

Steyning Parish Council



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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13TH JUNE 2017 AT 7.45PM IN THE STEYNING CENTRE

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

Clerk : Hazel Roxby

Members of the Public :

MINUTES

F&GP/17/1 Election of Chairman for 2017/18

1.1 Cllr Bowell **proposed** Cllr Pearcey, there were no other nominations
Cllr Northam **Seconded** the nomination for Cllr Pearcey. **Agreed with
2 abstentions.** Cllr Pearcey took the Chair.

F&GP/17/2 Election of Vice Chairman

2.1 Cllr Syred **proposed** Cllr Bowell, there were no other nominations, Cllr
Northam **seconded** the nominations for Cllr Bowell. **Agreed
unanimously.**

Cllr Bowell left the meeting at 7.40pm due to personal reasons.

F&GP/17/3 APOLOGIES FOR ABSENCE

3.1 There were apologies from Cllrs Muggridge and Lloyd

F&GP/17/4 DECLARATIONS OF INTEREST AND DISPENSATIONS

4.1 There were no declarations of Interest from Cllrs.

F&GP/17/5 QUESTIONS FROM THE FLOOR

5.1 Mr Trevor Cree asked

QUESTION 1: Could the SAYS Charity Accounts for 2015/106 be
uploaded to the SPC website:

QUESTION 2: In the 2015/2016 SAYS Charity accounts on the Charities
Commission website it states that the "trustees have agreed that
funds will be run down through normal operations so that by the end

of 2016/2017 there will be little or nothing left in the account."
Could the draft SAYS Charity accounts for 2016/2017 be uploaded to the SPC website so that councillors and residents have a clear understanding of the payments made during 2016/2017 prior to the accounts being finalised on the 31st March 2017?

QUESTION 3: It was always been thought that the SPC Budget for 2017/2018 would have to increase significantly over the previous year because the expenditure on the Steyning Area Youth Service alone would increase from £10,250 to approximately £24,000, an increase of £13,750. However it would appear that certain fundamental budget lines have been drastically cut and that might lead to a significant cut in services, for example budget lines.

4001 Salaries Cleaning - A reduction of £5238 is shown

4256 Repairs and renewals - A reduction of £9,000 is shown.

4341 Repairs - A reduction of £4,300 is shown.

These combined cuts come to £18,538. In addition in budget line 4408 Neighbourhood Plan: £0.00 - No allowance has therefore been made for the Sustainability Appraisal (SA) or the Strategic Environmental Assessment (SEA)

INCOME

1077 Council Tax Bill Grant - A reduction of £3,000 in income is shown
It was previously stated that £18,000 would also be transferred into the SPC reserves in 2017/2018. It would appear to me that this budget is not sound and hopefully all members of this committee can determine if that is actually the case or not.

QUESTION 4 : The decision on the appointment of a new SPC Clerk will be discussed tonight and that is to be welcomed. However it is fundamentally important that the SPC undertake due diligence and the candidate should also have made a full declaration of interests that he or she might still have with respect to employment and directorships. Hopefully this has already been undertaken?

Response: Cllr Pearcey acknowledged the questions and drew attention to the current staffing challenges and replied that the Office would respond as and when time is available.

F&GP/17/6

MINUTES OF PREVIOUS MEETING

6.1

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

6.2

Cllr Northam **proposed, seconded** by Cllr Willett that the minutes for the meeting held on 16th May 2017 be accepted as a true record of the meeting. The minutes were queried by Cllr Goldsmith as possibly not being a true record, following clarification from members Cllr Goldsmith retracted his statement. The minutes were **Agreed with 2 abstentions.**

F&GP/17/7

MATTERS ARISING AND ACTIONS

7.1

Bank Account for Council Reserves has been organised by Cllrs Bowell, Lloyd and Willet in accordance with the agreement of the last meetings minutes and the Banks requirement to have 3 existing parish council signatories to open an account.

7.2

Car Park Charges: Cllr Northam informed that Cllr Muncey had met on 13th June with the Business chamber to discuss the results of the car parking survey. Due to the feedback received at the meeting it was

Cllr Northam bring forward to SPC meeting

requested that the Parish Council write to Gordon Lyndsey at Horsham District Council to request a coin receiving machine at the Fletchers Croft car park and to introduce a triple ticket option to allow all day parking at both Newman Gardens car park and Fletchers Croft car park.

- 7.3 Legionnaires Testing. Quotation for 12 monthly checks by TSS has been accepted. The first monthly test was carried out on 8th June and a report is awaited.
- 7.4 Deed of Variation of Lease on High Street Toilets with HDC has been accepted.
- 7.5 Telephony. Investigation of alternative provider ongoing.
- 7.6 Funds to carry forward from 2016/17. See item 10.2 below
- 7.7 Steyning in Bloom. To note that the Internal Auditor has confirmed that it is not possible for the Parish Council to take over the payment of the account for floral displays on behalf of SIB to reclaim VAT, as requested. It was requested that the Deputy Clerk and Cllr Pearcey liase with other parish council clerks and the internal Auditor to see how the parish council could assist Steyning in Bloom.

