

Published 7th June 2023

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs S. Alexander (Chair), R. Bell (Vice), Norcross, Trundle, Ballance, Foxwell, Sharp, I. Alexander and Campbell.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 13th JUNE 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 12th June 2023.*
- 4.0 MINUTES.** To agree the Draft minutes for the meetings held on the 14th March 2023 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/22/67.3 Vintage Years Group Annual Grant paid - **Actioned**
 - 5.2** F&GP/22/67.4 'Love to Move' grant paid – **Actioned**
 - 5.3** F&GP/22/67.5 Steyning Orchard Group Grant paid – **Actioned**
 - 5.4** F&GP/22/67.5 Steyning Society Grant paid – **Actioned**
 - 5.5** F&GP/22/67.5 Steyning and District Partnership Grant paid – **Actioned**
 - 5.6** F&GP/22/67.5 Ukrainian Refuge Grant paid – **Actioned**
 - 5.7** F&GP/22/68.2 Adjustments made to staff pay scales – **Actioned**
 - 5.8** F&GP/22/68.3 Festive season street lighting display preferences relayed to supplier for ordering – **Actioned**
 - 5.9** F&GP/22/68.4 Notice board movement funding agreed – **Actioned**
 - 5.10** F&GP/22/68.5 SPC April Newsletter to be published with amendments – **Actioned**
 - 5.11** F&GP/22/70.1 External Auditor resolution of outstanding matters taken to Full Council – **Actioned**
 - 5.12** F&GP/22/47.6 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination – **See item 7.7**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for March, April and May 2023
 - 6.2** To agree F&GP Income & Expenditure reports for March, April and May 2023
 - 6.3** To discuss and agree a request for grant funding from the Steyning in Bloom Group – Annual Funding Agreement.
 - 6.4** To discuss and agree a request for a grant funding application {sponsorship} from the Steyning First Responders
 - 6.5** To receive notification of End of Year SPC finances position for 2023

7.0 GOVERNANCE MATTERS – (Supporting papers)

- 7.1** To receive notification regards end of year finance reconciliation with the Rialtus Accounts Team, and discuss and agree End of Year Internal Audit Report
- 7.2** To receive notification regards the External Auditors correspondence concerning the objection from an SPC Councillor concerning the 2022/23 Annual Governance and Accountability Return
- 7.3** To receive notification that a member of staff {Caretaker} has opted into the local government pensions scheme
- 7.4** To discuss and agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 2022/23 with associated notes be recommended for approval at Full Council
- 7.5** To discuss and agree the SPC level of General Reserves for the next 4 years.
- 7.6** To discuss and agree the 2022/23 SPC Cil Report
- 7.7** To discuss and agree the SPC list of Earmarked Reserves for the current year - 2023/24
- 7.8** To receive notification that the Chair of F&GP has completed End of Month / Year finance and reconciliation checks with the clerk as per SPC Risk Assessment requirements.

8.0 PUBLICITY

- 8.1** To discuss and agree the content of the next SPC quarterly newsletter
- 8.2** To discuss and agree to recommend to Full Council how this new council is going to engage more closely with the community for this new term of office. This could involve forming a new community engagement committee.

9.0 CCTV

- 9.1** To discuss and agree representation on a working party which will be delegated responsibility to obtain appropriate quotes and permissions for the proposed Steyning CCTV installations

10.0 PROGRESS REPORT

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

- 10.1** 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
- 10.2** F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works
- 10.3** F&GP/22/59.2 Clerk and former district Cllr Tim Lloyd to speak with HDC to see if there could be any movement on an increased 'Cleansing Grant' for SPC
- 10.4** F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee

11.0 INFORMATION/CORRESPONDENCE ITEMS

- 11.1** None at time of publication

12.0 DATE OF NEXT MEETING – 11th July 2023

John Fullbrook,
Clerk to the Parish Council