

## **MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON TUESDAY 2nd September 2014 AT 7.30 P.M**

*"The Council, members of the public and the press may record/film/photograph this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed, recorded or photographed should advise the Clerk (in advance,) who will instruct that they are not to be included in the process."*

### **Questions received from the floor:**

1. Q – Conservation officer, does WSCC have one?  
A – That is a planning matter, please send your question in writing.
2. Q – Conservation document, will the public have an input?  
A – No, the draft will go to museum and then to HDC and will then be made available
3. Q – Wardens report not on website?  
A – It will be placed on the website as soon as possible.
4. Q – Other parish councils put minutes onto website within 7 days, can Steyning do that?  
A – We made a resolution to publish them in the week prior to the Full Council meetings.
5. Q – Do schools contribute toward Neighbourhood Wardens costs? The Parish Council don't have any money for benches in MPF, maybe they could ask school to contribute?  
A – No, It doesn't really work like that, and the schools do not contribute.
6. Q – Do neighbouring Parish Councils contribute toward the swimming pool? Maybe the Parish Council could look into it in order to increase the income?  
A – The agreement regarding the swimming pool was over 60 years, with only Steyning to contribute, but recently there have been small contributions from neighbouring Parish Councils. We will look into it.
7. Q – Information on the Neighbourhood Plan, could we have some more information?  
A – There will be a report back at Full Council next week.
8. Q – The Committee voted to contribute (Clerk's note - the F&C Committee agreed to support an application for s106 funds, held and allocated by WSCC) £7,500, Upper Beeding were not enthusiastic, the minutes would seem to show that was the case.  
A – Cllr Lloyd - I have the minutes here and it does not seem to me that they were against it. Cllr Lloyd read from the minutes of Upper Beeding Parish Council meeting Wednesday 23<sup>rd</sup> July, and noted that it 'would provide a valuable amenity for residents of all three local parishes and that Cllr Barling

(WSCC) was prepared to support the application'. Upper Beeding PC approved the allocation of funds from Section 106 Transport monies held by WSCC.

9. Q – the month before, the committee was told that the shortfall was £13000, can you explain the difference in the calculation?

A – at the following meeting it was made clear that it was from the Transport Links fund. We don't allocate the funds. We will get a complete breakdown and report back at the next meeting.

The meeting was convened at 7.43pm

**PRESENT:** Cllr Lloyd (Chairman), Cllrs Bowell, Rogers, Ness-Collins, Hopkinson, Toms, Toomey and Alexander. Cllr Muggeridge (under SO 3(c))  
The Clerk was in attendance.

**MEMBERS OF THE PUBLIC:** five members of the public were present

**MINUTES:** Rebecca Luckin

**1 APOLOGIES**

- 1.1 There were no apologies.

**2. DECLARATIONS**

- 2.1 Declarations of interest

**3. MINUTES**

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Bowell that the minutes of the meeting held on 5<sup>th</sup> August 2014 be agreed as a true record of the meeting.  
**This was Agreed.**

**4. MATTERS ARISING AND ACTIONS**

- 4.1 Revision of Standing Orders, regarding filming of meetings – ongoing.  
4.2 Investment options – agenda item.  
4.3 Resolution for new Clerk to join Local Government Pension Scheme – agenda item.

**5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**

- 5.1 To receive the Neighbourhood Wardens scheme report circulated to members. Cllr Rogers noted that wardens were able to intervene in a neighbourhood upset recently. It is helpful for residents to know that a different kind of presence is available in the town. Councillors would advise them to use care, since it is not specified within their terms of reference.  
5.2 Cllr Lloyd advised that a query had been received by e-mail requesting minutes of the Neighbourhood Wardens Management Committee. He confirmed that there was no such committee. Representatives of the three contributing parish councils meet very informally. Wardens are line managed by HDC.

- 5.3 To receive the Local Action Team (LAT) report. The next meeting will take place 3<sup>rd</sup> September 2014, notes will be circulated to the Parish Council.