D/Clerk and Cllr
Pearcey

F&GP/17/8 PAYMENTS LIST 2017-18

- 8.1 Cllr Pearcey **proposed, seconded by** Cllr Northam that the list of payments for May 2017 be agreed. **Agreed**

F&GP/17/9 STEYNING AREA YOUTH SERVICES (SAYS)

- 9.1 Cllr Bowell to be asked for this information at the Parish Council Meeting on 19th June.

F&GP/17/10 JOINT PARISHES YOUTH COMMITTEE (JPYC)

- 10.1 Cllr Syred informed that the JPYC's last meeting was held in March and all the updates from that meeting are on the website. The next meeting is due to be held on 24th July and the report will be given following the meeting.

F&GP/17/11 ANY ITEMS FROM COMMITTEE MEETINGS requiring financial approval or actions form this committee

- 11.1 Highways and Lighting Committee – 25/4/17 No actions to report.
- 11.2 Amenities Committee 23.5.17 No actions to report.

F&GP/17/12 FINANCIAL MATTERS

- 12.1 Internal Audit Report 2016/17. To note the Internal Audit Report, the Internal Auditor concluded that there are no significant matters that require attention. It was noted that the Annual Governance Statement and Annual Accounting Statement requiring signing.
- 12.2 Annual Governance Statement 2016/17. To consider the Annual Governance Statement to be submitted to full council for approval. Question 3 on the Annual Governance Statement was queried by Cllr Willett as needing clarification that the Parish Council complies. Cllr Northam **proposed, seconded by** Cllr Syred to contact the Internal Auditor to clarify that Legal and Code of Conduct issues do not affect the Governance Statement. **Agreed**
- 12.3 Annual Accounting Statements 2016/17. To consider the Annual

D/Clerk and RFO

	Accounting statements to be submitted to full council for approval.	
12.4	To agree Income & Expenditure Report for May 2017 Cllr Syred proposed and Cllr Northam seconded that the income and expenditure report for May 2017 be accepted. Agreed With 1 abstention. It was noted that the April figure were not available and will be presented at the next meeting.	
12.5	To agree funds to carry forward to 2017/18. Due to Cllr Bowells absence the item will go forward to the next meeting.	
12.6	Grant request from Steyning Business Chamber for May Fair use of Steyning Centre. Cllr Goldsmith proposed, seconded by Cllr Northam to grant the hall hire cost for use during the May Fair. Agreed.	Action d/clerk
12.7	Letter from Steyning Music Society dated 19.4.17. Cllr G Sullivan proposed, seconded by Cllr Syred that a grant to match the same level of grant as has previously be given up to the a total of £400.00. Agreed.	Action d/clerk
12.8	Grant request from the Steyning & District Food & Drink Festival for funding for the September 2017 event. Cllr Northam proposed, seconded by Cllr Goldsmith to grant the sum of £200. Agreed.	Action d/clerk
12.9	Grant request from St Barnabas Hospice. Cllr Goldsmith proposed seconded by Cllr G Sullivan to grant the sum of £250.00. Agreed.	Action d/clerk
F&GP/17/13	INSURANCE RENEWAL	
13.1	There are no quotes submitted at present. As the date for renewal is 1 st August companies have informed that they will send a quote by the end of June.	
F&GP/17/14	COUNCILLORS ALLOWANCES.	
14.1	It was noted at the Parish Council meeting on 15 th May 2017 to review the Councillors' Allowances document. Advice from NALC has been resourced and will be forwarded to members of the committee. This item will be brought back to the next meeting.	Action d/clerk
F&GP/17/15	SALC TRAINING	
15.1	Cllr Northam informed that he will be speaking to SALC and will report the information under the F&GP item 13.5 on the Parish Council agenda for 19 th June 2017.	Cllr Northam
F&GP/17/16	INFORMATION /CORRESPONDENCE ITEMS	
16.1	Cllr Goldsmith queried if there had been a report following the Wardens AGM meeting on 26 th January 2017. The Deputy Clerk was asked to contact HDC for their report.	d/clerk
16.2	Following an incident of vandalism carried out on 4 th June at the MPF the Parish Councils litter contractor informed that he tried to ring the Councils emergency number and it was no longer obtainable. It was requested that the emergency phone number issue be investigated, Cllr Pearcey offered to do this.	Cllr Pearcey

F&GP/17/17 Cllr Pearcey **proposed, seconded** by Cllr Northam
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 17.1- 17.2 below would be prejudicial in the public interest. Agreed

17.1 **CCTV**
A report from Cllr Muncey was sent out to committee members to update members on the progress achieved thus far. Members were asked to adopt or amend proposed points 1-4 Purposes and aims for the Surveillance Camera Code of Practice 2013.
Cllr Northam **proposed, seconded** by Cllr Syred to agree in principle Points 1-4 should the project move forward. **Agreed.**

17.2 To Consider the contract for 2017/18 and invoice received.
Cllrs discussed and Agreed a way forward for this item.

F&C/17/18 **DATE OF NEXT MEETING 18TH July 2017**

The Chairman closed the meeting at 9pm

Signed Date 18th July
Chairman of F&GP Committee

