

Published 5th July 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 11th JULY 2023 AT 7.30 PM IN THE STEYPING 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 10th July 2023.*
- 4.0 MINUTES.** To agree the Draft minutes for the meetings held on the 13th June 2023 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/23/6.2 Steyping in Bloom group Annual grant paid – **Actioned**
 - 5.2** F&GP/23/6.4 Steyping First Responders group grant paid – **Actioned**
 - 5.3** F&GP/23/7.1 External Auditor queries regarding 21/22 AGAR objection responded to by Clerk – **Actioned**
 - 5.4** F&GP/23/7.3 Caretaker opted into pension scheme – **Actioned**
 - 5.5** F&GP/23/7.5 SPC 2022/23 AGAR and supporting papers sent to External Auditor – **Actioned**
 - 5.6** F&GP/23/7.6 SPC newly agreed General Reserve figure placed into redrafted SPC Finance & Business Plan - **Actioned**
 - 5.6** F&GP/23/7.6 SPC General Reserves listing updated subsequent to F&GP agreements– **Actioned**
 - 5.7** F&GP/23/8.1 Next Quarterly Newsletter amendments to be brought back for agreement – **Actioned/ See item 8.1**
 - 5.8** F&GP/23/9.1 CCTV Working Party to meet to discuss quotes, scope of works and permissions – **Actioned**
 - 5.9** F&GP/23/10.2 Clerk & D. Clerk met with Clock Tower Owner to discuss decorative/ maintenance works – **See Item 7.2**
 - 5.10** F&GP/23/11.1 Ukrainian refuge group funding request brought back to F&GP – **Actioned / See item 6.4**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for June 2023
 - 6.2** To agree F&GP Income & Expenditure reports for June 2023
 - 6.3** To discuss and agree a request for grant funding from the Steyping & District Partnership – Food Festival
 - 6.4** To discuss and agree a request for grant funding from the Steyping Ukrainian Refuge Group

7.0 GOVERNANCE AND COMMUNITY MATTERS – (*Supporting papers*)

- 7.1** Following recommendation from Community Committee to discuss and agree use of the MPF for a Tug of War competition as part of the Steyning and District Partnership Event on a weekend in the second half of August
- 7.2** To receive notification from the Clerk regarding a recent meeting with the owner of the Clock Tower concerning its proposed maintenance
- 7.3** To discuss and agree the preferred option in respect of SPC's insurance coverage.
- 7.4** To discuss and agree the 2023/24 SPB Finance and Business Plans.
- 7.5** To discuss the draft 2023/24 SPC Action Plan and agree any subsequent actions.

8.0 PUBLICITY

- 8.1** To discuss and agree the content of the next SPC quarterly newsletter

9.0 CCTV

- 9.1** To discuss progress from the CCTV working parties recent meeting and agree any recommendations

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 updated Asset register working with members at a Working party
- 10.2** F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee
- 10.3** F&GP/23/6.1 Clerk to organise SPC specific Finance training for those F&GP Members interested
- 10.4** F&GP/23/7.7 Agreed monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC Current Account
- 10.5** F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group

11.0 INFORMATION/CORRESPONDENCE ITEMS

- 11.1** None at time of publication

12.0 DATE OF NEXT MEETING – 12th September 2023

**John Fullbrook,
Clerk to the Parish Council**