

**FINANCE & COMMUNITY COMMITTEE MEETING
TUESDAY 7th October 2014 AT 7.30 PM
AT THE STEYNING CENTRE**

QUESTIONS FROM THE FLOOR:

1. Q – This is a question regarding CCTV, I have found a drug bag in Fletchers Croft, two bags in MPF and four bags on the MPF on a table, which I took to the Police. Why is the CCTV not deterring drugs? Did the CCTV capture the images? This is an ongoing activity.

A – Have you reported to the Parish Council? – We can't do anything until you report it. In future report matters to the Clerk and we can look at CCTV film. We didn't know it was ongoing, since you've not reported it.

Clerk – please e-mail the details to me and I will look into the matter.

2. Q – I was out there this afternoon and noticed a hole in the fence around the new play area.

A – Councillors will look into it.

2. Q – Regarding the Neighbourhood Plan, two years ago the Community Partnership did a survey, what has happened to the results?

A – That is not part of this meeting. Neighbourhood Planning is about planning and infrastructure and the Community Plan is about services to the community. There is a meeting of the Community Partnership tomorrow and we will report back at a future meeting. The plan will go to the councils and HDC and may be used as part of the Neighbourhood Plan.

3. Q – Isolation & Loneliness includes the Steyning area youth service, could you inform those present what donations have been made by the Wilson Trust to any of these projects.

A – Nothing has been donated to the youth service, which is not part of the Isolation & Loneliness event.

4. Q – The Conservation Area document is to be forwarded to HDC and the Museum, can the public have access to the document, can it be put on Steyning's website? Residents may have comments to make, should the public have the opportunity to comment?

A – It is currently in draft, and when approved it will be on the website. It goes to the museum for checking of historical information and to HDC for checking of information and inclusions in the document. It is most important that HDC give their advice and agreement since it is a planning document which will allow us to control development over the next few years.

5. Q – Would it be better for the community to have input first?
A – With respect, let us do our work on the planning document first.

The meeting was convened at 19.40pm

Present: Cllr Lloyd (Chairman of Finance & Community), Cllrs Toms, Ness-Collins, Toomey and Alexander. Cllr Muggeridge (under Section SO 3c)

Members of the public: Five

Clerk: Rebecca Luckin

MINUTES

1. **APOLOGIES** – apologies were received from Cllr Rogers, Cllr Hopkinson and Cllr Bowell.
2. **DECLARATIONS** – there were none.
3. **MINUTES** – Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the minutes of the Finance & Community Committee meeting of 2nd September 2014 be accepted as a true record and signed by the Chairman. **Agreed.**
4. **MATTERS ARISING AND ACTIONS**
 - 4.1 Steyning Downland Scheme – will provide a copy of their periodic report to Councillors – as requested by Cllr Rogers.
 - 4.2 £50,000 investment into the Parish Council 90 day Notice Saver account offered by the Cambridge Building Society. Councillors considered which four persons should be signatories on the account, before the application can be completed. Cllr Lloyd **proposed, seconded** by Cllr Toms that the Clerk and Cllrs Lloyd, Bowell, Alexander should be the four signatories. Two out of four signatories will need to agree any transaction. **Agreed.**
 - 4.3 At the previous F&C meeting a question was asked regarding contributions from neighbouring parishes toward the costs of providing the swimming pool. The Clerk has contacted other parish councils to ask if they consider making an increase in their donation, when drafting their budgets.
 - 4.4 At the Playing Fields meeting of 30th September, Councillors considered quotes regarding the replacement of a fence opposite four houses in Abbey Road. Councillors agreed to visit the site and bring a recommendation to the F&C Committee. Cllr Ness Collins reported that it was in bad repair and needed replacing. Cllr Lloyd **proposed, seconded** by Cllr Toomey that the lowest quote be accepted (£1137.350+VAT). **Agreed.** Funds are available from reserves.
 - 4.4 **Late action item** – following a previous decision by the Finance & Community Committee, that the payroll process should be outsourced, Capita has provided the service since April 2014 and have now drafted a 3 year contract to be signed by the Parish Council. Cllr Ness-Collins **proposed, seconded** by Cllr Toms that the contract with Capita be signed. **Agreed.**

5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

- 5.1** The Neighbourhood Wardens report has been received, circulated and posted to the website. Councillors noted their good works.
- 5.2** To receive Local Action Team (LAT) report - no meeting held.

