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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 8th OCTOBER 2024 AT 7.30PM

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

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

MINUTES

ACTIONS

F &GP/24/26 APOLOGIES FOR ABSENCE

26.1 Apologies were received from Cllrs Sharp, Johnson, Foxwell and Trundle.

F&GP/24/27 DECLARATIONS OF INTEREST AND DISPENSATIONS

27.1 None

F&GP/24/28 QUESTIONS FROM THE FLOOR {in summary}

28.1 None

F&GP/24/29 MINUTES OF PREVIOUS MEETING

29.1 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that the draft minutes of the meeting held on the 10th September 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/30 MATTERS ARISING AND ACTIONS – *These items taken as read*

30.1 Clerk to check & relay to members details of miss-postings on monthly account payments **– Actioned**

30.2 Clerk to check on weedkillers being used by SPC to ensure they are ecologically sound - **Actioned**

30.3 Clerk to take alternative I&E reports to other SPC members and bring back thoughts to F&GP**– Actioned**

30.4 Clerk to complete SPC Business plan, Finance plan & Action plan for next F&GP meeting **– Actioned**

30.5 Clerk to bring updated SPC Asset register back to next F&GP meeting – **See item 32.4**

30.6 SPC to pay grant for Steyning Allotment Association to cover AGM costs **– Actioned**

30.7 SPC to pay grant for St Barnabas House of £300 **- Actioned**

30.8 Clerk to arrange for Steyning High Street Lamp Post testing to be completed **– Actioned**

30.9 Clerk to prepare F&GP Budget papers for 2025/26, for next meeting **– Actioned**

30.10 D. Clerk to arrange Com. Eng. Meeting – SPC App and Lamppost posters to be discussed **– Actioned**

30.11 Cllr S Alexander to prepare draft Lamppost posters for discussion **– Actioned**

30.12 Clerk & Cllr S Alexander to complete new SPC promo banner design and complete purchase **– Actioned**

30.13 Clerk's office to take social media postings recommendation to Full Council for approval **– Actioned**

30.14 All-member SPC projects working party to be convened following next Full Council meeting **– Actioned**

30.15 Clerk and SPC Chair to complete work on order of service for the 2024 Chairmans function **– Actioned**

30.16 Date and initial arrangements inc. list of invitations for Chairmans function confirmed **– Actioned**

30.17 FOI Panel to convene in order to discuss two FOI reviews **– Actioned**

F&GP/24/31 FINANCIAL MATTERS.

31.1 To approve the list of SPC payments for September 2024.
Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC accept the September 2024 SPC Payment list. **Agreed**

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

31.3 To agree which version of the Rialtas Income and Expenditure Reports SPC will be checking on a monthly basis henceforth. The Chair again explained the reasoning behind this council's request to consider an alternative I&E report, which although showing the main and important details such as annual budget for each separate coding item, and budget spent to date for those items, removes the 'phased' budget planning element which shows variance against expected costs or income to date. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC moves forward with option two (as per supporting papers) and reverts back to consider agreement on non-phased I & E reports henceforth. **Agreed** **CLERK**

31.4 To consider updated SPC Business Plan, Finance Plan progress on the 2024/25 SPC Action Plan. The Chair and Clerk summarised the documents amended details, as per supporting papers, and reported on the composition and the progress SPC was making with this year's Action Plan projects. It was noted that in addition to previous years Finance Plan details, the Clerk had added a line showing where projects were going to be funded from, and also informed as to how SPC was spending the available SPC General Reserves as per requested by this Council. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC approves the 2024/25 SPC Business Plan, Finance Plan and Action Plan. **Agreed** **CLERK**

31.5 To consider the F&GP budget for 2025/26, as per first draft within supporting papers. **CLERK**
Cllrs discussed the draft papers for the first time – this item to be brought back to the next meeting for further consideration, and for questions to be raised via email if necessary in the meantime.

