

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON
TUESDAY 8th APRIL 2014 AT 7.30 P.M**

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

2. DECLARATIONS

2.1 There were declarations of interest from Councillors Toomey on Steyning Festival & Cllr Alexander on Food and Drink Festival.

3. MINUTES

It was **proposed** by Cllr Bowell and **seconded** by Cllr Alexander that the minutes of the meeting held on 4th March 2014 be agreed as a true record of the meeting. **This was Agreed.**

4. MATTERS ARISING AND ACTIONS

4.1 WW1 celebrations – Cllr Bowell has been doing some research and had meetings with Historical Society and museum and other than the memorial in the church there is no other record of those deceased while serving in WW1. Only of 3 these married and had children. Looking for those that served including women serving as nurses, or land workers. Lots of information at museum. We are going to try and contact people by publicity and get relatives to contact us. It may be difficult to find everyone. Will bring some recommendations back to a future committee. School 6th form have debating society and they may be able to do something.

4.2 Older People in Isolation – Cllr Rogers reported a further meeting is scheduled this week and they are looking for an event to be held possibly in September.

4.3 Recruitment of Clerk – The advert has now been placed and the closing date is 22nd April 2014. Cllr Bowell **proposed, seconded** by Cllr Alexander that the interview panel consist of Chairman, Cllr Bowell, Vice Chairman, Cllr Lloyd, Vice

Chair of F & C, Cllr Rogers and the clerk. This was **Agreed**. To check inclusion of probationary period.

Post meeting: The contract of employment includes a clause for a probationary period (to be specified).

- 4.4 The complaints procedure and emergency procedure flowchart is on the website.
- 4.5 The application for section 106 funding for the fence for the Play Area in MPF has been submitted. The panel meet next week.

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 report.

6. QUESTIONS FROM THE FLOOR

The chairman suspended the meeting for questions from the floor.

- Section 106 money from developments when do parish get money. Do we get share of any other parish money.

Parish does not get money it is held by HDC. It is part of a legal agreement to be spent on community projects. Clerk gets report saying money what exists. An application has to be made to the Planning Obligations panel from parish or a community group, and the application has to meet certain criteria. We only get money for developments in Steyning which is why Steyning does not have a lot of this type of funding available.

- Wardens report any mention of problems at MPF.

There is reference to group on MPF and they are aware and police have been involved.

- When in main hall accuracy of clock can be a problem, how about new clock for WW1 commemoration.

This is something we could consider.

- Consider extending late shift of Wardens, youths aware when their shift ends.

They do adhoc late shifts, which they do not advertise. Cllr Rogers will take this up with HDC.

- Filming and recording council meetings, will the parish council consider allowing the public to audio record to allow older residents who cannot come out particularly in the winter months to be able to hear what has been discussed. Could be a way of making money for the council who could provide a disc.

This item is on our agenda. It may be premature to make recommendations at this point. We will note your comments.

- With the Section 106 funding, is there money from Saxon Weald.

Not at this point as development has not completed.

The chairman re-convened the meeting.

7. INFORMATION ITEMS

- 7.1** The Big Church Day out will be 23rd – 25th May this year. All arrangements will be as in previous years.
- 7.2** The Chair of Chamber of Trade has recently resigned and there is currently no replacement. Concern because of Late Night Christmas shopping event and May Fair. Parish Council to arrange a meeting with CoT.

8. STEYNING CENTRE MANAGEMENT GROUP

No meeting last month.

9. ITEMS FROM COMMITTEE MEETINGS

- 9.1** None for this meeting.

10. APPLICATIONS FOR GRANT AID

- 10.1** Steyning Festival - the Festival committee has asked for a grant to help towards the cost of hiring the portaloos for the Community Fun Day. The total cost being £480 and Bramber has already assisted with £100 grant. They have submitted their accounts for the previous year. This committee granted £200 for the last Festival in 2012. It was **proposed** by Cllr Rogers, **seconded** by Cllr Bowell to grant £200. This was **Agreed**.
- 10.2** Food & Drink Festival has asked for a grant to help towards their promotional and advertising costs. They have submitted their accounts and last year this committee granted £200. It was **proposed** by Cllr Rogers, **seconded** by Cllr Bowell to grant £200. This was **Agreed**.

11. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

None for this meeting.

12. REVIEW OF PROCEDURES

Cllr Rogers reported that the Local Audit and Accountability Act 2014 and the Openness of Local Government Bodies Regulation 2014 section 40 now allows the filming and recording of council meetings. There are no guidance notes published as yet regarding this change. SALC is working on a model procedure.

There is a lot of detail to consider: public who do not wish to be recorded or filmed, what happens during questions from the floor, whether we can sell the recording discs, how long they should be kept, etc.

We are a public body and there is no reason why anyone should feel bullied or intimidated by recording.

The minutes will still be produced in the same way and will be the legal record. This is not intended to replace the minutes and does not mean there is a requirement for them to be verbatim.

If a member of the public is allowed and wishes to record or film then the council must record as well so that there is an official record of the meeting in case of any misreporting.

There will also be a cost implication for the equipment.

Cllr Rogers **proposed, seconded** by Cllr Bowell that this council maintains the status quo as detailed in our Standing Orders 1(h) which states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent. This was **Agreed**.

As soon as detailed guidance is available the council will review and update Standing Orders.

13. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

13.1 The Income & Expenditure statement for March has have been circulated to councillors. The clerk explained that these were not the final figures as end of year adjustments are still to be made. Query on Wardens expenditure that has come in slightly above budget. Project and contingencies is over budget but this is for Showcase and is offset by income. Cllr Rogers **proposed** agreement to the accounts for this period, subject to final adjustments, **seconded** by Cllr Bowell. This was **Agreed**.

13.2 Outsourcing of council payroll - the Clerk has circulated a short explanatory note with the quotes to committee regarding the outsourcing of the payroll. Currently this is done in-house but in view of the legislative changes particularly in relation to new pension regulations, auto-enrolment and tax changes and the complexities of some of the new regulations and record keeping it is proposed that consideration be given to outsourcing the payroll function.

The current software used is SAGE and the quote for costs for this coming year to include updated software for the new Local Government pension regulations is approx.. £1582 p.a. (including staff time).

A quote has been obtained from CAPITA (who deal with the WSCC payroll and many other local authorities across the country) at £1195 (this will still require us to produce cheques with some minimal staff time which has been included) or £1555 when we move to BACS payments.

How will we keep a check on what CAPITA are doing?

They will provide an email each month once the calculations have been made and we will approve this. They will also send copies of the payslips for us to keep on record as well as their own record keeping. At present we will still be producing cheques which will have to be authorised in the usual way. When we move to BACS payments a protocol for checking and authorisation will be in place.

It was **proposed** by Cllr Rogers, **seconded** by Cllr Toomey to outsource our payroll function to CAPITA, currently with cheque payments but to delegate to

the clerk to include BACS payments once this system is available. 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. Cllr Rogers said that the Highways monitoring by councillors for things like lighting and dropped kerbs will help to facilitate older people. H & L committee to consider publishing the areas that councillors look after. All incidents/problems to be reported to Clerk's office.

16. DATE OF NEXT MEETING:

The next meeting will be held on Tuesday
6th May 2014 at 7.30 pm.

The Chairman closed the meeting at 8.26 p.m.