

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 3rd OCTOBER 2022 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/22/10 APOLOGIES FOR ABSENCE

10.1 Apologies were received from Cllrs Campbell, Northam and Bell. Cllr Goldsmith sent apologies but no reason for non-attendance.

F&GP/22/11 DECLARATIONS OF INTEREST AND DISPENSATIONS

11.1 None

F&GP/22/12 QUESTIONS FROM THE FLOOR

12.1 None

F&GP/22/13 MINUTES OF PREVIOUS MEETING

13.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 12th July 2022 be agreed as a true and fair record. **Agreed**

F&GP/22/14 MATTERS ARISING AND ACTIONS

14.1 £250 grant paid to Steyping & District partnership for Food festival 2022 - **Actioned**

14.2 SPC Action plan and finance position brought to next meeting – **Actioned / See item 15.4**

14.3 2022 Christmas light display ordered and process to install begun – **Actioned**

14.4 SPC Strategic plan 2022 amended and distributed to all Cllrs – **Actioned**

14.5 SPC Business {Action} plan 2022 amended and distributed to all Cllrs – **Actioned**

14.6 Convene a working party to discuss and make recommendations on SPC Asset and Land register documentation updates – **Actioned**

14.7 Clerk to contact resident regards his request for cutting of grass verge – **Actioned**

14.8 Convene a working party to discuss swimming pool payment obligations – **Actioned**

14.9 Bus shelter lease & possible accessibility development issue to be discussed with HDC
- **See item 15.13**

F&GP/21/15 FINANCE MATTERS

15.1 To agree a request for a grant from the organisers of the Steyping Country Fair 2023 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC grant Steyping Country Fair £250 in support of their event. **Agreed**

CLERK

- 15.2 To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that the list of payments for July and August 2022 be approved as a correct record. **Agreed**
- 15.3 I & E Reports.** The Clerk explained that the receipt noted under ‘Donations’ {£80,000} was placed there as it was a transfer from the now closed Barclays Bank Account {Emergency reserve}. It is being moved to the new savings account at the Unity Trust Bank which will allow for interest to be paid. This process will take some time as SPC are restricted to move a maximum of £10,000 per day from the HSBC account. Cllr Lloyd **proposed, seconded** by Cllr Trundle to agree the F&GP Income and Expenditure reports for July and August 2022 as a correct record. **Agreed.** **CLERK**
- 15.4 To receive notes on the SPC finance position as at end of August ‘22.** The Clerk reported in which ways the document was relevant. **And update from the clerk on the latest position regarding the SPC 2022/23 Action Plan.** Two of the 14 projects have been completed so far this year; – Neighbourhood Plan being agreed as a ‘made plan’ and the Rublees Allotment Water Service Enhancement works. Considerable progress has also made on seven of the other projects.
- 15.5 To agree a request for use of MPF Car Park from the organisers of the Steyning Country Fair 2023.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that subject to agreement from the Steyning Cricket Club, that the Steyning Country Fair event have permission for the use of the MPF Car Park on that day. **Agreed** **CLERK**
- 15.6 To agree the budget setting timetable for 2022/23.** Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC agree the proposal that’s been put forward for the Budget setting Timetable for the 2023/24 financial year. **Agreed** **CLERK**
- Cllr Lloyd also proposed that in order to ensure committee meetings were quorate, that councillors be put on a reserve list for membership of committee meetings with this being agreed at SPC Full Council. **CLERK**
- 15.7 To agree the recommendations from the working party with regards to future SPC donations for the Steyning Swimming pool.** Cllr Parsons queried whether the correct Retail Price Index figure was being used for the annual uplift, and the Clerk to check this fact. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC accept the recommendation from the working group that as SPC have signed a 60 year lease, it is contractually obliged to pay as per the agreement and should continue to do so and that the advisory committee should not be reinstated as this committee does not believe it would be the most effective use of SPC resources, as payment is not linked to customer use. **Agreed** **CLERK**
- 15.8 To agree to the SPC Insurance Cover for the year September 2022 to August 2023 as per supporting papers and to agree to recommend to full Council the subsequent invoice payment.** The Clerk stated that the previous insurers were no longer supplying cover to local councils, and therefore he had asked the SPC insurance brokers to find the best deal for this current year ensuring the cover was as similar as possible to the previous year’s cover. He also stated that next year he would hope to negotiate a better deal lasting for three years rather than one but asked the brokers to supply more information and quotes and these to be sent earlier to make this possible. He also noted that the new supplier unfortunately did not offer the services of a solicitor as part of the cover but that any cases being dealt with by the previous insurer’s solicitor will continue to be dealt with until their conclusion. Cllr Lloyd **proposed, seconded** by Cllr Parsons to recommend to Full Council that SPC pays the invoice to the insurance company to a value of £6,567.75 which will give affective insurance cover from 1st September 22 to 31st August 2023. **Agreed** **CLERK**

