

Published 4th September 2024

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Sharp (Chair), S Alexander (Vice), Norcross, Trundle, Ballance, Foxwell, M Alexander, I. Alexander and Johnson.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 10th SEPTEMBER 2024 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 9th September 2024.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 9th July 2024 as a true and fair record
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/24/06.3 Clerk to check & relay to members details of mis postings – **Actioned**
 - 5.2** F&GP/24/07.3 Clerk to add yet to be finished projects to next year's Action plan – **Actioned**
 - 5.3** F&GP/24/07.4 Clerk to respond to internal auditors and publish on web site – **Actioned**
 - 5.4** F&GP/24/07.5 Clerk to add project ideas discussed to next year's provisional list – **Actioned**
 - 5.5** F&GP/24/07.5 Full members SPC projects discussion to be taken forward – **See item 7.5**
 - 5.6** F&GP/24/07.5 Clerk to update action/project list and add two further items as agreed – **Actioned**
 - 5.7** F&GP/24/08.1 Community engagement com. to further discuss social media idea and bring back to F&GP – **See item 7.2**
 - 5.8** F&GP/24/08.3 Clerk to complete MOU with High St owner of wall adjacent Car Park, and obtain signatures and progress project – **Actioned**
 - 5.9** F&GP/24/08.4 Deputy Clerk to start ILCA training programme – **Actioned**
 - 5.10** F&GP/24/09.1 Clerk to respond to FOI requests from Cllr Campbell when time allowed – **Actioned**
 - 5.11** F&GP/24/09.1 Clerk to respond to ICO & Cllr Campbell concerning recent decision notice – **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for June, July & August 2024
 - 6.2** To agree F&GP Income & Expenditure reports for June, July and August 2024.
 - 6.3** To discuss and agree which version of the Rialtus Income and Expenditure Reports SPC will be checking on a monthly basis henceforth
 - 6.4** To consider the SPC draft Business Plan, Finance Plan and 2024/25 SPC Action Plan, and agree any subsequent actions.

- 6.5 Cllr Sharp to report on in-house auditing checks recently carried out
- 6.6 To discuss and agree a request for grant funding from the Allotment Association to cover AGM charge
- 6.7 To discuss and agree a request for grant funding from St Barnabas House
- 6.8 To discuss and agree the payment for High St. Lamppost testing – to enable Christmas lighting displays.
- 6.9 To discuss and agree the SPC budget setting timetable for 2024/25

7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 7.1 To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to discuss and agree recommendations as well as the next message/s for the group to be working on.
- 7.2 To review draft social media postings/ pages and to agree the details of the SPC social media roll out.
- 7.3 To consider whether to purchase a pop-up promotional banner and agree content
- 7.4 To discuss and agree continued service arrangement with the current SPC internal auditor
- 7.5 To agree details of the all-member working party which is to be tasked with agreeing project and associated budget priorities for 2025/26
- 7.6 Chairmans Function – To discuss arrangements for the next Chairmans function – And agree the provisional date

8.0 DATA PROTECTION AND FREEDOM OF INFORMATION - (Supporting papers)

- 8.1 Update on any news relating to Data protection and Freedom of Information requests from Clerk

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/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 9.2 F&GP/23/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership
- 9.3 F&GP/24/08.2 CCTV project to be further discussed with contractors on site
- 9.4 F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 None at time of printing

11.0 DATE OF NEXT MEETING – 8th October 2024

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