

Published 9<sup>th</sup> November 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 15<sup>th</sup> NOVEMBER 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 14<sup>th</sup> November 2022.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 3<sup>rd</sup> of October 2022 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
  - 5.1** F&GP/22/15.1 £250 grant awarded in support of the Steyning Country Fair 2023 - **Actioned**
  - 5.2** F&GP/22/15.3 Monies being transferred from HSBC Account to Unit Trust Bank – **Actioned**
  - 5.3** F&GP/22/15.5 Steyning Cricket Club made aware of Country Fair use of field and Car Park – **Actioned**
  - 5.4** F&GP/22/15.8 Insurance Brokers asked to supply more information, and quotes and to do this sooner next year – **Actioned**
  - 5.5** F&GP/22/15.9 'Love to Move' £1000 grant awarded after receiving confirmation of accounts - **Actioned**
  - 5.6** F&GP/22/15.11 £2,200 grant paid to Steyning I Bloom on receipt of their accounts – **Actioned**
  - 5.7** F&GP/22/15.12 Clerk attended 'Empowering Communities' conference – **Actioned / See item 8.1**
  - 5.8** F&GP/22/16.1 Clerk to deal with outstanding FOI items - **Actioned / See item 7.1**
  - 5.9** F&GP/22/17.1 Preparations made, and invitations sent out, for the 9<sup>th</sup> December '22 Chairmans Function – **Actioned**
  - 5.10** F&GP/22/17.2 Publicity in place to invite nominations for the SPC Community Awards 2022/23 – **Actioned**
  - 5.11** F&GP/22/15.6 Take proposal to invoke reserve membership of committees to Full Council – **Actioned**
  - 5.12** F&GP/22/15.7 Correct use of appropriate RPI checked in regards Swimming pool annual charge uplift - **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
  - 6.1** To approve the list of SPC payments for September & October 2022
  - 6.2** To agree F&GP Income & Expenditure reports for September & October 2022
  - 6.3** To receive an update from the clerk on the latest position regarding the SPC 2022/23 Action Plan
  - 6.4** To receive notification of the 2022/23 National Salary Award and to agree implementation of this award
  - 6.5** To discuss the F&GP draft budget for 2023/24 as per supporting papers
  - 6.6** To discuss thoughts on SPC project priorities for 2023/24
  - 6.7** To consider the 'Rural Market Town Group' promotion and agree any actions.

## **7.0 DATA PROTECTION AND FREEDOM OF INFORMATION**

**7.1** Update from the Clerk relating to Data protection and Freedom of information requests

## **8.0 GOVERNANCE MATTERS**

**8.1** Report from the Clerk on his attendance at the 'Empowering Communities' conference

**8.2** Notification of Internal Audit on the 23rd of Nov. and agree Cllr attendance

## **9.0 PROGRESS REPORT**

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

**9.1** F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors

**9.2** F&GP/22/15.13 Funding sought for Bus Shelter DDA compliance works by Premises team and Cllrs Lloyd and Platt

## **10.0 INFORMATION/CORRESPONDENCE ITEMS**

**10.1** None at time of publication

## **11.0 DATE OF NEXT MEETING – 13<sup>th</sup> December 2022**

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