

# Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD ON 11<sup>TH</sup> JULY 2017 AT 7.31PM  
IN THE STEYNING CENTRE

Present : Cllrs Bowell, Willett, Northam, Goldsmith, G Sullivan, Syred and Pearcey

Clerk: John Fullbrook

Members of the Public: 1

## DRAFT MINUTES

### ACTIONS

**F&GP/17/19 APOLOGIES FOR ABSENCE**

19.1 *There were apologies received from Cllrs Muggridge, Trundle and Lloyd*

**F&GP/17/20 DECLARATIONS OF INTEREST AND DISPENSATIONS**

20.1 There were no declarations of Interest from Cllrs.

**F&GP/17/21 QUESTIONS FROM THE FLOOR**

21.1 Mr Trevor Cree asked

**QUESTION 1:** *Did the former SPC Clerk and current SPC councillors provide the new SPC Clerk, Mr Fullbrook, with the necessary briefing, support and background information of my pending case, including understanding the context of the audio recording of the 20th March 2017 meeting, all email correspondence between myself and councillors directly after that meeting and the subsequent email correspondence between Aviva, councillors and myself? In addition were the insurance companies informed that my court action is indeed pending and that costs would likely have been incurred by myself, as indeed they have?*

**Response** – Cllr Pearcey said that he and Clerk would need to take these thoughts away and respond in due course

### CLERK/SP

**F&GP/17/22 MINUTES OF PREVIOUS MEETING**

22.1 Cllr Pearcey **proposed** and Cllr Syred **seconded** that the minutes for the meeting held on 13<sup>th</sup> June 2017 be accepted as a true record of the proceedings. **Agreed**

**F&GP/17/23 MATTERS ARISING AND ACTIONS**

23.1 F&GP/17/7.1 Bank Account trial a success and full amount to be transferred when on line banking details received by signatories so that transaction can be completed(see also item 28.5).

<b>23.2</b>	F&GP/17/7.2 Car Park Charges: Ongoing	<b>CLERK/TL/GM</b>
<b>23.3</b>	F&GP/17/7.3 Legionella water testing. – First tests, completed with positive response. 2 actions necessary and these have already been completed -Steyning centre emersion heater thermostatic controls needed to be altered to produce higher hot water temperatures, and 'Hot water stickers needed to be purchased and fixed in place in both Steyning centre and High street toilet block.	
<b>23.4</b>	F&GP/17/7.4 Deed of Variation of Lease on High Street Toilets with HDC has been accepted, and discussed at Amenities committee and letter to go out	<b>CLERK/GM</b>
<b>23.5</b>	F&GP/17/7.5 Telephony. Investigation of alternative provider ongoing. Clerk meeting with potential provider on 25 <sup>th</sup> July and will report back. Discussion to include possible software systems enhancements.	<b>CLERK</b>
<b>23.6</b>	F&GP/17/7.7 Steyning in Bloom. Committee agreed that the Parish ought to try and support Steyning in Bloom more. To what extent had to be explored further by way of an initial meeting with some of their committee members so that we could understand how there group functions and in what ways they would appreciate help. Then there can be a report back as to findings at the next meeting. Cllr Pearcey to organise.	<b>CLERK /SP/PB</b>
<b>23.7</b>	F&GP/17/12.1 Clerk reported that the external audit documents had been sent off to the auditor	
<b>F&amp;GP/17/24</b>	<b>PAYMENTS LIST 2017-18</b>	
<b>24.1</b>	Cllr Pearcey <b>proposed, seconded by</b> Cllr Northam that the list of payments for June 2017 be agreed. <b>Agreed</b>	
<b>F&amp;GP/17/25</b>	<b>LEASES</b>	
<b>25.1</b>	Cllrs went to Bowling club to check state of the Assets and maintenance of building. All seemed in good order. The Bowling club stated they would like a shorter 'break clause' to be incorporated in the new lease as there was real concerns about the average age of the members, with very few new members. Clerk to begin prepare new lease.	<b>CLERK</b>
<b>F&amp;GP/17/26</b>	<b>JOINT PARISHES CEMETRY COMMITTEE</b>	
<b>26.1</b>	At the recent Joint Parishes Cemetery committee meeting, Cllr Willet proposed Cllr Bowel to chair (should be noted that within their revised code of conduct, parishes no-longer take the chair in sequential order). Finances very healthy state. £35K of which earmarked to purchase nearby land in order to extend Cemetery, process has faltered somewhat due to death of the Land owner, but is still ongoing.	
<b>26.2</b>	Annual memorial ceremony for relatives of all those buried at St	

Botolphs on the 10<sup>th</sup> September is being promoted by SPC via web site and notice boards. Representations from all faiths to be discussed.

