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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 10th DECEMBER 2024 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, I Alexander, M Alexander, and Johnson.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F &GP/24/37 **APOLOGIES FOR ABSENCE**
37.1 Apologies were received from Cllrs Norcross, Foxwell and Trundle.

F&GP/24/38 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
38.1 None

F&GP/24/39 **QUESTIONS FROM THE FLOOR {in summary}**
39.1 None

F&GP/24/40 **MINUTES OF PREVIOUS MEETING**
40.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 8th October 2024 be agreed as a true and fair record. **Agreed 5 For, 1 Abstained**

F&GP/24/41 **MATTERS ARISING AND ACTIONS – *These items taken as read***
41.1 Clerk and Chair to attend the next Internal Audit review – dated 16th October **– Actioned**

41.2 Clerk to ensure preferred I&E reports as agreed at last meeting are for monthly agreement **– Actioned**

41.3 Clerk to ensure newly agreed SPC Business, Finance and Action Plans are published **– Actioned**

41.4 Clerk to bring back updated F&GP draft budget for approval at next meeting **– See Item 42.6**

41.5 Clerk to ensure deposit invoice payment made and to commit to the Town Clock faces renewal – **Actioned**

41.6 Clerk's office to ensure A5 Correx boards printed & given to Wardens for appropriate distribution – **Actioned**

41.7 Bring back SPC App as a likely project for 25/26 **– See item 42.4**

41.8 2023/24 AGAR 'Holding notice' from the external auditor to be published on SPC website **– Actioned**

41.9 2024/25 Asset register to be published on SPC website **– Actioned**

41.10 All member working party notes to be collated and brought back to this committee **– Actioned**

41.11 Cil money use to be confirmed with HDC, plus new SPC Cil report for 24/25 published **– Actioned**

41.12 New Community Association noticeboard MOU to be agreed and signed by all parties **– Actioned**

41.13 Clerk to inform Steyning Bowls club that all four recent requests were acceptable **– Actioned**

41.14 FOI panel to complete response to SPC councillor and then Clerk to send **– Actioned**

F&GP/24/42 FINANCIAL MATTERS.

42.1 **To approve the list of SPC payments for October 2024.**
Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC accept the October 2024 SPC Payment list. **Agreed**

42.2 **F&GP Income and Expenditure reports for October 2024**.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure report for October 2024. **Agreed**

42.3 **To consider amending the 2024/25 SPC Action Plan, subsequent to the recent agreement for SPC to concentrate on a Neighbourhood plan review ahead of original schedule.** The Chair spoke in support of a reassessment of the 24/25 Action Plan targets in the light of the concerted effort which will be, and has already been, required, to fast track a Neighbourhood Plan review process in order to ensure, if at all possible, that housing design codes are in place so as to influence any future developments. Members were made aware that at least two or three of the existing list of projects would likely therefore have to be carried over to the following year in order to facilitate this, and they then proceeded to discuss which were best to delay. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC delay the MPF Play Area renewal, and the Steyning Centre Projector installation project to the following year, with the Climate Action Plan project undertaken to the best extent this year and completed the next. **Agreed**

42.4 **To discuss the likely SPC projects and/or focus for the year 2025/26 following the recent all member working party on SPC future projects.** The Chair spoke in support of a paper which summarised in table form, the main ideas which were put forward by councillors at the working party, and members then highlighted their priorities and began to strategise a plan to best achieve the councils aims for the following year. It was clear that most of the ideas needed further discussion at various committees and working parties, and then brought back to F&GP. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk summerise the ideas and actions put forward at this meeting, and add detail to the table within the supporting paper and then send out to F&GP members for further comments. **Agreed**

42.5 **To agree next year's Youth Service expenditure, and to instruct the completion of the next memorandum of understanding for agreement by all affiliated councils.** **CLERK**
Cllr S Alexander reported positively about initial youth session attendances, which had generally been better than expected. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the sum of money allocated to the Youth Scheme for next year {£32,750.00} is approved {subject to MOU agreement}. **Agreed.** The Clerk to bring back the new MOU to Full Council.

