

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk

www.thesteyningcentre.co.uk

Telephone: 01903 812042

**MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 12th September 2017 AT 7.30PM
IN THE STEYNING CENTRE**

Present : Cllrs Willett, Goldsmith, G Sullivan, Lloyd and Pearcey

Clerk: John Fullbrook

Members of the Public in attendance: 2

DRAFT MINUTES

ACTIONS

F&GP/17/35 APOLOGIES FOR ABSENCE

35.1 *There were apologies received from Cllrs Muggridge, Trundle, Bowell, and Northam and also received via email before meeting started from Cllr Syred.*

F&GP/17/36 DECLARATIONS OF INTEREST AND DISPENSATIONS

36.1 There were no declarations of Interest from Cllrs.

F&GP/17/37 QUESTIONS FROM THE FLOOR

37.1 There were no questions received from the floor.

F&GP/17/38 MINUTES OF PREVIOUS MEETING

38.1 Cllr Pearcey **proposed** and Cllr Willett **seconded** that the minutes for the meeting held on 11th July 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/39 MATTERS ARISING AND ACTIONS

39.1 F&GP/17/23.2 Car Park update. Clerk reported –The working group met on the 14th August with most items having already been agreed at Full Council. A letter then went out to Cllr Lindsey from the clerk to communicate all that been agreed. In the meantime and as per previous agreement, the Car Park Ticket machine mechanisms changed from Card only payments to allow for cash transactions.

39.2 F&GP/17/23.3 Clerk reported - With regards to Legionella Water Testing. We are now getting regular checks via TSS facilities Ltd as part

of the preventative maintenance schedule and whenever there is an issue such as a need for water temperatures to increase to ensure the correct conditions are in place to avoid legionella then the engineer either raises the temperature himself or ensures a note is made on report and this is then actioned by the centre staff. Therefore this item can come off future Agenda's unless any problems requiring major works in the future.

- 39.3** F&GP/17/23.4 Deed of Variation of Lease on High Street Toilets – update. We owed £500 but had still not received an invoice from last year – this amount had been accrued. Cllr Muncey emailed John Loxley at HDC on behalf of the Council and received an encouraging reply saying – *'The recovery of the Council's costs had been overlooked in the changes that have taken place in the interim period and I have asked our Legal Services department to provide the figures'* - Clerk has since chased Mr Loxley asking once more for invoice and it now appears the amount owed is to be a reduced figure of £460 **CLERK**
- 39.4** F&GP/17/23.5 Telephony. Investigation of alternative provider update from Clerk. In discussion with this supplier, received quote – noted in supporting papers – If all the details of service with existing supplier are equitable then using this firm could give us a saving of £44 per month – making a saving of £528 per annum. Cllr Lloyd **proposed** and Cllr Willett **seconded** that Clerk be delegated with responsibility to interrogate existing supplier and see if same saving can be made, and that if existing supplier cannot meet this saving that Clerk can progress to change to new supplier. **Agreed** **CLERK**
- 39.5** F&GP/17/23.6 Steyning in Bloom. Cllrs Bowell, Pearcey and the Clerk met with Steyning in Bloom (SiB) representatives in order to discuss whether the Council could offer further assistance, and that this assistance would be to help manage the ordering of flowers and the fiscal arrangements – notably to pay invoices relating to supply of flowers and other associated display requirements, then instead of the Parish offering SiB the annual £1000 grant, the Parish would receive funds from SiB, the Council's contribution remaining same or very similar to before. All other works and associated liability would remain with SiB. This year's payment of invoice still to happen, but full fiscal management responsibility to begin next year. Cllr Pearcey **proposed** and Cllr Lloyd **seconded** that the Council/Clerk takes on this responsibility. **Agreed** **CLERK**
- 39.6** F&GP/17/25.1 Bowling club lease – ongoing –Clerk met with Keith Scott who has suggested for future reference in terms of negotiations, we need to speak directly with Bowling club committee. **CLERK**
- 39.7** F&GP/17/28.1 1 Finance reports – As per actions from last F&GP minutes and actions from other committees Clerk, Cllrs Pearcey and Bowell initially met to familiarise all with existing finance software package, Cllr Bowell's finance spreadsheets and then to go through the Projects (Funds to carry forward) position. Then Clerk organised a meeting on the 29th August to discuss this latest position and any other finance questions with past and current chairs. The updated project list to be further discussed under Agenda item 10.2 together with supporting paper.

39.8	F&GP/17/28.2 Funds to carry forward – see Agenda item 10.2	
39.9	F&GP/17/28.4 Bank Mandate completed but needs signature from Chair of Council and can then be sent off	CLERK/SN
39.10	F&GP/17/28.5 Transfer of £80K to Barclays account completed	
39.11	F&GP/17/29.1 Insurance renewal Annual premium paid and cover now provided	
39.12	F&GP/17/30.1 Councillor Allowances – No formal requests have been made at this stage. Clerk to ensure members who may want to claim are made aware that they can do so but that there is no formal policy in place at this stage. Also Clerk to check whether the Council has agreed to cover child minding expenses, and that if not minuted, that it be put on a future Agenda	CLERK
39.13.1	F&GP/17/33.2 Street cleaning contract - A walk round of areas covered in contract took place earlier today with Clerk and contractor and a number of issues were discussed with contractor to modify quality of service provision, and weeds to be dealt with via chemical application possibly next week. Cllr Lloyd proposed, seconded by Cllr Goldsmith that Clerk be delegated responsibility to get quote and instruct for one month that during farmers market weekend that High street cleaned on both weekend days, then Council to decide subsequently whether it is undertaken each Farmers Market weekend after that. Agreed	CLERK
39.13.2	It was thought that the cleanliness of the High street Car park was poor and we should contact HDC to see how much taking the service away from them would save the Council, and we should also obtain a quote from our contractor to cover the High street car park as this is often not up to required standard via the work undertaken by Horsham contractor	CLERK
F&GP/17/40	PAYMENTS LIST 2017-18	
40.1	To approve list of payments made by the council 1.7.17 – 31.7.17 and 1.8.17 – 31.8.17. Cllr Pearcey proposed, seconded by Cllr Lloyd that the list of payments for July 2017 be agreed. Agreed. Cllr Pearcey proposed, seconded by Cllr Willett that the list of payments for August 2017 be agreed. Agreed	
F&GP/17/41	Statements from the Clerk	
41.1	Councillor conduct – The Clerk’s intention was to refresh Councillors memory with regards to the adopted Code of conduct policy, Dignity at work policy, and Standing orders in order to help foster a more congenial working environment both in Committees and whilst communicating outside the chamber, primarily to promote dignity and respect amongst councillors and to allow us to focus on the matters in hand. Cllr Goldsmith did not agree with the statement and declared his intentions to leave the meeting.	

The other reason for the statement was to illustrate the need (as determined by the Clerk) that Chairs and Clerks take on additional training relating to Management of Council meetings, and especially due to new Chairs being in position – the cost would be approx. £250 and provided by SALC. Cllr Pearcey **proposed, seconded by** Cllr Lloyd that the Clerk can proceed to organise this training session. **Agreed.**

Cllrs Goldsmith and G Sullivan then again declared they would leave in protest of this item, which made the meeting inquorate and therefore the meeting ended

The Chairman closed the closed the meeting at 8.15pm

DATE OF NEXT MEETING 10TH October 2017

Signed Date 10th October
Chairman of F&GP Committee