

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th SEPTEMBER 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Norcross and Trundle.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F&GP/23/25 APOLOGIES FOR ABSENCE

25.1 Apologies were received from Cllrs Bell and Campbell. Cllr Trundle arrived at item 28.1.

F&GP/23/26 DECLARATIONS OF INTEREST AND DISPENSATIONS

26.1 None

F&GP/23/27 QUESTIONS FROM THE FLOOR {in summary}

27.1 None

F&GP/23/28 MINUTES OF PREVIOUS MEETING

28.1 Cllr S Alexander **proposed, seconded** by Cllr Ballance that the minutes of the meeting held on the 11th July 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**
Cllr Trundle arrived during this item

F&GP/23/29 MATTERS ARISING AND ACTIONS – These items taken as read

29.1 Steyning & District Partnership Food festival Grant paid – **Actioned**

29.2 Ukrainian Refuge rep. informed of unsuccessful grant request – **Actioned**

29.3 Partnership informed of SPC support for their Tug of War event – **Actioned**

29.4 Insurance coverage undertaken based upon agreement as per meeting motion – **Actioned**

29.5 Bring back the deferred SPC Business plan for agreement at the next meeting – **See item 31.4**

29.6 Bring back the deferred SPC Action Plan for agreement at the next meeting – **See item 31.5**

29.7 Quarterly Newsletter final draft inc. amendments sent off to printers – **Actioned**

29.8 Work on Staff Contracts undertaken and prepared for Personnel Committee – **Actioned**

29.9 Clerk to organise SPC specific Finance training for those F&GP Members interested – **Actioned**

29.10 Monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC - **Actioned**

F&GP/23/30 FINANCIAL MATTERS.

30.1 **To approve the list of SPC payments for July & August 2023.** Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for July and August 2023 be approved as a correct record. **Agreed**

30.2	To agree F&GP Income & Expenditure reports for July and August 2023. Cllr S Alexander proposed, seconded by Cllr Norcross to agree the F&GP Income and Expenditure report for July and August 2023 as a correct record. Agreed	
30.3	To agree a request for grant funding from the Allotment Association for £79.81 to cover AGM Charge. {Cllr I Alexander remembered he needed to declare an interest in this item as he is a member of the Association}. Cllr S Alexander proposed, seconded by Cllr Trundle to agree the grant fund application from the Allotment Association for £79.81. Agreed	CLERK
F&GP/23/31	GOVERNANCE AND COMMUNITY MATTERS	
31.1	SPC Community Award – To agree the invitation details for nominations and the associated Publicity. Cllr S Alexander proposed, seconded by Cllr Foxwell that SPC accepts the invitation for nominations and associated publicity (in ‘Your Steyning’), subject to agreeing the next motion under agenda item 7.2, whereby the date for the Chairmans function is to be agreed (Which is the 1st Dec). Agreed	CLERK
31.2	To agree arrangements and date for the Chairmans Function ’23. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC agree the date of the Chairmans Function as the 1st of December and that the Clerk reaches out to the school to see if it is possible to promote some community engagement with the school whereby entertainment could be organised. Agreed	CLERK
31.3	To agree the SPC budget setting timetable for 2023/24. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC agree the {SPC Budget setting} timetable as set out within supporting papers. Agreed	CLERK
31.4	To agree the 2023/24 SPC Finance and Business Plan. In answer to a question raised, the clerk confirmed that £81,353 was potentially available as working capital for projects. Cllr S Alexander proposed, seconded by Cllr Sharp that SPC agree the 2023/24 Finance and Business Plan. Agreed	
31.5	To agree the draft 2023/24 SPC Action Plan. Cllrs discussed the various projects that have been prioritised for action for this first year of the current council’s term, and in particular the rebooting of the youth service, and wondered if the clerk felt the council was on track to achieve all the projects outlined. The Clerk suggested the council was 4 or 5 tasks behind where he had hoped to be and that this was down to continued internal disruption. He emphasized that though the list was substantial and involved the completion of 90 tasks by years end, it was still entirely achievable but only if the whole council was able to work collectively towards these goals. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC agree the 2023/24 Action Plan subject to the changes discussed which included changing the order associated with Finger-post signs project tasks, and the title of the Bus Shelter project. Agreed	CLERK
31.6	To agree the payment for High St. Lamppost testing, to enable Christmas lighting displays. It was suggested that the clerk consider contacting with the Community Partnership to see if a joint approach to Lamppost testing be pursued next year in order to save money. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC agree the payment for the High St. Lamppost testing, to enable Christmas lighting displays. Agreed	CLERK
F&GP/23/32	DATA PROTECTION AND FREEDOM OF INFORMATION	
32.1	The Clerk reported that there had been five Freedom of Information requests and review requests received in the last few weeks and that because they were from the same individual and that it was the same individual who historically had frequently burdened the Council with requests, that he had combined these latest requests and made one response, which included that he was refusing the requests under section 14 of the Freedom of information Act (Vexatious Requests). However, because a review had also been requested, there needed to be a convening of the SPC FOI panel to deal with the matter. After a discussion with member representatives present, it was decided this should take place on the 5th October at 6pm.	CLERK

F&GP/23/33 PROGRESS REPORT

- 33.1** 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**
- 33.2** F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group – ***This had been discussed at the last meeting, but it was felt there needed to be a separate meeting as there was such a lot to discuss*** **W Party**
- 33.3** F&GP/22/68.1 F&GP request that Steyning Council obtain the ‘Power of Competence’ – ***This was due to be discussed at the next Full Council meeting*** **CLERK**
- 33.4** F&GP/22/68.1 Clerks office to enquire about Youth Service contract payment reimbursements ***The Clerk had received an email asking for completion of a ‘proof of debt’ form.*** **CLERK**
- 33.5** F&GP/22/68.1 Clerk to reconvene a CCTV working party meeting – ***Work was continuing with quotes being sought with then the working party needing to meet once more so that a scope of works could be agreed for recommendation back to this committee.*** **W. Party**

F&GP/23/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/23/35 **DATE OF NEXT MEETING – 14th November 2023 @7.30pm.**

The Chair closed the meeting at 8.29pm

Signed Date 14th November 2023
Chair

A video recording of this meeting can be found using this link ; -
<https://youtu.be/24TxIBBuuAI>