

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON
TUESDAY 5th August 2014 AT 7.30 P.M**

Questions received from the floor:

Q –at the June meeting it was requested that the Neighbourhood Wardens Report would be posted on the Steyning Parish Council website, but it does not yet appear?

A – the report has not yet been received, but will be posted on the website as soon as it arrives.

The meeting convened at 7.32pm

PRESENT: Cllr Lloyd - Chairman
Cllrs Bowell, Rogers, Ness-Collins, Hopkinson, Toms, Toomey,
Alexander
Cllr Muggridge, Cllr Barling – SO3(c)
Six members of the public were present
No members of the press
The Clerk was in attendance

1 APOLOGIES

1.1 There were no apologies.

2. DECLARATIONS

2.1 Declarations of interest were received from Cllr Alexander regarding 8.1 and from Cllrs Rogers, Barling and Lloyd as members of Steyning Community Partnership.

3. MINUTES

It was **proposed** by Cllr Alexander and **seconded** by Cllr Rogers that the minutes of the meeting held on 8th July 2014 be agreed as a true record of the meeting.
This was Agreed.

4. MATTERS ARISING AND ACTIONS

4.1 No Steyning, Bramber and Upper Beeding meeting has taken place.

4.2 Revised Standing Orders are on the Steyning Parish Council website.

4.3 The Visitor and Tourism Grant application, as discussed at the previous meeting, is an agenda item.

4.4 Cheques for Age UK and Steyning Minibus have been sent.

4.5 The new boiler is on order.

- 4.6 The insurance quote from Aviva has been accepted for three years from 1st August 2014.

5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

- 5.1 The Neighbourhood Wardens report was not available for the meeting and will be circulated to councillors and placed on the website when available. There was no LAT meeting.

6. REVIEW OF PROCEDURES

- 6.1. Cllr Lloyd advised that the Openness of Local Government Bodies Regulations 2014 are due to come into force on 6th August 2014. Legal advice had been received from Horsham District Council Legal Team, which was summarised for Councillors. Clarity will be sought on the recording of members of public at question time. At the time of the meeting only draft guidelines were available, therefore, Cllr Lloyd stressed as an interim measure, in order to support the principal of openness and transparency, Steyning Parish Council would permit the filming and recording of its meetings from 6th August, provided that at least three working days' notice was given to the Clerk in writing of anyone wishing to film and/or record (in order that Caretakers can set up the room). The Council will provide an area and table for this purpose. Councillors noted that members of the public should not be filmed. Filming equipment must face forward and record Councillors and Clerk only. The meeting should not be disturbed or interrupted by persons using the equipment, ie. Equipment should be left running without adjustment. As questions are being taken prior to the commencement of a meeting the council will seek advice as to whether questions should be recorded. In the interim, if any member of the public requests anonymity, the recording equipment should be switched off whilst they are speaking. No member of the public will be identified by name during questions. **All questions and responses should be directed through the chair and no Councillor will engage in a conversation with a member of the public.** Once draft regulations have been agreed, the Finance & Community Committee will review and update the interim arrangements and Steyning Parish Council Standing Orders accordingly. Council will record the meeting in the event that the public filming is misused. Filming or recording the meeting will not challenge the official record, which is the approved minutes and record of the decisions of the Council. Councillors were of the opinion that members of the public should have the right to remain anonymous and that they could submit written questions, to be read out by the Clerk at the meeting. Councillors expressed concern that the budget may not allow Steyning PC to undertake the same measures as WSCC and HDC to add them to the website. Cllr Lloyd **proposed** agreement, subject to Cllr Barling checking the protocol with WSCC, **seconded** by Cllr Toms. **Agreed**

Draft interim protocol attached to these minutes

7. APPLICATIONS FOR GRANT FUNDING

- 7.1** A request from the Royal British Legion will be discussed at the October Finance & Community meeting.