31.6 To agree to proceed with a commitment to complete redecorative/renewal works to the High Street Tower Clock as per previous decisions, and in regard to the scope of work as per supporting papers, and therefore to approve payment for the deposit invoice. Restoration works costing £15,028 + VAT. The Clerk relayed details of the scope of works and how important is the need to work in close conjunction with the Clock Tower owner and Lease holder and their decorators, and the scaffolders. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC accepts the works and asks the Clerk to move things forward, as well as accepting to pay the 30% deposit invoice for £4,508.40 + VAT without delay so that works can commence as soon as possible. **Agreed** **CLERK**

F&GP/24/32 GOVERNANCE AND COMMUNITY MATTERS

32.1.1 To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. Cllrs considered the *'See it, Report it, Don't ignore it'* campaign of 7 QR coded posters which promote residents to act for themselves when they see issues that WSCC or HDC ought to be dealing with. The Clerk had raised concerns that SPC needed to be careful not to overdo the distribution of said posters thereby potentially causing a litter issue in its own right, however provided posters were only fixed in position judiciously as and when required, and then only for short periods, members considered this to be both effective and responsible. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC print these A5 posters (as per supporting papers) onto correx boards {at approx. 75p per poster} and distribute where needed. **Agreed** **CLERK**

32.1.2	The next issues to be further discussed by the Engagement Committee are to be concerning an SPC APP and the continued development of the SPC website.	**CLERK**
32.2	**To review draft social media postings/ pages and to agree any actions.** Members were made aware that after only two weeks, there were currently 254 followers on Facebook alone, with over 4,000 posts viewed and 128 'reactions' – Certainly a success.	**CLERK**
32.3	**To receive notification of External Audit interim notice.** Members were informed that the auditors had sent an interim 'holding' notice as they had yet to complete full checks on the 2023/24 AGAR. This document had already been published on the web site for residents.	**CLERK**
32.4	**To agree the updated SPC Asset Register for 2024/25**. The Chair and Clerk explained any minor amendments from the previous year's register. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the updated SPC Asset Register for 2024/25 {and approve it to be published}. **Agreed**	**CLERK**
32.5	**To consider the next steps following the recent all member working party on SPC future projects.** Members discussed the supporting paper which summarised the results of the meeting and pointed out that they felt the working party was well conceived and well run. Cllr S Alexander **proposed, seconded** by Cllr Ballance that the five councillors who were unable to attend the working party be encouraged to send their thoughts via email concerning future projects, and that subsequently ideas be sorted into categories, brought back to F&GP, then prioritised, and then projects assigned to committees. **Agreed**	**CLERK**
32.6	**Clerk to confirm Cil money expenditure report and committee to agree actions.** Members were made aware that all HDC's Cil contributions over the last six years were to be used to help finance the Chandlers Way Play Area redevelopment - this amounted to £13,130.01, and this had been relayed to HDC officers who agreed this was a good use of the outstanding Cil monies. This left £3,584.37 which was the total SDNP contributions so far accumulated. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agree the 2023/24 CIL Report, {and that the £13,130.01 Cil funds be used for the play area redevelopment}. **Agreed**	**CLERK**
32.7	**To agree the draft noticeboard MOU agreement between the Steyning Society and SPC as per supporting papers.** This is for the noticeboard which SPC have previously looked after on behalf of the Steyning and District Community Association, and which is located by the north end of the High St. bus shelter. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the MOU agreement for use of the noticeboard, as presented via supporting papers. **Agreed**	**CLERK**
32.8	**To agree to the proposals raised by the Steyning Bowls Club as per supporting papers** The bowls club asked for support for ideas which included a widened viewing panel cut into the hedge which adjoins the MPF, the installation of a small pétanque court, some hedgerow planting on their north boundary, and to receive a certificate of acknowledgement from SPC regarding their recent successful grant application for enhanced sprinkler system. Members understood the issue with the club needing to find new members and felt they should support the club in their endeavours to help promote new membership if at all possible. Members were made aware that these requests did not affect the terms of the Bowls Lease agreement. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC supports all four requests from the Steyning Bowls Club as per supporting papers. **Agreed**	**CLERK**
F&GP/24/33	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
33.1	**Update on SPC Data Protection and Freedom of Information requests** The FOI panel met on the 30th September to consider two Freedom of Information review requests from Cllr Campbell. The members involved had agreed to an outline response and Cllr Sharpe was completing a draft response when he returned from a holiday, which when agreed by the other members, would be sent to Cllr Campbell.	**FOI Panel**

F&GP/24/34 PROGRESS REPORT

34.1	*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**
34.2	*F&GP/22/21.4 Clerk and Chair to attend the next Internal Audit review – dated 16th October*	**Clerk & Chair**
34.3	*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**
34.4	*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/24/35 INFORMATION/CORRESPONDENCE ITEMS

35.1 None

F&GP/24/36 DATE OF NEXT MEETING – 10th December 2024 @7.30pm.

The Chair closed the meeting at 8.57pm

Signed ……………………………………………………. Date 10th December 2024
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/1Xiy4DtLD7k