

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th DECEMBER 2022 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/22/32 APOLOGIES FOR ABSENCE

32.1 Apologies were received from Cllrs Northam and Trundle.
Cllrs Goldsmith and Campbell were absent.

F&GP/22/33 DECLARATIONS OF INTEREST AND DISPENSATIONS

33.1 None

F&GP/22/34 QUESTIONS FROM THE FLOOR

34.1 None

F&GP/22/35 MINUTES OF PREVIOUS MEETING

35.1 Cllr Lloyd **proposed, seconded** by Cllr Norcross that the minutes of the meeting held on the 15th November 2022 be agreed as a true and fair record. **Agreed 4 For , 1 Abstained**

F&GP/22/36 MATTERS ARISING AND ACTIONS

36.1 Clerk's office to implement the 2022/23 salary award - **Actioned**

36.2 Clerk to distribute information regarding what SPC should be holding in General reserves – **Actioned/item 37.5**

36.3 Draft F&GP Budget for 2023/24 endorsed & to be brought back to be agreed- **Actioned/item 37.4**

36.4 Vintage Years budget request to be discussed – **Actioned/ item 37.4**

36.5 Clerk to inform regarding non agreement of 'Rural Market Town Group' promotion – **Actioned**

36.6 Clerk to complete responses to outstanding FOI decision notices – **Actioned**

36.7 Clerk's office to complete outstanding publication of recent FOI requests onto SPC website – **Actioned**

36.8 Clerk to send out 'Empowering Communities' sessions to Cllrs as and when they become available- **Actioned**

36.9 F&GP Chair to attend the internal audit dated 23rd November – **Actioned/ item 38.4**

36.10 Clerk to inform if Clock Tower deeds had been sought from SPC Solicitors - **Actioned**
The Clerk reaffirmed that the Clock Tower deeds were not part of the initial request in terms of the SPC's solicitors Land Registry search and If in the absence of locating them in the SPC archive, a further request is needed, then he will do so.

F&GP/22/37 FINANCIAL MATTERS

- 37.1** **To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the list of payments for November 2022 be approved as a correct record. **Agreed**
- 37.2** **I & E Reports.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander to agree the F&GP Income and Expenditure reports for November 2022 as a correct record. **Agreed.**
- 37.3** **SPC 2022/23 Action Plan update.** The Clerk elaborated upon the information given as per supporting papers and answered the members questions arising. The clerk explained that in general terms since September when SPC had been ahead of the timescale provided, there had been a number of factors which were now affecting the completion of some tasks and consequently, this was delaying the planned SPC objectives. This included the recent unfortunate loss of the Nursery group Hirer from the Steyning Centre programme and the planned joint project associated with their available funds.
- 37.4** **To agree the F&GP draft budget for 2023/24.** The Clerk updated as per supporting papers and explained the final two amendments proposed since the last time the budget had been discussed. Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Committee agree the draft F&GP budget for 2023/24. **Agreed** **CLERK**
- 37.5** **To discuss SPC project priorities for 2023/24, and draft agreement for 2023/24 SPC Precept** **CLERK**
The Clerk explained that the supporting papers included an up to date SPC balance sheet; projected Year End 2022/23 financial estimates; guidance in relation to possible future SPC general reserve agreed levels; a summary of agreed SPC committee budgets and finally therefore, a provisional figure for an SPC precept rise of 4.44% for 2023/24. The papers also took account of the committee being mindful of the current national economic situation, and in view of the feeling of members at the last meeting, that the financing of projects for 2023/24 should be primarily via the use of SPC general reserves, rather than as part of the precept. Finally, there was discussion about finding a way of further reducing the provisional precept figure by if possible, using the SPC general reserves, but not by way of financing annual budgetary requirements. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that F&GP Committee recommends to Community and Premises Committees that F&GP are preparing for a 2% increase in the precept and that those committees should look to reduce their costs and that F&GP committee will consider these at the next meeting. **Agreed**

F&GP/22/38 GOVERNANCE MATTERS

- 38.1** **To agree the SPC Street cleaning contract details for 2023-26 and timeline for applications.** **CLERK**
Cllr Norcross **proposed** an amendment to the Street cleaning contract, **seconded** by Cllr S. Alexander that the line on page 5 under item 2 which says '*Steyning Parish Council to provide consumables*' be removed. **Agreed**
Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agree the Street cleaning contract details for 2023-2026 {as per supporting papers and subject to the amendment noted above}, and the timeline for the applications. **Agreed** **CLERK**
- 38.2** **To agree the SPC Grass cutting contract details for 2023 – 2026, and timeline for applications.** **CLERK**
Cllr Lloyd **proposed** an amendment to the grass cutting contract, **seconded** by Cllr S Alexander that under point 4.4 and subject to including that '*for the first cut of the new year, the arisings should be removed* {from the MPF}', that the grass cutting contract be agreed. **Agreed**
- 38.3** **To agree that two members will open contract tenders with Clerk and make recommendations to an F&GP EOM Meeting.** Cllr Lloyd **proposed, seconded** Cllr S Alexander that SPC agree that the Chair and Vice Chair of F&GP be the two members who with the Clerk will open contract tenders and make recommendations to an F&GP EOM Meeting. **Agreed** **CLERK**

- 38.4** **Report on Internal Audit attendance by the Chair of F&GP and to subsequently agree the Internal Audit report and any actions that may arise.** Cllr Lloyd was present at the meeting and reported that he was very impressed by the auditor, and his impression was that the auditor was very happy with the everything that SPC does. There was only one recommendation made and Cllr Lloyd extended on behalf of committee his congratulations to the Clerk. Cllr Lloyd **proposed, seconded** by Cllr Norcross to agree with the internal auditor's report. **Agreed** **CLERK**
Cllr Lloyd **proposed, seconded** by Cllr S Alexander to agree that the F&GP Chair has regularly countersigned the monthly reconciliation and bank statements in accordance with financial regulations. **Agreed** **CLERK**
- 38.5** **To agree Cllr representation at the Newman's Gardens Car Park working party meeting due on the 15th December.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that the Chair and Vice Chair of F&GP are the councillor representation at the Newman's Gardens Car Park working party meeting on the 15th December @ 10.30am {at the Steyning Centre}. **Agreed** **CLERK**
- F&GP/22/39** **PROGRESS REPORT**
- 39.1** 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. - **ongoing** **CLERK**
- F&GP/22/40** **INFORMATION/CORRESPONDENCE ITEMS**
- 40.1** None
- F&GP/22/41** **DATE OF NEXT MEETING – 10th January 2023 @7.30pm.**

The Chair closed the meeting at 8.36pm

Signed Date 10th January 2023
Chair

Here is the link to the video recording of this meeting:- https://youtu.be/_er0FfKt5XM