42.6 **To consider the amended F&GP budget for 2025/26, then as per budget recommendations from the other SPC committees, begin to consolidate the full SPC budget paper for 2025/26.** **CLERK**
Members considered all the financial components involved with both the F&GP budget, and the wider picture covering SPC's consolidated budget, and therefore possible precept request.
Notable for future financial discussions will be the ongoing maintenance costs for the joint parishes burial ground commitments, and this will be discussed at Full Council. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that F&GP currently accepts this consolidated budget {thereby agreeing to recommend to Full Council the draft budgets presented as per supporting papers} with final agreement at January F&GP. **Agreed**

42.7 **Update on the redecorative/renewal works to the High Street Tower Clock.** The Clerk tabled the latest pictures from the contractors who are completing the clock face renewal works. They showed the fact that cracks had appeared in the existing glass fibre clock faces, and the contractors were suggesting that that these needed to be covered or replaced. **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk reaches out to the HDC Heritage Officer to ensure the necessary measures are undertaken to establish the renewal works are completed correctly. **Agreed**

42.8 **To consider commitment to the new three year Neighbourhood Wardens Contract.** **CLERK**
Members considered all aspects of the service offered by the Wardens within their discussion. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC support a three year commitment to the Wardens service, subject to support from the other two parish councils {and agreed terms of the contract, and agreement at SPC full Council}, and that the Clerk informs HDC of this commitment**. Agreed**

F&GP/24/43 GOVERNANCE AND COMMUNITY MATTERS

43.1 **To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree recommendations as well as the next message/s for the group to be working on.** Cllr S Alexander updated on details from the recent Community Engagement Group meeting. First, the group agreed to recommend an advert, the content and style as per supporting paper. Second, the group recommended a leaflet, again as per support--ing papers, which would promote the purchase of an annual parking permit allowing cheaper parking in the Steyning Car Parks. Third, there was some discussion about a new website design and the introduction of an SPC App.

43.1.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree to the Neighbourhood Plan volunteer advert {as per supporting papers}. **Agreed** **CLERK**

43.1.2 Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC proceed to print the parking permit leaflet subject to the revisions noted within this meeting. **Agreed** **CLERK**

43.1.3 Cllr S Alexander to continue work on newly designed website format plus other community engagement promotions and bring back to the Community Engagement group for further discussion. **Cllr S Alexander**

43.2 **To receive notification of the External Audit Report and Certificate for the year 2022/23, and agree publication, plus payment of associated invoice.** Members were made aware of the content of the external auditors end of year report, and were appreciative of the conclusion. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree to publish the External Audit Report / Certificate, and agree to pay the associated invoice. **Agreed** **CLERK**

43.3 **To receive agree to publish the annual SDNP Cil report.** Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC meets its legal obligation, and publishes the SDNP Cil Report. **Agreed** **CLERK**

43.4 **To agree Rialtas 'End of Year' service agreement.** The existing agreement is in place until 2026. This item deferred for at least six months, and until such time as a new agreement is required.

43.5 **To consider the request for remote meetings consultation response.** This is a request from the government for the Council and individual councillors to respond to this consultation request in consideration of the need for remote meetings. Cllr Sharp **proposed, seconded** by Cllr S Alexander that each SPC councillor complete a response to this consultation and that also Cllrs supply the clerk with their responses so that a compilation be made and so the clerk can also feedback on behalf of the council based on majority responses. **Agreed** **CLERK**

F&GP/24/44 DATA PROTECTION AND FREEDOM OF INFORMATION

44.1 **Update on SPC Data Protection and Freedom of Information requests** **CLERK**
The Clerk updated members on the recent FOI request from Mr Cree concerning the High Street Clock Tower. Members confirmed they were in agreement with the Clerks response. This response would be loaded onto the SPC website in due course

F&GP/24/45 PROGRESS REPORT

45.1 *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed* ***– Ongoing – details to be discussed with new deputy clerk when in post.*** **D. CLERK**

45.2 *F&GP/24/08.2 CCTV project to be further discussed with contractors on site –* ***Ongoing with Cllr S Alexander working with company to get another on site meeting sorted out.*** **CLERK & CCTV W. Party**

45.3 *F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation –* ***Ongoing with many archived documents to be checked.*** **Working Party**

F&GP/24/46 INFORMATION/CORRESPONDENCE ITEMS

46.1 None

F&GP/24/47 DATE OF NEXT MEETING – 14th January 2025 @7.30pm.

The Chair closed the meeting at 9.23pm

Signed ………………………………………………… Date 14th January 2025
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/o0-tzUGnevs