

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

PRESENT: Cllr Lloyd - Chairman
Cllrs Rogers, Ness-Collins, Hopkinson, Toms, Toomey, Alexander
Cllr Muggridge – SO3(c)
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 Councillor Bowell.

2. DECLARATIONS

2.1 There were declarations of interest from Councillors Alexander & Lloyd on Community Partnership and V&T group, and Cllr Alexander on Community Minibus.

3. MINUTES

It was **proposed** by Cllr Toms and **seconded** by Cllr Ness-Collins that the minutes of the meeting held on 3rd June 2014 be agreed as a true record of the meeting.
This was Agreed.

4. MATTERS ARISING AND ACTIONS

4.1 The WW1 clocks have been received. It is hoped to unveil these at the October Parish Council meeting.

4.2 Amendments to Standing Orders for Questions from the floor – this is an agenda item.

4.3 Isolation and Loneliness event is progressing and invitations will go out next week. This is an agenda item under Finance.

4.4 The new clerk has been appointed and will start on 4th August.

5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

5.1 The Neighbourhood Wardens report was circulated to councillors and has been placed on the website and is attached to these minutes.

Cllr Rogers reported she had received an unsolicited visit by two people with RSPCA tabards on but their identification cards did not say RSPCA. She reported to Wardens who attended immediately. Cllr Rogers stated this response was very reassuring and it turned out the people were bona fide.

Cllr Ness-Collins reported that the LAT meeting had a long discussion and anti-social behaviour seems to be under control. Fletchers Croft gathering of youths seemed to be one off. They had no issues on MPF or bus shelter.

Cllr Lloyd asked if a printed report can go around following the meeting. Cllr Ness-Collins will discuss this at the next meeting.

Neighbourhood panels have discontinued at present but now PCSO Tom Slaughter has a Facebook page. It was hoped this might generate new input particularly for the monthly priorities. To put a link from the PC web site to the Facebook page.

Cllr Rogers reported that there is a reduction in the PCSO coverage at present due to staff vacancies but they are now recruiting. Southwater parish has had a reduction in PCSO's and are asking questions as to why the coverage is so thin. The fact that Steyning has Wardens should not mean we have less police coverage. The Chair will include the PCSO coverage in the next meeting of the Steyning, Upper Beeding and Bramber monitoring group meeting.

6. QUESTIONS FROM THE FLOOR

The chairman suspended the meeting for questions from the floor on items on the agenda this evening.

Cllr Lloyd reported that we had received a written question as follows:

"Please would the committee consider publishing with the agenda, all non-confidential background documents referred to in the agenda or circulated to councillors in preparation for the meeting, thus complying with the ICO's mandatory publication scheme and bringing itself in line with the practice of other councils regarding this?"

Please will it also consider, for an experimentation period, the council having a short question time at the end of a meeting as well as the period at the beginning."

It was minuted at the 3rd June committee meeting that the wardens report would be put on the website prior to the meeting and the clerk has confirmed in an email that we will discuss at a future meeting, when time allows, what further financial information will go on the website in addition to the required expenditure of over £500.

The council has very few background documents which are available to be put into the public domain prior to a meeting. Draft documents on such issues as regulations, protocols and processes will not be published until the council have had time to debate and ratify them.

It is not intended nor we believe, will be of any use, to have a question time at the end of a meeting as well as at the beginning as decisions will have already been made and as the public are not part of any debates and decisions at a meeting, any comments, statements or questions they may have should rightly be put before the start of the meeting.

Cllr Lloyd asked if there were any further questions from the floor.

There were no further questions.

The chairman re-convened the meeting.

7. REVIEW OF PROCEDURES

Cllr Lloyd said that the draft amendments to Standing Orders have been circulated to councillors. This will now change the order of agendas so that the 'Questions from the floor', will be before the commencement of the agenda.

Questions need to be raised before decisions are made so that comments can be taken into account, if necessary, during the debate as part of the decision process by councillors.

It was **proposed** by Cllr Lloyd to move questions to the beginning of the meeting before the agenda, **seconded** by Cllr Alexander. This was **Agreed**.

8. APPLICATIONS FOR GRANT FUNDING

8.1 A request from the Visitor and Tourism group of the Community Partnership who are working to secure an upgrade to existing footpaths along the riverside from Bramber to enable access to families with young children and those with walking difficulties. They have a funding gap of £13,000 and Bramber PC have voted to use a share of their Section 106 funding and allocate £7,500. The V&T group are asking for similar consideration from Steyning or any other contribution. Currently Steyning has £12,500 in section 106 funds. After discussion it was felt that the parishes should not have to pay for this. What is needed is a proper crossing on the Downs Link and should be a WSCC issue As this is for a link along the riverside.

