

Published 6th September 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 12th SEPTEMBER 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 11th September 2023.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 11th July 2023 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/23/18.1 Steyping & District Partnership Food festival Grant paid – **Actioned**
 - 5.2** F&GP/23/18.2 Ukrainian Refuge rep. informed of unsuccessful grant request – **Actioned**
 - 5.3** F&GP/23/19.1 Partnership informed of SPC support for their Tug of War event – **Actioned**
 - 5.4** F&GP/23/19.3 Insurance coverage undertaken based upon agreement as per meeting motion – **Actioned**
 - 5.5** F&GP/23/19.4 Bring back the deferred SPC Business plan for agreement at the next meeting – **Actioned / See item 7.4**
 - 5.6** F&GP/23/19.5 Bring back the deferred SPC Action Plan for agreement at the next meeting – **Actioned / See item 7.5**
 - 5.7** F&GP/23/20.1 Quarterly Newsletter final draft inc. amendments sent off to printers – **Actioned**
 - 5.8** F&GP/23/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee – **Actioned**
 - 5.9** F&GP/23/6.1 Clerk to organise SPC specific Finance training for those F&GP Members interested – **Actioned**
 - 5.10** F&GP/23/7.7 Monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC Current Account - **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for July and August 2023
 - 6.2** To agree F&GP Income & Expenditure reports for July and August 2023
 - 6.3** To discuss and agree a request for grant funding from the Allotment Association for £79.81 to cover AGM charge
- 7.0 GOVERNANCE AND COMMUNITY MATTERS** – *(Supporting papers)*
 - 7.1** SPC Community Award – To agree the invitation details for nominations and the associated publicity involved
 - 7.2** Chairmans Function – To discuss arrangements for the next Chairmans function – And agree the provisional date being the 1st of December 2023.
 - 7.3** To discuss and agree the SPC budget setting timetable for 2023/24

- 7.4** To discuss and agree the 2023/24 SPC Business Plan.
- 7.5** To discuss the draft 2023/24 SPC Action Plan and agree any subsequent actions.
- 7.6** To discuss and agree the payment for High St. Lamppost testing – to enable Christmas lighting displays.

8.0 DATA PROTECTION AND FREEDOM OF INFORMATION

- 8.1** Update from the Clerk relating to Data protection and Freedom of information requests

9.0 PROGRESS REPORT

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

- 9.1** F&GP/22/15.10 Clerks office waiting for Land registry searches to be completed to enable updating of the SPC Land and Asset register
- 9.2** F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group
- 9.3** F&GP/23/18.2 F&GP request that Steyning Council obtain the 'Power of Competence'
- 9.4** F&GP/23/18.3 Clerks office to enquire about Youth Service contract payment reimbursements
- 9.5** F&GP/23/21.1 Clerk to reconvene a CCTV working party meeting

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1** None at time of publication

11.0 DATE OF NEXT MEETING – 14th November 2023

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