

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th NOVEMBER 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

NON-CONFIDENTIAL MINUTES

ACTIONS

F&GP/23/36 APOLOGIES FOR ABSENCE

- 36.1** Apologies were received from Cllrs Trundle.
Cllr Campbell had sent an email message in September via auto response stating his intention to be taking a break from Council Business for a while. No reason for this 'apology' was given.

F&GP/23/37 DECLARATIONS OF INTEREST AND DISPENSATIONS

- 37.1** Cllrs Norcross and I Alexander declared an interest in item 48.1, and would not speak in support of, nor vote for, those nominees who were known to them.

F&GP/23/38 QUESTIONS FROM THE FLOOR {in summary}

- 38.1** None

F&GP/23/39 MINUTES OF PREVIOUS MEETING

- 39.1** Cllr S Alexander **proposed, seconded** by Cllr Norcross that the minutes of the meeting held on the 12th September 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

F&GP/23/40 MATTERS ARISING AND ACTIONS – These items taken as read

- 40.1** Allotment Association to receive grant funding monies – **Actioned**
- 40.2** Community Award invitation for nominations to be publicised in Your Steyping – **Actioned**
- 40.3** Chairmans Function to be arranged – **Actioned**
- 40.4** SPC Budget Setting timetable to be rolled out – **Actioned**
- 40.5** To update SPC 23/24 Action Plan on Web Site and include amendments– **Actioned / See 42.4**
- 40.6** Lamp post testing invoice processed – **Actioned**
- 40.7** FOI panel to be convened to deal with outstanding FOI review requests – **Actioned / See 43.1**
- 40.8** F&GP request SPC Full Council obtain the 'power of competence' – **Actioned**
- 40.9** Clerk to reconvene a CCTV working party – **Actioned / See 42.3**

F&GP/23/41 FINANCIAL MATTERS.

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

41.2	To agree F&GP Income & Expenditure reports for September and October 2023. Cllr S Alexander proposed, seconded by Cllr Bell to agree the F&GP Income and Expenditure reports for September and October 2023 as a correct record. Agreed	
41.3	To consider the first draft F&GP budget for 2023/24. The Chair explained that this was the committees first view of the F&GP budget, and that there would be further chances to conclude discussions on this matter, with F&GP taking into account the other committee's recommendations at the December meeting. Members discussed several budget items. The Clerk made special reference to the fact that as SPC were at the end of the current 3-year term with the High Street Christmas Lighting contractors, that members could research other options and bring them back to committee for further discussion.	CLERK All Cllrs
41.4	To agree the NALC agreed pay awards for SPC salaried/part time staff. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC accepts the NALC agreed pay awards for SPC salaried and part-time staff. Agreed	CLERK
F&GP/23/42	GOVERNANCE AND COMMUNITY MATTERS	
42.1	Internal Audit Report check and agree any recommendations. Cllr S Alexander pointed out that there was one item highlighted by the auditor, this being that there was a necessity for him to not only counter sign the reconciliation documents each month as per produced by the Responsible Finance Officer and generated by the financial software system, but also it was necessary for him as F&GP Chair, to sign the corresponding bank statements. He also pointed out that this issue had already been rectified since the visit of the auditor on the 27 th October. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accepts the Audit report and that it abides by the recommendation noted. Agreed	CLERK Cllr S Alexander
42.2	To agree an updated SPC Asset Register. The document discussed as per supporting papers included amended and updated acquisition items, and 'disposals' plus the final column had been brought into line with the most recent SPC insurance schedule details. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC agree the Asset Register 1 st September '23 to 31 st August '24 {As per supporting paper}. Agreed	CLERK
42.3	CCTV Installation project. The Chair updated members with the latest situation which included SPC soon to be receiving the first draft scope of works and quote for installation at all three locations in Steyning. These quotes will be discussed at the next CCTV working party and a scope of work agreed to be recommended back to this committee. Also, there was a need to consider details regarding the public consultation document. Cllr S Alexander proposed, seconded by Cllr I Alexander that F&GP delegate to the CCTV working party, to design a public consultation document / survey and process and bring back to this committee in December. Agreed	Working Party
42.4	SPC Action Plan update. Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term. Two projects had been completed. These included three separate memorial bench installations, plus the overhauling and implementation of the new staff contracts. Other projects completion was more or less on schedule.	CLERK
F&GP/23/43	DATA PROTECTION AND FREEDOM OF INFORMATION	
43.1	The Clerk reported that the FOI panel had met on the 5 th October and completed a review of the five recent Freedom of Information requests made by an SPC Councillor which had previously been refused by the Clerk on the grounds that they were vexatious. The panel's written response was a supporting paper, and had been sent to the requester, and was to be published on the SPC Web Site in keeping with the Transparency code. The Clerk thanked the FOI panel members for their diligence and well-crafted response.	CLERK
F&GP/23/44	PROGRESS REPORT	
44.1	<i>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</i>	CLERK

44.2 F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group – **Ongoing – needing to find time to convene this group** CLERK

44.3 F&GP/22/18.1 Clerks office to enquire about Youth Service contract payment reimbursements **The Clerk had completed a ‘proof of debt’ form and sent to liquidators and was awaiting a response.** CLERK

44.4 F&GP/22/31.6 Clerk to discuss joint approach to Lamp post testing with other Steyning Key Stakeholders – **Cllr I Alexander reported that the District Partnership no longer needed to gain permissions as they no longer had flags to put up, therefore this item was effectively dealt with and could be struck off**

F&GP/23/45 INFORMATION/CORRESPONDENCE ITEMS

45.1 None

F&GP/23/46 CONFIDENTIAL SESSION – Cllr S Alexander **proposed, seconded** by Cllr Ballance 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 agenda items 12 and 13 (below) may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/23/47 SPC GRASS CUTTING CONTRACT

47.1 **To consider the recommendation from Community Committee concerning the current grass cutting contract.** It had been agreed that the grass cutting service provision was below standard and not in keeping with the terms of the three-year contract. F&GP members considered the recommendation from Community Committee and other options as per supporting papers. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC {follows option 2 set out within the supporting papers}* and seeks a quote from the company considered the 2nd best option during the tendering process in February 2023, and that this is discussed at the next F&GP Committee. **Agreed** CLERK

F&GP/23/48 SPC COMMUNITY AWARDS

48.1 **To agree nominations for the Annual SPC Community awards.** The nominations, and supporting evidence, was presented to members for discussion and then voted upon. Cllr S Alexander **proposed, seconded** by Cllr Bell that members agree to nominee #1 and nominee #3 {as per listed in supporting papers}. **Agreed** D CLERK

F&GP/23/49 DATE OF NEXT MEETING – 12th December 2023 @7.30pm.

The Chair closed the meeting at 9.05pm

Signed Date 12th December 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/FtvZD9_3lgs

*** This motion redacted as these are the non-confidential minutes**