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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th MARCH 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 3

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/22/62 APOLOGIES FOR ABSENCE

62.1 Apologies were received from Cllrs Northam, Trundle and Parsons. Cllr Campbell was absent.

F&GP/22/63 DECLARATIONS OF INTEREST AND DISPENSATIONS

63.1 Cllr Lloyd declared an interest under agenda item 6.5 as he is a member of the Steyping and District Partnership

F&GP/22/64 QUESTIONS FROM THE FLOOR

64.1 None

F&GP/22/65 MINUTES OF PREVIOUS MEETING

65.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 10th January 2023 be agreed as a true and fair record. **Agreed**

65.2 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 13th February 2023 be agreed as a true and fair record. **Agreed**

F&GP/22/66 MATTERS ARISING AND ACTIONS – These items taken as read

66.1 Steyping for Trees grant request processed - **Actioned**

66.2 Increase in Precept recommendation taken to Full Council – **Actioned**

66.3 Joint Parishes Youth Committee Contract brought back to committee for agreement- **Actioned**

66.4 Asset Register amended due to new understanding of ownership of the Clock Tower- **Actioned**

66.5 Tender documentation correspondence to be completed and received – **Actioned**

66.6 Tenders to be opened on the 31st January and recommendations agreed on the 13th February – **Actioned**

66.7 Newman's Garden Car Park redevelopment taken to Community Committee for support – **Actioned**

66.8 Pre-election promotional leaflet to be discussed further when completed – **Actioned**

66.9 Clerk to process Vintage Years grant and bring back to F&GP for retrospective agreement – **See item 67.3**

66.10 Rock Common Quarry consultation to be discussed at Full Council under correspondence – **Actioned**

66.11	Agreed publicity leaflet to be published and distributed with next 'Your Steyning' - Actioned	
66.12	Preferred Street Cleaning Contract Tender to be informed and paperwork completed- Actioned	
66.13	Preferred Grass Cutting Contract Tender to be informed and paperwork completed - Actioned	
66.14	One off pick up of MPF grass cutting arisings cost to be forwarded to committee – Actioned	
66.15	Cllr Lloyd proposed, seconded by Cllr S Alexander that committee takes the matters arising as read. Agreed	
F&GP/22/67 FINANCIAL MATTERS		
67.1.1	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr S Alexander that the list of payments for January 2023 be approved as a correct record. Agreed	
67.1.2	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr Norcross that the list of payments for February 2023 be approved as a correct record. Agreed	
67.2.1	I & E Reports. Cllr Lloyd proposed, seconded by Cllr Norcross to agree the F&GP Income and Expenditure reports for January 2023 as a correct record. Agreed. 4 for, 1 abstained	
67.2.2	I & E Reports. Cllr Lloyd proposed, seconded by Cllr Norcross to agree the F&GP Income and Expenditure reports for February 2023 as a correct record. Agreed. 4 for, 1 abstained	
67.3	To agree a request for grant funding from the 'Vintage Years Group' – Annual funding agreement. Cllr Lloyd proposed, seconded by Cllr S Alexander to agree to pay the Vintage Years Group a sum of £1,500 as per their grant request. Agreed	CLERK
67.4	To 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. Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC agree the recommendation from the Premises committee that SPC pay the £2,000 grant to the 'Love to Move' group. Agreed	D CLERK
67.5	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.	
67.5.1	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #1} for the Steyning Community Orchard for the sum of £157. Agreed	CLERK
67.5.2	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #2} for the Steyning Society for the sum of £700. Agreed	CLERK
67.5.3	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #3} for the Steyning and District Partnership for the Steyning vintage revival and for the sum of £250. Agreed	CLERK
67.5.4	Cllr Lloyd proposed, seconded by Cllr S Alexander that SPC grant the following request {Grant #4} for the Ukrainian Refuge for the sum of £200 for this year and that the remainder of the request comes back to the F&GP Committee in May (June) so that the new council can deal with the item in the new financial year. Agreed	CLERK
67.6	To receive notification of End of Month SPC finances position for February 2023. As per supporting papers, the clerk detailed a likely 2% approx. overspend for this financial year.	CLERK
67.7	To agree to continue to pay invoices and receive payments via the Bankers Automated Clearing System. Cllr Lloyd proposed, seconded by Cllr Bell that SPC continues to pay invoices and receive payments via BACS. Agreed	CLERK

- 67.8 Members received notification that the HDC grant being offered to local groups for King's 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*.
- F&GP/22/68 GOVERNANCE MATTERS**
- 68.1 **SPC 2022/23 Action Plan update.** The Clerk answered queries that were raised with regards to current SPC projects. 7 projects were noted as completed with 2 others closed as no further action could be taken. The Staff Contracts were noted as needing to be done ASAP. **CLERK**
- 68.2 **To agree as per recommendation from Personnel Committee that Caretakers and Admin Assist pay increase for next year – that is a 9.7%.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC take the recommendation from the Personnel Committee that Caretakers and Admin Assist pay increase for next year is maintained at the current rate above the National Living Wage which is a 9.7% increase. **Agreed 4 For, 1 Abstained** **CLERK**
- 68.3 **To agree preference for the next festive season High Street lighting display.** Cllr Lloyd **proposed, seconded** by Cllr Alexander that SPC delegate that the clerk to go ahead with purchasing options 3 and 4 {as per supporting papers} in equal numbers, that is 9 of each for the 2023 Christmas lights {High Street} display. **Agreed** **CLERK**
- 68.4 **To agree to fund the proposed movement of the SPC notice board adjacent the High Street Car Park with monies from the Town Improvement budget.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agrees to fund the proposed movement of the SPC notice board adjacent the High Street Car Park with monies from the Town Improvement budget with the clerk delegated to action this as per the recommendations from the Community Committee that it is fixed to posts adjacent the wall in the first instance or if an issue then is installed as a second option turned through 90 degrees and installed against that wall. **Agreed** **CLERK**
- 68.5 **To agree any amendments to the draft SPC Newsletter for April 2023.** Councillors discussed many options and these were detailed and agreed individually with then a motion to cover all amendments. Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC agrees the first Steyning Newsletter with the amendments suggested at this meeting. **Agreed** **CLERK**
- F&GP/22/69 PROGRESS REPORT**
- 69.1 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.* – The Clerk stated that he had chased solicitors once more but if nothing substantive arrived from them by mid-April he would have to complete an interim document anyway for end of year Audit. **CLERK**
- 69.2 F&GP/22/47.6 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination - **ongoing** **CLERK**
- 69.3 F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works - **ongoing** **CLERK**
- 69.4 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 - **ongoing** **CLERK**
- F&GP/22/70 INFORMATION/CORRESPONDENCE ITEMS**
- 70.1 The Clerk stated that SPC still await resolution from the External Auditor for the 2021/22 year. This to be brought to Full Council for appropriate action. **CLERK**
- F&GP/22/71 DATE OF NEXT MEETING – 26th April 2023 @7.30pm.** *The Chair closed the meeting at 8.34pm*

Signed Date 26th April 2023
Chair

Unfortunately, due to a technical fault there is no link to a video recording of this meeting