It was **proposed** by Cllr Rogers **seconded by** Cllr Toomey not to agree any grant funding at present and to ask V & T group for a proper presentation, with data on research on amount of use etc. a path might get and to understand if there are any other routes available.

This was **Agreed** by majority.

8.2 Application from Age UK limited for funding towards their information and advice services. This service visits housebound and isolated older people in their homes and provide a holistic approach in supporting clients to improve their quality of life. They would like to be considered for £200.

Age UK Horsham provide outreach services and two day centres. They are referred to by other services for people who may need their service.

It was **proposed** by Cllr Ness-Collins and **seconded** by Cllr Toms to grant £200. This was **Agreed**.

8.3 Application from Steyning Area Minibus Association to help fund the rising costs of fuel. They have kept their membership fees at £8 per year and are only just managing to cover their costs. They were granted £200 last year.

It was **proposed** by Cllr Ness-Collins **seconded** by Cllr Hopkinson to grant £200. This was **Agreed**.

9. INFORMATION ITEMS

None for this meeting.

10. STEYNING CENTRE MANAGEMENT GROUP

Cllr Toms, reported that the Management group agreed to accept the quote from Warm Zone in the sum of £6,394 plus VAT. Cllr Toms asked for committee approval to use the boiler reserve fund of £4,000 towards this cost and the remainder of the cost to be taken from the Steyning Centre repair and renewal budget if possible or from the Steyning Centre general reserve. Cllr Toms and the clerk to be delegated to determine where this comes from depending on budget spend.

It was **proposed** by Cllr Lloyd, **seconded** by Cllr Rogers to agree the expenditure and delegation as above. This was **Agreed**.

Cllr Toms reported that plans are now well under way for the first Steyning Community Picture House. The first film will be The Best Exotic Marigold Hotel on 3rd September at 7.00 p.m. The ticket price will be £6 per person and will be sold in advance or on the night, to include tea, coffee or soft drink in the interval. It is intended that the Picture House will operate on the first Wednesday of the month and will be trialled up to December.

11. ITEMS FROM COMMITTEE MEETINGS

There were no items from committee meetings.

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Cllr Toms reported from the Burial Board meets next week and this is the AGM. Cllr Ness-Collins said the Leisure Centre Management group had not met.

13. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

- 13.1** The Income & Expenditure statement for June and the total monthly payments list have been circulated to councillors. Cllr Toms **proposed** agreement to the accounts, expenditure and payment list in the sum of £21,183.26 for this period, **seconded** by Cllr Rogers. This was **Agreed**.
- 13.2** A small amount of funding is required for the Loneliness and Isolation event in the sum of £100-£150 to cover postage, and refreshments. It was **proposed by** Cllr Lloyd, **seconded by** Cllr Alexander that up to £150 be agreed. This was **Agreed**.
- 13.3** The clerk reported that it had been agreed to instruct AiRS to complete and submit an application form for Locality funding for the Neighbourhood Plan on behalf of the 4 parishes. The cost of the work by AiRS will ultimately be covered by the funding received but if for any reason our Neighbourhood Plan should not proceed the costs for AiRS work would need to be paid. This would amount to no more than a total of £400. This was an urgent item that needed to be agreed to meet the deadline for the funding and is covered under Financial Regulation 3.4.
- 13.4** The parish council 3 year deal with Aviva ends this month and 3 new quotes have been obtained.

Hiscox– through Came and Company brokers in the sum of £8,547 per annum for 3 years.

Aviva – through Came and Company brokers in the sum of £7,123.76 per annum for 3 years.

Zurich – direct in the sum of £3,997.20.

The cover from all three companies is comparable. In addition both Hiscox and Aviva have added what they call a ‘keyman’ cover of £250 per week from Hiscox and £400 per week Aviva, this covers replacing a key person if they are unable to work.

The clerk reported that she had checked the cover for future legal challenges and although new challenges would be covered by all companies committee needed to consider whether they wanted to change at the present time.

After discussion it was felt it was not be a good idea to change insurers at this time. There are many companies looking for new business and will offer low prices. There could be difficulties if there were to be further legal challenges and a new insurer may try and claim it was pre-existing. We need to protect the parish council as much as possible for the next three years.

It was **proposed by** Cllr Lloyd, **seconded by** Cllr Ness-Collins to accept the quote from Aviva. 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

Cllr Rogers had no further report.

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

17. DATE OF NEXT MEETING:

The next meeting will be held on Tuesday 5th August 2014 at 7.30 pm.

The Chairman closed the meeting at 9.00 p.m.