Steyning Parish Council

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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th JULY 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Campbell and Bell.
Clerk: John Fullbrook

Members of the Public in attendance: **2**
Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/23/13 **APOLOGIES FOR ABSENCE**

13.1 Apologies were received from Cllrs Norcross and Trundle.

F&GP/23/14 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

14.1 Cllr Foxwell declared an interest in item 18.2, the Ukrainian Refuge request. Cllr I. Alexander declared an interest in items 18.1 & 19.1, the Steyning and District partnership grant and event permission requests.

F&GP/23/15 **QUESTIONS FROM THE FLOOR** **{in summary}**

15.1.1 *John Stevenson, the Chairman and trustee of the Steyning Ukrainian Refuge group gave a statement in support of his grant application under item 18.2. He spoke about the trauma being experienced by displaced Ukrainian families now resident in Steyning which had been associated with the recent Dnipro Dam destruction and thereby disastrous flooding of that region in the Ukraine. He urged support of the grant application in so far as it would bolster the health and wellbeing of those 10 families now based in our local community.*

15.1.2 ***The Chair thanked John and said that he proposed to bring forward the grant awarding items so that they could be discussed sooner for the benefit of the residents waiting to hear these items, in the gallery.***

F&GP/23/16 **MINUTES OF PREVIOUS MEETING**

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

F&GP/23/17 **MATTERS ARISING AND ACTIONS –** These items taken as read

17.1 Steyning in Bloom group annual grant paid **– Actioned**

17.2 Steyning First Responders group grant paid **– Actioned**

17.3 External Auditor queries regarding 21/22 AGAR objection responded to by Clerk **– Actioned**

17.4 Caretaker opted into pension scheme **– Actioned**

17.5 SPC 2022/23 AGAR and supporting papers sent to External Auditor **– Actioned**

17.6 Amended General Reserve figure placed into redrafted SPC Finance & Business Plan - **Actioned**

17.7 SPC General Reserves listing updated subsequent to F&GP agreements **– Actioned**

17.8 Quarterly Newsletter amendments to be brought back for agreement **- Actioned/ item 20.1**

17.9 CCTV Working Party to meet to discuss quotes, scope of works and permissions **– Actioned**

17.10 Clerk & D. Clerk met Clock Tower owner to discuss decorative/ maint' works **– See Item 19.2**

17.11 Ukrainian refuge group funding request brought back to F&GP **– Actioned / See item 18.2**

F&GP/23/18 FINANCIAL MATTERS.

18.1 **To discuss a request for grant funding from the Steyning & District Partnership– Food Festival** **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning & District Partnership a sum of £250 in support of their annual Food Festival event. **Agreed**

18.2.1 **To discuss a request for grant funding from the Steyning Ukrainian Refuge Group.** Members deliberated for some time over the eligibility of the request, and were concerned that though a worthy cause, perhaps a more specifically Steyning parish centric request and aimed at service, education or equipment provision, be brought back to the September F&GP meeting for further consideration. Cllr S. Alexander **proposed, seconded** by Cllr I . Alexander that SPC defer the grant application from the Ukrainian Refuge. **Agreed, 6 For, 1 Abstained** **CLERK**

There was a 4-minute suspension of the meeting at this point to allow for a comfort break

18.2.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that F&GP request Full Council grant the Council the 'Power of Competence' at their earliest convenience. **Agreed** **CLERK**

18.3 **To approve the list of SPC payments for June 2023.**
Members discussed the payment of the Youth provision invoice in June, in the light of the service soon after going into liquidation. The Chair confirmed SPC would be on the creditors list and are seeking reimbursement, and the Clerk was asked for further clarity for the next meeting. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the list of payments for June 2023 be approved as a correct record**. Agreed** **CLERK**

18.4 **To agree F&GP Income & Expenditure reports for June 2023.**
Cllr S Alexander **proposed, seconded** by Cllr Bell to agree the F&GP Income and Expenditure report for June 2023 as a correct record. **Agreed**

