

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON
TUESDAY 3rd DECEMBER 2013 AT 7.30 P.M**

PRESENT: Cllr Rogers - Chairman
Cllrs Bowell, Toomey, Alexander, Toms, and Ness-Collins
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 Hoare & Lloyd

2. DECLARATIONS

2.1 There were declarations of personal interest from Councillor Rogers for Purple Bus.

3. REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

4. MINUTES

It was **proposed** by Cllr Rogers and **seconded** by Cllr Alexander that the minutes of the meeting held on 5th November 2013 be adopted as a true record of the meeting. **This was Agreed.**

5. MATTERS ARISING AND ACTIONS

5.1 Check Section 106 funding for water boiler. Ongoing.

5.2 WW1 celebrations – no ideas have been forwarded to the clerk Agena again

5.3 Older People in Isolation to be brought back to committee in January.

5.4 Review of procedures – agenda item.

5.5 Steyning Football club grant – ongoing.

5.6 4 year arrangement for maintenance of the clock – ongoing

5.7 Suggested names for Briton's Croft have been forwarded to Saxon Weald.

They are: Fairs Field, South Downs View, Briton's Croft and Cockman Close.

5.8 The revised Financial Regulations have been circulated to councillors and are on the website.

6. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

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

There was no LAT meeting this month.

7. QUESTIONS FROM THE FLOOR

The meeting was suspended to allow questions from members of the public.

There were no questions from the floor.

The meeting was reconvened.

8. INFORMATION ITEMS

- 8.1** Email from BCDO. Event to be on Saturday 24th and Sunday 25th May 2014. Camping arrangements will be as last year and campers can arrive from Friday p.m. and stay until Monday p.m.

They are re-positioning the stage and the sound system will be oriented at the bottom of a natural bowl and will face away from Steyning.

There will be a noise enquiry line introduced so that people can call directly in real time and anonymously if they wish.

SAYS discussed budget meeting this week with chairs of parishes, management team.

9. STEYNING CENTRE MANAGEMENT GROUP

Cllr Toms reported that he has two estimates for the new skylight and is waiting for one more.

10. ITEMS FROM COMMITTEE MEETINGS

- 10.1** None for this meeting.

11. BUDGETS

Draft committee budgets have been circulated to committee. Committee are asked to give 'in principle' agreement to these subject to decisions at this meeting on the F & C budget. HDC have yet to finalise the Band D property figure for next year and the Council Tax Benefit figure. The final budget to be confirmed in January and the precept agreed at Full Council in January.

Cllr Rogers stated that a budget has been included for possible election expenses and for possible legal challenges. Other budgets have been kept as low as possible. The grants budget has been amalgamated into one budget and reduced to allow the SiB grant to be increased. Increases have been included for the new 3 year grass cutting and litter contracts.

It was **proposed** by Cllr Rogers, **seconded** by Cllr Ness-Collins that the budgets be agreed 'in principle' subject to confirmations as detailed above. This was **Agreed**.

12. REVIEW OF PROCEEDURES

Cllr Rogers stated revised Standing Orders have been circulated to councillors.

Cllr Toomey – code of conduct 9(b) questioned this item and the lack of protection afforded to councillors by the Code of Conduct and telling councillors how to conduct themselves and the need for training in this.

Cllr Rogers - this is about maintaining standards this is what councillor have signed an acceptance of office to do, the training in the code of conduct is for new councillors and this is a complicated subject to understand. It is accepted

that Councillors do know how to conduct themselves but this is specific to Code of Conduct and the training is to help understand this.

Cllr Rogers **proposed, seconded** by Cllr Toms that the revised Standing Orders be adopted. This was **Agreed**.

13. APPLICATIONS FOR GRANT AID

- 13.1** Cllr Rogers reported that although on the agenda we are waiting for final account details from the Purple Bus for the year ended March 2013. This will come back to committee for January 2014.

14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 14.1** Cllr Howell Joint Parishes Burial Board , Cllr Hoare has resigned due to work commitments. The country has an acute shortage of grave space, proposal is therefore to purchase for a maximum of 50 years.

Cllr Toms volunteered to become a member of JPBB. It was **proposed** by Cllr Howell and **seconded** by Cllr Rogers and this was **Agreed**.

Cllr Toomey attended a SALC and AiRs seminar and presentation on Economic Growth and Development. It appears that HDC are the only ones to have a voice for raising funds from government for this coastal area through to capital – (as far as Gatwick and Croydon). Funding from central government being reduced in Economic Growth and need to be aware of this. Cllr Toomey to circulate to councillors notes from this seminar.

15. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

- 15.1** There were no petty cash payments in October.

- 15.2** The Income & Expenditure statement for October has been circulated to councillors. November Income and Expenditure has not been completed. Cllr Toms **proposed** agreement to the accounts for this period, **seconded** by Cllr Alexander. This was **Agreed**.

- 15.3** As in previous years it is proposed to deliver a leaflet to all residents to invite them to come to the Showcase Event on 8th February 2014. If this is delivered with Your Steyning in February the cost would be approximately £350 for printing and £120 for distribution. It was **proposed** Cllr Rogers, **seconded** by Alexander to agree this expenditure to be funded by event. This was **Agreed**.

- 15.4** Cllr Rogers raised an urgent item of expenditure regarding the new Local Government pension regulations to be operative from April 2014. Current payroll software needs upgrading to calculate the new contributions but also to deal with pension auto enrolment in due course. The cost for upgrade is approx. £180. There is likely to be a small fee for training which we are trying to organise in conjunction with other parishes to minimise the cost, this is as yet unknown possibly £100.

Cllr Rogers **proposed, seconded** by Cllr Howell that the new software be purchased and training up to £300. This was **Agreed**.

16. COMMUNITY INFRASTRUCTURE LEVY

There was nothing to add to the list this month.

17. PRIDE OF PLACE

This item is for all committees to consider older people in the community. Cllr Rogers proposed to put the work of Older People in Isolation under this item.

18. CONFIDENTIAL – Due to the nature of the business the Chairman proposed that this item be taken under Standing Order 1(d) and that the press and public be excluded, seconded by Cllr Bowell. This was Agreed.

- Staffing Proposals.

19. DATE OF NEXT MEETING: The next meeting will be held on Tuesday 7th January 2014 at 7.30 pm.

The Chairman closed the meeting at 8.48 p.m.