6. INFORMATION ITEMS

- 6.1** Parish Council website – the Clerk has asked the Parish Council website designer / provider to discuss making some changes to the current website that would improve the appearance and function of the website, allowing for easier management and access to documents that are posted for both the visitor and the administrator of the website. Mindful that when the Neighbourhood Plan process is under way, there will be a need to upload many documents that will inform residents and encourage them to become involved in the process and also in order to comply with the Local Government Transparency Code, more information will need to be made available on a regular basis.
Another website provider, with particular experience of working with Parish Councils, has also been asked to provide a demonstration example of a website for Steyning Parish Council. The Clerk will obtain options and costs and report back to the next F&C Committee meeting.
- 6.2** Draft budgets will shortly be circulated to Committees for Councillors' consideration at Committee meetings.

7. STEYNING CENTRE MANAGEMENT GROUP

- 7.1** Cllr Toms provided an update on Steyning Centre issues. The Table Top sale was not well attended, therefore a concession will be made to stall holders for the next event. If not successful, it may not continue. The Clerk will investigate banners. Risk assessments will need to be reviewed and also COSH advice. Cllr Toms advised that work would take place to remedy unsafe paving slabs in the Play School play area, in order to comply with H&S. The Steyning Centre boiler had been replaced.
- 7.2** The most recent Film Evening was again a great success with 103 residents attending the evening. Cllr Toms thanked the Deputy Clerk for organising the event and for those who helped on the evening. Cllr Lloyd advised that it was important for all councillors to be involved in volunteering for the evening and not just the same people. 2 caretakers and 4 volunteers were needed to manage the evening. The next film is 5th November. Chairs will need to be locked together for future film evenings. A cost for the spacers being added will need to be calculated in.

8. ITEMS FROM COMMITTEE MEETINGS – items requiring financial approval or actions from this Committee – none to report

9. GRANT REQUESTS

- 9.1** The Royal British Legion requested a grant to cover hall hire costs. Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that a grant of £202.29 be made to the Royal British Legion. **Agreed.**

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

10.1 Cllr Toms had attended a HALC meeting – Police Inspector, Clair McKnight and Chief Inspector, Howard Hodges attended.

Cllr Toms reported that the Burial Board had discussed a grant of exclusive rights of burial certificate. No charge has been made, but this may change since every other burial board does charge.

11. FINANCE AND STATEMENT OF ACCOUNTS

11.1 The Finance & Expenditure Report, Payments List and Petty Cash payments for September 2014 were circulated prior to the meeting. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the reports be accepted. **Agreed.**

11.2 The External Auditors report and Annual Return was circulated to Councillors prior to the meeting. No items of concern have been raised by the Auditor. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Auditors report and Annual Return be accepted. **Agreed.** The Clerk will place a copy of the *Notice of Conclusion of Audit and the right to inspect the Annual Return* on the parish noticeboard.

11.3 The Clerk advised that the office laptop and monitor for the MPF CCTV system need replacing. Cllr Toomey **proposed, seconded** by Cllr Toms that the Clerk and Cllr Lloyd be delegate spend a maximum of £750 to replace the items. **Agreed.**

11.4 Cllr Alexander had obtained costs of producing the Conservation Area document. The item will be discussed at the meeting of the Conservation Document working group.

12. ISOLATION AND LONLINESS / PRIDE OF PLACE

12.1 The Clerk reported that the September Isolation and Loneliness event had been very successful in bringing together service providers. Cllr Rogers had provided a press release to raise awareness of issues identified. A follow up workshop event will take place 2.00pm, 22nd October 2014.

13. COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

14. DATE OF NEXT MEETING: Tuesday 4th November 2014 at 7.30pm.

The meeting closed at 20.20pm

Signed: Date: 4th November 2014
Chairman