

Published 8th March 2023

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 MARCH 2023 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 March 2023.*
- 4.0 MINUTES.** To agree the Draft minutes for the meetings held on the 10th January 2023 and the 13th February 2023 EOM as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/22/47.3 - Steyning for Trees grant request processed - **Actioned**
 - 5.2** F&GP/22/47.5 - Increase in Precept recommendation taken to Full Council – **Actioned**
 - 5.3** F&GP/22/48.1 - Joint Parishes Youth Committee Contract brought back to committee for agreement – **Actioned**
 - 5.4** F&GP/22/48.2 - Asset Register amended due to new understanding of ownership of the Clock Tower – **Actioned**
 - 5.5** F&GP/22/48.3 - Tender documentation correspondence to be completed and received – **Actioned**
 - 5.6** F&GP/22/48.3 - Tenders to be opened on the 31st January and recommendations agreed on the 13th February – **Actioned**
 - 5.7** F&GP/22/48.4 - Newman's Garden Car Park redevelopment taken to Community Committee for support – **Actioned**
 - 5.8** F&GP/22/48.5 - Pre-election promotional leaflet to be discussed further when completed – **Actioned**
 - 5.9** F&GP/22/50.1 - Clerk to process Vintage Years grant and bring back to F&GP for retrospective agreement – **See item 6.3**
 - 5.10** F&GP/22/50.2 - Rock Common Quarry consultation to be discussed at Full Council under correspondence – **Actioned**
 - 5.11** F&GP/22/56.1 - Agreed publicity leaflet to be published and distributed with next 'Your Steyning' – **Actioned**
 - 5.12** F&GP/22/59.1 - Preferred Street Cleaning Contract Tender to be informed and paperwork completed – **Actioned**
 - 5.13** F&GP/22/60.1 - Preferred Grass Cutting Contract Tender to be informed and paperwork completed – **Actioned**
 - 5.14** F&GP/22/60.2 - One off pick up of MPF grass cutting arisings cost to be forwarded to committee – **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for January and February 2023
 - 6.2** To agree F&GP Income & Expenditure reports for January and February 2023
 - 6.3** To discuss and agree a request for grant funding from the 'Vintage Years Group' – Annual Funding Agreement.

- 6.4** To discuss and agree as per recommendation from the Premises committee to pay a £2,000 grant to the 'Love to Move' group, assuming the joint funding application to Sport England through British Gymnastics is successful.
- 6.5** To consider a number of grant requests as per supporting papers, and in relation to the remaining budget for this fiscal year and agree who is to receive payment before end of March 2023, who to defer financial support for the new fiscal year, and which if any, request(s) not to agree.
- 6.6** To receive notification of End of Month SPC finances position for February 2023
- 6.7** To discuss and agree to continue to pay invoices and receive payments via the Bankers Automated Clearing System
- 6.8** To receive notification that the HDC grant being offered to local groups for Kings Coronation celebrations will likely be given to the Steyning and District partnership to contribute towards the running of the *Steyning Vintage Revival Day on Sunday the 7th of May 2023.*
- 7.0 GOVERNANCE MATTERS – (Supporting papers)**
- 7.1** To receive an update from the Clerk on the latest position regarding the SPC 2022/23 Action Plan
- 7.2** To discuss and agree as per recommendation from Personnel Committee that Caretakers and Admin Assist. pay increase for next year is maintained at the current rate above the National Living Wage – that is a 9.7% increase
- 7.3** To discuss and agree preference for the next festive season High Street lighting display.
- 7.4** To discuss and agree to fund the proposed movement of the SPC notice board adjacent the High Street Car Park with monies from the Town Improvement budget.
- 7.5** To receive the draft SPC Newsletter for April 2023 and agree any final amendments
- 8.0 PROGRESS REPORT**
- To receive the following ongoing items and to discuss and agree any subsequent actions to be taken
- 8.1** F&GP/22/15.10 Clerks office to produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors
- 8.2** F&GP/22/47.6 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination
- 8.3** F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works
- 8.4** F&GP/22/59.2 Clerk and Cllr Lloyd to speak with HDC to see if there could be any movement on an increased 'Cleansing Grant' for SPC
- 9.0 INFORMATION/CORRESPONDENCE ITEMS**
- 9.1** None at time of publication
- 10.0 DATE OF NEXT MEETING – 26th April 2023**

John Fullbrook,
Clerk to the Parish Council