process.** Cllr Lloyd **proposed, seconded** by Cllr Parsons to set up an F&GP working party to discuss and make recommendations upon the SPC Asset and Land Register. **Agreed**

6.10	To receive the May '22 SPC Cil report. The clerk explained that there had been recent receipt of Cil monies as per shown within this report and in answer to the suggestion from Cllr Parsons, he explained that indeed Cil monies would be a good way of funding SPC playground renewals	
6.11	To agree if there are any actions necessary following a resident's request to cut a WSCC grass verge. Cllr Norcross updated that the verge in question had been very recently cut, and therefore there were no further actions suggested other than the clerk respond to the resident who had raised the question saying this and to inform that if in future there is an issue that the committee would return to consider it	CLERK
F&GP/22/7	PROGRESS REPORT	
7.1	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing – it was suggested to deal with this under the same working party as per that convening to discuss the Asset and Land register under item 6.9 above.	CLERK
7.2	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – Ongoing The clerk updated that the funds within the Emergency reserve account have been released via signed agreement by SPC signatories, to go into another bank account as and when that account is set up.	CLERK
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	CLERK
7.4	F&GP/20/68.1 Cllr Goldsmith to report 'serious issues' to Clerk or Premises Committee Chairman - Ongoing as Cllr Goldsmith had not reported to clerk any issues nor to Premises committee nor was he in attendance.	Cllr Goldsmith
F&GP/22/8	INFORMATION/CORRESPONDENCE ITEMS	
8.1	None	
F&GP/22/9	DATE OF NEXT MEETING – 13th September 2022 @7.30pm. The Chair closed the meeting at 8.36pm	

Signed Date 13th September 2022
Chair

Here is the link to the video recording of this meeting:-
<https://youtu.be/w8vzzCA3mGg>