

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th November 2017 AT 7.30PM IN THE STEYNING CENTRE

Present: Cllrs Goldsmith, Lloyd, Syred, Bowell, Muggerridge, Trundle, Willett and Pearcey.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7.30pm

DRAFT MINUTES

ACTIONS

F&GP/17/57 APOLOGIES FOR ABSENCE

57.1 *There were apologies received from Cllr Northam*

F&GP/17/58 DECLARATIONS OF INTEREST AND DISPENSATIONS

58.1 There were no declarations of Interest from Cllrs.

F&GP/17/59 QUESTIONS FROM THE FLOOR

59.1 There were no questions from the floor.

F&GP/17/60 MINUTES OF PREVIOUS MEETING

60.1 Cllr Pearcey **proposed** and Cllr Bowell **seconded** that the minutes for the meeting held on 10th October 2017 be accepted as a true record of the proceedings. **Agreed**

F&GP/17/61 MATTERS ARISING AND ACTIONS

61.1 F&GP/17/47.2 Telephony. Investigation of alternative provider update from Clerk. During negotiations with companies it transpired our current supplier appears to have a two of the five lines under contract until March 2019 - We do not have a traceable copy of these so the Clerk has asked for copies. Should the Council decide to terminate the contract there would be a fee, but as the annual savings may still out way this cost, the Clerk will continue to pursue this.

CLERK

61.2	F&GP/17/47.4 Bowling club lease – Clerk has spoken with Bowls Club secretary and treasurer – no issues have come to light and they are currently happy to continue with current format of Lease or similar. Clerk will begin setting out details of new Lease.	CLERK
61.3	F&GP/17/44.1 Chairs and Clerks training - Clerk has arranged for the date to be 11 th January and for it to take place from 6.30 to 8.30pm – Committee wanted for it to be extended to all Councillors – Clerk will check there are no issues with this and then email out invites to all Councillors assuming no issues.	CLERK
61.4	F&GP/17/49.2 Springwells pump ownership – Clerk has been asking various people and organisations to give Council an idea as to ownership and history of the Pump and trough – and Clerk sent the most detailed response through to this committee. Cllr Howell has offered to clean and paint pump with other volunteers. Cllr Pearcey Proposed, Seconded by Cllr Lloyd that Clerk to include the Springwells pump onto Community asset register. Agreed	CLERK
61.5	F&GP/17/51.1 Salaries question – Dealt with under Item 9.1 – later in meeting	
61.6	F&GP/17/55.2 Question on Grant received from HDC for street cleaning – It is £19,180 for this year. Clerk also pursuing ‘Additional cleansing grant’ with HDC	CLERK
61.7	F&GP/17/55.3 Clerk reported on Street cleaning. Tyre marks on MPF probably due to very damp conditions – Contractor made aware. Cost for additional Farmers Market bin clearance £3.50 each per bin. Cllr Lloyd proposed, seconded by Cllr Howell that all the bins in the High street are emptied on one additional occasion during Farmers Market weekend. Agreed	CLERK
F&GP/17/62	PAYMENTS LIST 2017-18	
62.1	To approve list of payments made by the council 21.9.17 – 31.10.17 Cllr Pearcey proposed, seconded by Cllr Lloyd that the list of payments for October 2017 be agreed. Agreed.	CLERK
F&GP/17/63	JOINT PARISHES CEMETRY COMMITTEE	
63.1	Cllr Howell declared there was nothing to report as there had been no meetings in the interim.	
F&GP/17/64	ANY ITEMS FROM COMMITTEE MEETINGS REQUIRING APPROVAL	
64.1	Premises Committee None	
64.2	Amenities Committee None	
F&GP/17/65	FINANCIAL MATTERS	
65.1	Income & Expenditure Report for October 2017. Clerk checked on Salaries question – there is a separate line for Salaries outsourcing- The amount Salaries budget line currently over is mirrored by being under budget under Steyning Centre – Overall Salaries expenditure is	CLERK

under expectations for this time of year. To make it easier this coming year, all salaries can be reported under one line and then can be broken down elsewhere for income against expenditure analysis. Steyning in Bloom income should be recoded (under donations) and to mirror Nurseries expenditure. Staff insurance has gone up – Clerk to check as apparently there had been a quote sent through. Clerk to pass contact name to Cllr Lloyd to chase HDC for invoices for Swimming pool and Horsham matters. Cllr Pearcey **Proposed, seconded** by Cllr Willett that subject to these checks and amendments that the income and expenditure reports for October 2017 be accepted. **Agreed**

CLERK

65.2.1

Budgets for next year – 2017/18 – Council have begun the process with a Chairs meeting to discuss budgets two weeks ago. Each committee looking in depth at their own budget lines in this coming month.

65.2.2

Post Office service discussed. Clerk to write to Community partnership to see what they are doing about maintaining the service and to see if they are amenable to representation by a Steyning Parish councillor, then Clerk to place on Full Council if positive response.

CLERK

65.2.3

Possible High street ATM machine placement discussed. Further discussions will take place under planning committee.

65.2.4

Horsham Matters briefly discussed – Will be discussed further under confidential session in Full Council next Monday

65.3

Projects for next year 2017/18 – Clerk listed ideas that had been proposed and emailed through. Since supporting papers went out some additional items have been sent through. Clerk will update the list and send through to Councillors.

CLERK

65.4

Neighbourhood Wardens – Horsham community safety officer had been in touch to say there may be slight alteration with Wardens rota – Clerk on Councils behalf asked that crucial Saturday and Friday cover ought not to be affected adversely. This will be discussed further under confidential session at Full Council. Clerk to check if Steyning had received initial 'Seed' money – as Council does not want to be disadvantaged. Committee thought there ought to be a representation on the Wardens Management committee – Clerk to check if this is possible once more.

CLERK

65.5

Clerk provided papers in support of purchasing Rialtas phased budget module to modify the Councils financial software package. Cllr Pearcey **proposed, seconded** by Cllr Bowell that Clerk purchases this software package for the Council and install it as soon as possible. **Agreed**

CLERK

F&GP/17/66 INFORMATION/CORRESPONDANCE ITEMS

66.1

None

F&GP/17/67 CONFIDENTIAL SESSION
67.1 Cllr Pearcey **proposed** and Cllr Willett **seconded** to take the meeting into Confidential session. **Agreed**

F&GP/17/68 MILLENNIUM AWARDS
68.1 Committee discussed and agreed nominations for the Millennium Awards 2017. Clerk to action **CLERK**

F&GP/17/69 DATE OF NEXT MEETING 12TH December 2017
The Chairman closed the closed the meeting at 9.05pm

Signed Date 12th December
Chairman of F&GP Committee