**F&GP/17/27 ANY ITEMS FROM COMMITTEE MEETINGS**

items requiring financial approval or actions from this committee

**27.1** Premises - None to report

**27.2** Amenities – Cllr Pearcey **proposed** we moved item 9.2 into confidential minutes following issues about street cleaning contracts. Cllr Northam **seconded. Agreed**

**F&GP/17/28 FINANCIAL MATTERS**

**28.1** Income & Expenditure Report for June 2017. Committee felt it was worth Clerk going through once again with RFO as figures seemed to show some anomalies that it was thought could be software glitches. Work to be done on systems checks. **CLERK/RFO**

**28.2** To agree funds to carry forward to 2017/18. Last year's list needs to be reconciled and after a rationalisation of current situation the Clerk to invite all Committee Chairs to meet to discuss past present and future projects in order to work out the councils priorities. **CLERK**

**28.3** All Grant requests in June 13<sup>th</sup> meeting that were agreed were actioned. St Barnabas Hospice - £250. Steyning Music Society - £200.00. Steyning & District Food & Drink Festival - £200. Thanks have been received.

**28.4** Cllr Pearcey **proposed** Bank Mandate to be changed to remove Deputy Clerk and to include new Clerk instead. Cllr Northam **seconded. Agreed** **CLERK**

**28.5** Bank transfer from HSBC to new Barclays reserve Account. Trial achieved successfully and after more on line banking details received we will transfer full amount as previously agreed **CLERK**

**F&GP/17/29 INSURANCE RENEWAL**

**29.1** Presentation of quotes and associated information relating to six different companies, from Clerk and via supporting papers, four of whom were through the Came and Company Insurance brokers. Breadth of Cover and cost variations discussed. Also, although a small increase to annual premium was anticipated if we were to stay with existing provider (Aviva), Clerk had negotiated zero increase therefore making small saving against budget on this option. The committee suggested there is certain value in staying with the existing company, that being Aviva, because they are well aware of this council's particular historical context and provide better continuity of cover and a good existing working relationship. Date for renewal is 1<sup>st</sup> August 2017. Cllr Pearcey **proposed** The council remain with the existing provider (Aviva) and pay the annual premium **seconded** by Cllr Syred. **Agreed** **CLERK**

**F&GP/17/30 COUNCILLORS ALLOWANCES.**

**30.1** Committee felt the council needed a policy and procedure in place and **CLERK**

Clerk to seek additional advice from SALC and/or other similar councils

**F&GP/17/31 SHOWCASE EVENT**

**31.1** Cllrs agreed that event should proceed on which of the two proposed dates (17<sup>th</sup> or 24<sup>th</sup> Feb2018) works best from the Steyning centres point of view. And that places be offered on a first come first served basis, and this should go back to premises to discuss in full.

**31.2** Cllrs guarded against theming the whole event under the banner of the Patient Participation group – ‘Isolation and Loneliness in the community’

**F&GP/17/32 INFORMATION /CORRESPONDENCE ITEMS**

**32.1** Bowling club request for parking on MPF for Annual charity match  
This Item brought under correspondence as request arrived after this Agenda agreed, but discussed as event to happen only a week after next Amenities meeting. Also because the fact that Bowls club are struggling for members and any decision has long term financial implications to the club.  
Cllr Willet **proposed** we allow parking with a proviso that the ground needs to be firm to avoid cars making any damage to the field surface. Cllr Northam **seconded. Recorded vote requested.** Agreed by 6 votes **for** (Cllrs Northam, Syred, Pearcey, Willet, Sullivan and Howell) to 1 against (Cllr Goldsmith).

**F&GP/17/33** Cllr Pearcey **proposed, seconded** by Cllr Northam  
**33.1** **To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with standing Orders s.3( e), to exclude the press and public on the grounds that the confidential matters to be discussed under items 33.2 and 33.3 below would be prejudicial in the public interest. Agreed**

**33.2** **STREET CLEANING CONTRACT** **CLERK**  
Close monitoring required. To be discussed further in Amenities committee

**33.3** **CCTV** **CLERK**  
Further discussion required after other quotes sought

**33.4** **STAFF HONOURARIUM** **GM**  
Cllr MS will organised collection and present

**F&GP/17/34 DATE OF NEXT MEETING 12<sup>TH</sup> September 2017**

**F&C/17/18** The Chairman closed the meeting at 9.37pm

Signed ..... Date 12<sup>th</sup> September  
Chairman of F&GP Committee