8. INFORMATION ITEMS

- 8.1** Cllr Lloyd invited Martin Leigh-Pollett to address the meeting (as agreed at the meeting of 8th July 2014) and provide a presentation regarding support for an application for funding towards the 'Walks for All' footpath along the riverside from Bramber. Plans were circulated to Councillors regarding a 'walk for all' in Bramber, the partnership has been working on the project for three years, to provide access for families and those in wheelchairs. Existing footpaths could be used, refreshments and toilets are available. Slopes could be re-graded and a new surface provided, to meet with the South Downs Way. Benches could be provided. Landowners and the Environment Agency have given consent and Mr Leigh-Pollett has liaised with the South Downs National Park Authority. Work will take approximately three months.

The anticipated cost is £50,000 (fixed price contract with WSCC) to construct phase one, with a shortfall of £7,500. Bramber and Upper Beeding Parish Councils have supported the project with use of s.106 funding. The Clerk advised that there is a fund of £14,000 of s106 Transport Links Funds available from WSCC. The proposal was that the committee would approve support for £7,500 being used from the s106 Transport funds subject to confirmation from by Cali Sparkes of WSCC that Steyning s106 funds could be used in a neighbouring parish. Cllr Alexander **proposed** and Cllr Toms **seconded to support the application for the Section 106 Transport links funding from WSCC. Agreed by majority.**

9 STEYNING CENTRE MANAGEMENT GROUP

- 9.1** Cllr Toms reported that the boiler is on order and the Management Group agreed to a contingency of 10% on the quote to cover the potential increase in material costs, since the quote was accepted outside of the six week period. Volunteers are being sought for the Film Night and Table Top Sale. No film will be shown in December.

One user group has offered £500 towards a water boiler to replace the urns, but use of a qualified electrician would double the cost. Unless other groups offer funds, the project may not be possible.

The Steyning Centre Management Group discussed work required on the hall floors. Members agreed that cleaning works will not take place this summer, but that the £3,000 budgeted will be carried forward to next year, in order that £6,000 can be spent on floors being cleaned, sanded and re-sealed.

10. ITEMS FROM COMMITTEE MEETINGS

- 10.1** Worthing Excelsior Cycling Club – advice of a cycle ride taking place on 14th September to include routes through Steyning. Signs will be removed within five days of the event.
- 10.2** Age UK Horsham District – letter of thanks received for £200 donation.

10.3 Cllr Barling met with the Highways Engineer responsible for the re-surfacing programme for the by-pass, David Hoad. The surface is currently poor. Work will start at the Horsham Road junction and finish at Canons Way. Work will take place between 8.00pm and 6.00am, there may be some traffic through the High Street. In 2015 further work will take place from Canons Way to the Bramber roundabout.

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

11.1 Cllr Toms reported that the Burial Board had recently held an AGM and that he was appointed as Chair.

11.2. Cllr Ness-Collins confirmed that the Leisure Centre Management group had not met.

12. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

12.1 The Income & Expenditure statement for July was not available and will be circulated to Councillors shortly.

12.2 The Clerk has investigated possible options for investment:

Cambridge Building Society provide a return of 1% - withdrawal notice to be investigated.

Co-operative Savings – 12 months investment with no early withdrawal – 1.2%

Councillors would prefer 60 day investments for the time being.

Cllr Lloyd **proposed** and Cllr Ness-Collins **seconded** and the Committee **agreed** to delegate to the Clerk and Chair to find the best option and bring the matter back to Committee.

12.3 Cllr Lloyd reported, for information, that he was giving 28 days notice that on the next agenda, a resolution will be discussed to admit the new Clerk into the Local Government Pension Scheme.

13. COMMUNITY INFRASTRUCTURE LEVY

13.1. Cllr Rogers suggested a day centre for older residents to be considered in future. Councillors **agreed** to add it to the list.

14. PRIDE OF PLACE & OLDER PEOPLE IN ISOLATION

14.1. Cllr Rogers had nothing further report. A working group meeting will review the list of attendees. Emma Edwards, Community Youth Worker, will attend to talk at the event.

15. DATE OF NEXT MEETING:

The next meeting will be held on Tuesday 2nd September at 7.30pm.

The Chairman closed the meeting at 8.56pm

Signed: Date: 2nd September 2014
Chairman