

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON
TUESDAY 4th FEBRUARY 2014 AT 7.30 P.M**

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

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 7th January 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 – a working group has been formed.

4.4 Steyning Football club grant – ongoing.

4.5 The Showcase leaflet has been printed and is being distributed.

4.6 Advert for admin. support – ongoing.

4.7 Wardens reports – the Wardens have been asked to report on some of the other work they undertake. The style of the reports will be discussed at the next monitoring meeting.

4.8 Recruitment of Clerk – JD and contract are being revised.

4.9 Precept request has been sent to HDC.

4.10 The Butterfield bank account has been closed and an alternative is being investigated. The money is in our account.

4.11 The Notice period for calling an election for the councillor vacancy has now closed. We are now looking to co-opt.

5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

- 5.1** The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes.
There was no LAT meeting this month.

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** Cllr Lloyd reported that we had received a contribution towards the swimming pool costs from Upper Beeding of £500 and from Wiston of £50. Ashurst are proposing a contribution of £50 to be agreed at their March Council meeting.
- 7.2** Cllr Lloyd reported to committee that the First Tier Tribunal appeal hearing against the ICO decision to uphold our refusal for a request for information is to be held between the 24th March and 11th April (date to be confirmed). The Council has joined with the ICO to support them in the appeal but inevitably this does involve a lot of work and hours for the clerk.

8. STEYNING CENTRE MANAGEMENT GROUP

Cllr Toms reported that he has 3 quotes for skylight. The Steyning Centre committee had decided to accept the quote from Pavillion Glass in the sum of £1309. There will be a guarantee. Cllr Toms **proposed, seconded** by Cllr Bowell that the Clerk be delegated to charge this sum to the Steyning Centre budget if possible or to take from the Steyning Centre reserves as necessary. This was **Agreed**.

Cllr Toms has repaired the door to the main kitchen.

9. ITEMS FROM COMMITTEE MEETINGS

- 9.1** None for this meeting.

10. EMERGENCY & BUSINESS CONTINUITY PLAN

Cllr Lloyd reported these have been circulated to councillors with a communications flow document. Councillors to feed any comments back to the Clerk. This is for internal use and for HDC and an edited version may be published in due course. Comments to reach the clerk by end of February. This plan is to help and support the community and to secure and continue the running of the Steyning centre and the function of the clerk's office. To check with insurance company that they are happy with the general contents.

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 11.1** Nothing for this meeting.

12. SHOWCASE

The Clerk reported that arrangements are well in hand and all stalls are confirmed and paid. A table plan has been done.

It has been confirmed that Nick Herbert, M.P will be attending the event at approx.. 3.00 p.m.

Cllr Lloyd asked for councillors to contact the clerk with times they may be available to staff the Parish Council table. Our table will contain plans for the skateboard facility, information on becoming a councillor, suggestion box for WW1 commemorations. Councillors were asked for any other suggestions to include. Room hire details to be put out and available slots for hire.

13. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

- 13.1** The Income & Expenditure statement for January 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. The first working group meeting is set for 12th February 2014 at 12.00.

- 16. DATE OF NEXT MEETING:** The next meeting will be held on Tuesday 4TH March 2014 at 7.30 pm.

The Chairman closed the meeting at 7.55 p.m.

ACTIONS

- 6.1 CLERK** An energy certificate for the Steyning Centre is ongoing.
- 6.2 CLERK** Check Section 106 funding for water boiler. Ongoing.
- 8. ALL** Agenda WW1 celebration – to raise at Full Council
- 11. Cllr Rogers** Older people in isolation to approach all showcase members
- 13.1 Clerk** Contact Steyning Comm Football Club re: grant and meeting
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18. clerk To progress new admin appointment
- 6. Clerk** To look at style of Wardens report at next monitoring meeting.
- 8.1 PB, TL, Clerk** To progress recruitment of clerk.
- 13. Clerk** to arrange grants to V & T group and 4sight. To write to Bowling club and Purple Bus.
- 16. Clerk** To circulate JD and contract once reviewed to councillors for information.

To propose a Business Community Award for a future agenda in liaison with Chamber of Trade.