F&GP/23/19 GOVERNANCE AND COMMUNITY MATTERS

19.1 **To agree use of the MPF for a Tug of War competition as part of the Steyning and District Partnership Event in August.** The Community Committee had made a recommendation for F&GP to consider in favour of the request. Cllr S Alexander **proposed, seconded by** Cllr Ballance that SPC following the recommendation from the Community Committee, agree that the Steyning and District Partnership be allowed the use of the MPF for their Tug of War event. **Agreed 5 For, 2 Abstained** **CLERK**

19.2 **To receive notification from the Clerk regarding a recent meeting with the owner of the Clock Tower concerning its proposed maintenance.** The Clerk and Deputy Clerk met with the owner of the Clock Tower, Gary Timms, on the 28th June. He was accompanied by his Building maintenance contractor. The proposed Scope of works was discussed, and the Clerk emphasised that the upkeep of the tower was very important to the town, and that SPC was keen that works to maintain and decorate the tower be completed as soon as possible. Mr Timms seemed keen to undertake the works. Also discussed was the fact that SPC wanted to complete renovation decorative works on the clock faces at the same time if possible, and that if okay with him, there was a possibility of sharing scaffolding costs as SPC could piggyback these works onto his, all being well in terms of coordination of contractors and permissions. He will let the Clerk know how he gets on and this will then be reported back to this committee **CLERK**

19.3 **To discuss the preferred option in respect of SPC's insurance coverage.** The Clerk had circulated a supporting paper which outlined the SPC Insurance Brokers reasoning for the options provided. The Clerk then made a recommendation. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the recommendation from the Clerk and secure a deal, on the understanding that the three-year premium of £7.478.43 was per year of the three year agreement {with Hiscox on a long-term binding agreement}. **Agreed** **CLERK**

19.4	**To discuss the 2023/24 SPC Finance and Business Plans.** The Clerk presented as per supporting papers the amended plan which had been agreed last year. The amendments included new earmarked reserves (having been agreed at the last meeting), plus a newly agreed general reserves target figure, and a new list of proposed year one objectives. The members considered the Finance Plan separately first. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander that SPC approves the Finance side of the SPC Business Plan 2023/24. **Agreed**	**CLERK**
19.5	**To discuss the draft 2023/24 SPC Action Plan and agree any subsequent actions.** Members agreed to defer this until the full Business plan was approved.	**CLERK**
F&GP/23/20	**PUBLICITY**	
20.1	**To agree the content of the next SPC quarterly newsletter.** The Clerk provided a supporting paper with an updated version of the previously supplied text from Cllr Trundle. Further amendments were discussed and agreed. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the content of the next SPC newsletter subsequent to the amendments discussed. **Agreed 6 For, 1 Against.**	**CLERK**
F&GP/23/21 21.1	**CCTV - To discuss progress from the CCTV working parties recent meeting.** The Chair updated from the working party meeting which took place on the 10th July. All 4 members involved thought the meeting was interesting and productive and went a long way to establishing the scope of works. The meeting determined to complete details of the scope of works; to contact HDC and gain permissions for use of some street furniture and electrical supplies; to seek permission to use, lease, be gifted or purchase the unused police pole in the High Street as one preferred installation location; and to then start gaining quotes, to be brought back to F&GP.	**CLERK**
F&GP/23/22	**PROGRESS REPORT**	
22.1	*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.* **– Ongoing**	**CLERK**
22.2	*F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee*. The Clerk confirmed this work awaited discussion at a soon to be convened Personnel Committee	**CLERK**
22.3	*F&GP/23/6.1 Clerk to organise SPC specific Finance training for those F&GP Members Interested - **Ongoing***	**CLERK**
22.4	*F&GP/23/7.7 Agreed monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC Current Account - **Ongoing***	**CLERK**
22.5	*F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group **- Ongoing***	**CLERK**
F&GP/23/23	**INFORMATION/CORRESPONDENCE ITEMS**	
23.1	None	
F&GP/23/24	**DATE OF NEXT MEETING – 12th September 2023 @7.30pm.**	

The Chair closed the meeting at 9.08pm

Signed ………………………………………………… Date 12th September 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/mHpMQZpl20E