

Published 6th December 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 DECEMBER 2023 AT 7.30 PM IN THE STEYPNING 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 December 2023.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 14th November 2023 as a true and fair record
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/23/41.3 Members to research Christmas light display options for next 3 years and bring to next meeting– **Actioned**
 - 5.2** F&GP/23/41.4 Staff pay award resultant admin completed– **Actioned**
 - 5.3** F&GP/23/42.1 Internal audit report approved, and recommendations being actively followed– **Actioned**
 - 5.4** F&GP/23/42.2 Agreed Asset register with one amendment published on Web Site– **Actioned**
 - 5.5** F&GP/23/42.4 SPC Action plan progressed and brought back to next meeting - **Actioned / See item 7.2**
 - 5.6** F&GP/23/43.1 Recent FOI requests and responses uploaded onto SPC Web Site – **Actioned**
 - 5.7** F&GP/23/47.1 Clerks office seeks quote from grass cutting company to cover tender – **Actioned / See item 11.1**
 - 5.8** F&GP/22/48.1 SPC Community Awards certificates completed and awarded at Chairmans Function – **Actioned**
- 6.0 FINANCIAL MATTERS – (Supporting papers)**
 - 6.1** To approve the list of SPC payments for November 2023
 - 6.2** To agree F&GP Income & Expenditure reports for November 2023
 - 6.3** To consider SPC projects for 2024/25, and earmarking reserves for 2023 year end.
 - 6.4** To consider the first draft F&GP budget for 2024/25
 - 6.5** To consider two invoices which due to their amounts, need agreement from F&GP Committee
 - 6.6** To discuss future project aspirations for the F&GP Committee
- 7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)**
 - 7.1** To consider next years Christmas light display on the Steypning High Street, and agree any actions
 - 7.2** To update and consider progress on the 2023/24 SPC Action Plan and agree any subsequent actions.

8.0 PROGRESS REPORT

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

- 8.1** F&GP/22/15.10 Clerks office waiting for Land registry searches to be completed to enable further updating of the SPC Land and Asset register
- 8.2** F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group
- 8.3** F&GP/23/18.3 Clerks office to enquire about Youth Service contract payment reimbursements
- 8.4** F&GP/23/42.3 CCTV working party to reconvene when first quotes received

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** None at time of publication

10.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 12 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain

11.0 SPC GRASS CUTTING CONTRACT – (Supporting papers)

- 11.1** To consider the situation concerning the current grass cutting contract and agree any subsequent actions

12.0 DATE OF NEXT MEETING – 9th January 2024



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