15.9	To agree the details of a grant application and subsequent requirements to allow for the Steyning Centre to facilitate ‘Love to Move’ sessions as per supporting papers. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC support the ‘Love to move’ grant application for £1000.00 that is being offered by Sport England/ British Gymnastics Foundation to assist the group by paying for an experienced tutor for their sessions and that in line with SPC protocol the group are asked to provide suitable accounts before that money is paid. Agreed	CLERK
15.10	To agree the recommendation from the F&GP working party concerning the SPC Land and Asset Register. Cllr Lloyd proposed, seconded by Cllr S. Alexander that this committee recommends to Full Council that the Clerk’s office produces an SPC Land and Asset Register to include all items needing to be published as per the Transparency Code 2015 guidelines and to identify any gaps in information which continue to be within the scope of the SPC Solicitors Land registry search, and for this document to be agreed as an interim SPC Land and Asset register by Full Council. Agreed	CLERK
15.11	To agree the Steyning in Bloom annual grant. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC agrees to grant £2,200 to Steyning in Bloom as their annual grant subject to the receipt of their accounts. Agreed	CLERK
15.12	To agree whether the Clerk can attend a one-day conference on ‘Empowering Communities’. Cllr Lloyd proposed, seconded by Cllr Norcross that SPC provide the funds to allow the clerk to attend the one-day course on empowering communities in London on the 7 th November at a cost of £153 inc. tax, plus travel expenses. Agreed	CLERK
15.13	To agree the priority SPC puts on the Bus Shelter ‘Ramp’ project following the decision from Premises and Planning Committee. The clerk’s office had established that it was SPC’s responsibility to complete works to make the building DDA compliant as per detailed within the lease, but the clerk went on to suggest that perhaps HDC could assist with the funding of the project seeing as the modifications were to their building and that it would be mutually beneficial to do so. Cllr Lloyd proposed, seconded by Cllr S. Alexander that SPC seeks additional funding as per recommendations made by Premises Committee and that Cllrs Lloyd and Platt take this proposal to HDC and put it to the appropriate committee for discussion. Agreed	CLERK
F&GP/22/16 DATA PROTECTION AND FREEDOM OF INFORMATION		
16.1	Update from the Clerk. There were two cases being dealt with at present, both from the same person, and both were at the request of the ICO, as one was a ‘Decision Notice’ concerning a request first brought to the council in November 2021, and the second case has been taken to ‘Investigation’ with this request first being received in September 2021.	CLERK
F&GP/22/17 GOVERNANCE MATTERS		
17.1	Chairmans Function – To agree arrangements for the next Chairmans function. Cllr Norcross proposed, seconded by Cllr S. Alexander that this year’s Chairmans function takes place on the 9 th December. Agreed	D. CLERK
17.2	Community Award – To agree invite for nominations and the associated publicity involved The clerk had presented an updated Community Award invitation for consideration, and outlined what publicity was usually in place – the ‘Your Steyning’ article, posters up on notice boards and on the SPC web site. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC invites nominations for the Chairs Community Awards and that the office undertakes all the associated publicity as per previous years. Agreed	D. CLERK
F&GP/22/18 PROGRESS REPORT		
18.1	<i>Move SPC emergency reserve monies to a savings account</i> – Actioned / See item 15.3	
18.2	Cllr Goldsmith to report ‘serious issues’ to Clerk or Premises Committee. Cllr Norcross proposed, seconded by Cllr S. Alexander that in the absence of anything {in the last 5 months} from Cllr Goldsmith, that there are no ‘serious issues’ to be considered. Agreed	

F&GP/22/19 **INFORMATION/CORRESPONDENCE ITEMS**
19.1 None

F&GP/22/20 **DATE OF NEXT MEETING – 15th November 2022 @7.30pm.**

The Chair closed the meeting at 8.31pm

Signed Date 15th November 2022
Chair

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

<https://youtu.be/aHuTHAad0aU>