

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON  
TUESDAY 4<sup>th</sup> MARCH 2014 AT 7.30 P.M**

**PRESENT:** Cllr Lloyd - Chairman  
Cllrs Toomey, Ness-Collins, Toms, and Alexander  
No members of the public were present  
No members of the press  
The Clerk was in attendance.

**1 APOLOGIES**

**1.1** There were apologies for absence from Councillors Rogers & Bowell

**2. DECLARATIONS**

**2.1** There were no declarations of interest from Councillors.

**3. MINUTES**

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms that the minutes of the meeting held on 4<sup>th</sup> February 2014 be agreed as a true record of the meeting.  
**This was Agreed.**

**4. MATTERS ARISING AND ACTIONS**

**4.1** Check Section 106 funding for water boiler. Ongoing.

**4.2** WW1 celebrations – this was taken to Full Council and a working group has been formed.

**4.3** Older People in Isolation - Cllr Lloyd reported a meeting has been held and Cllr Rogers will report back further. It was discussed that a community group needs to lead on this. A presentation event is planned for stakeholders.

**4.4** The Showcase produced a surplus of £132 which can held and used for a Youth Showcase or for the next event.

**4.5** Recruitment of Clerk – SALC has been contacted and they will undertake the application process. The advert will go on their website. An advert will also be placed on the West Sussex jobs today website at a cost of £99 for 2 weeks.

**4.6** Grants have been sent to 4Sight and the Visitor and Tourism group.  
The Bowling Club has been written to refusing grant for fence repairs.

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

**5.1** The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes.

Cllr Ness-Collins reported that there had been a LAT meeting and they went through any anti-social behaviour issues. They are to ask Emma Edwards to the next meeting of the LAT.

## **6. QUESTIONS FROM THE FLOOR**

The chairman suspended the meeting for questions from the floor.

There were no questions from the floor.

The chairman re-convened the meeting.

## **7. INFORMATION ITEMS**

- 7.1** The Clerk reported that a new deal had been arranged with BT for our business line and broadband. We will be getting 3 months free rental on our broadband lines and 500 free talk minutes on each of our office lines. The new arrangement is for 2 years. Some of the monthly rental costs have also been reduced and in total there should be a saving of approx. £43 per quarter.

## **8. STEYNING CENTRE MANAGEMENT GROUP**

Pavillion glass with start work on 17<sup>th</sup> March for the new dome at the centre.

Solar panels have produced £2,694 since installation.

Staffing, we have two new caretakers, both doing well and customers have been complimentary about them.

## **9. ITEMS FROM COMMITTEE MEETINGS**

- 9.1** Cllr Ness-Collins reported that Playing Fields committee has agreed a style of fencing for the Play area on MPF and is asking for committee approval to apply for Section 106 funding to pay for it. It was **proposed** by Cllr Ness-Collins **seconded** by Cllr Toms for the clerk to make the application. This was **Agreed**.

## **10. EMERGENCY & BUSINESS CONTINUITY PLAN**

Cllr Lloyd reported these have been circulated to councillors with a communications flow document. These documents are intended for internal use and the Emergency Plan will also be sent to HDC and the emergency services. A discussion took place on what information from Emergency Plan document was to be published. The Business Continuity plan is for internal use only. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Alexander to publish the flow chart from the Emergency Plan and to adopt the two plans. This was **Agreed**.

## **11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

Cllr Lloyd reported the Steyning Community Partnership Community plan and Economic Development plans are finished and a presentation will be arranged for all the parishes and for them to get involved with setting up the community groups to run the projects.

## **12. REVIEW OF PROCEDURES**

A draft Complaints Procedure has been circulated to committee.

Committee were approved the draft document

It was **proposed** by Cllr Lloyd, **seconded** by Cllr Ness-Collins to adopt this procedure and for it to be published on the website. This was **Agreed**.

**13. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS**

**13.1** The Income & Expenditure statement for February has have been circulated to councillors. Cllr Lloyd **proposed** agreement to the accounts for this period, **seconded** by Cllr Alexander. This was **Agreed**.

**14. COMMUNITY INFRASTRUCTURE LEVY**

There was nothing to add to the list this month.

**15. PRIDE OF PLACE & OLDER PEOPLE IN ISOLATION**

This item is for all committees to consider older people in the community.

**16. DATE OF NEXT MEETING:** The next meeting will be held on Tuesday 8<sup>th</sup> April 2014 at 7.30 pm.

**The Chairman closed the meeting at 8.12 p.m.**