## 6 INFORMATION ITEMS

- 6.1 Freedom of Information requests - The Clerk reported that during the month of August, the Parish Council office had received various Freedom of Information and other requests which included:

**11** requests covering the Village Green, a fence on the MPF, the Highways & Lighting agendas, co-opted and elected councillors, insurance details, Clerk's delegated powers, Warden's meetings and correspondence with WSCC on Village Greens.

**2** withdrawn requests covering:

Decisions of the Finance & Community Committee 5<sup>th</sup> August 2014 and play equipment

**8** emails with various comments and statements

**1** request from WSCC following an FOI request sent to them by a local action group.

To date a total of 16.5 hours has been spent, with responses not yet complete.

This matter was dealt with at recent Extraordinary Meetings and is still taking up a deal of Parish Council time.

- 6.2 The new Clerk will attend the SALC Clerk's Networking day on 7<sup>th</sup> October.
- 6.3 Steyning Area Minibus had sent a letter of thanks to the Parish Council for the grant of £200.
- 6.4 Councillors have received an invite to an 'Older People's Day' on 1<sup>st</sup> October 2014, hosted by Age UK Horsham District.
- 6.4 Cllr Rogers reminded members of a Loneliness and Isolation event and an invitation to dementia training.

## 7. STEYNING CENTRE MANAGEMENT GROUP

- 7.1 Cllr Toms reported that there had been a good response to the forthcoming film show and table top sale. Further information will make the event clearer. A new boiler will be fitted at end of the month. Caretakers have undertaken some re-decoration.

## 8. ITEMS FROM COMMITTEE MEETINGS

None for this meeting.

## 9. PROCEDURES

- 9.1 New Clerk to be added as signatory to the Parish Council bank account. It was **proposed** by Cllr Lloyd and **seconded** by Cllr Ness-Collins that the new Clerk be added to the bank account. **Agreed.**
- 9.2 New Clerk to be admitted to the Local Government Pension Scheme in accordance with Parish Council practice. It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms that the new Clerk be admitted to the LGPS. **Agreed.**
- 9.3 Official date for the handover of role of Clerk to Steyning Parish Council. It was

**proposed** by Cllr Lloyd and **seconded** by Cllr Alexander that the official handover date be 1<sup>st</sup> October 2014. **Agreed.**

**10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- 10.1** Burial Board - Cllr Toms reported that a forthcoming memorial service would be held outside.
- 10.2** Cllr Rogers recommended that the Steyning Downland Scheme Steering Group be asked for a copy of their periodical report, since they undertake work that is of interest to the parish. Clerk will request.

**11. FINANCE AND STATEMENT OF ACCOUNTS**

- 11.1** Finance & Expenditure Report, Payments List and Petty Cash payments for July and August 2014. Rebecca Luckin advised Councillors that expenditure on the CCTV maintenance budget appeared to have gone over budget, this was due to a miscode which had been corrected. She confirmed that the cost centre was within budget and that the correct figure would appear in next the month's reports. It was **proposed** by Cllr Lloyd and **seconded** by Cllr Bowell that the Finance and Expenditure Report, payments lists and list of Petty Cash payments be accepted subject to the amendment being made and circulated to Councillors. **Agreed.**
  
- 11.2** Investment opportunity for Parish Council funds. Rebecca Luckin advised that currently there were few investment opportunities available to Parish Councils, but the Cambridge Building Society offered an 'Easy Access Saver' account that offered 1% interest, with a minimum investment of £5,000 and a 90 day notice required for withdrawals. Councillors were mindful that interest rates may increase in future and this may be the best option. Cllr Lloyd **proposed** that the Clerk be delegated to invest £50,000 into the saver account. Cllr Rogers **counter proposed, seconded** by Cllr Alexander that the investment should be made initially, with the risk being spread when other investment accounts are identified. **Agreed.** The Clerk will raise the point at the Clerk's networking day and investigate other options.

**12. COMMUNITY INFRASTRUCTURE LEVY**

**13. DATE OF NEXT MEETING: Tuesday 7<sup>th</sup> October 2014 at 7.30pm.**

The Chairman closed the meeting at 8.05pm.

Signed: ..... Date: 7<sup>th</sup> October 2014  
Chairman