

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY
COMMITTEE HELD ON TUESDAY 3rd SEPTTEMBER 2013 AT 7.45 P.M**

PRESENT: Cllr Lloyd - Chairman
Cllrs Bowell, Toms, Toomey, Rogers and Ness-Collins
Cllr Muncey – S.O.3(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 Councillors Devlin, Hoare & Alexander

2. DECLARATIONS

2.1 There were no declarations of interest from Councillors.

3. REQUESTS FOR DISPENSATIONS

4. MINUTES

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Ness-Collins that the minutes of the meeting held on 6th August 2013 be agreed 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 The Chairman's message has been updated.

5.3 Letters for the Showcase have gone out to previous stall holders for 2012.

5.4 A meeting was held with community picnic organisers and they have spoken to the Cricket Club Chairman about the event and there are no cricket matches on the day.

5.5 Procedures including Standing orders, minutes, website, financial regulations are being reviewed.

5.6 By-election invoice has been paid.

5.7 CCTV annual maintenance has been done.

5.8 Insurance has been paid.

6. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

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

HDC Greg Charman has been asked to resurrect regular meetings with the three parishes Chairmen on Wardens to go through their role, duties, rota, statistics, etc. Clerk to chase.

There was no LAT meeting this month. Meeting coming up in October.

7. QUESTIONS FROM THE FLOOR

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

- Wardens report not on website.

Only received late this afternoon.

- Community Partnership is there PC representative. Do we give funds.

We do not fund. Should have representative but none at present. Will pick this up with the partnership. They do continue to do a lot of good work. Non political and have a management group. Do have an AGM.

Cllr Rogers is member of partnership but not member of board (management group). George Cockman is a director.

To invite them to a Council meeting.

They are supported by HDC with officer time.

- Wardens meetings, rotas are these discussed. Could use a once a month midnight duty.

Looked at rotas and hours covered. There has always been flexibility. They can change hours at times if required.

The meeting was reconvened.

8. INFORMATION ITEMS

8.1 Information has been provided from Saxon Weald about a Community Grants Scheme. This is to provide financial assistance to local voluntary/non-profit making organisations. These are small grants available to any group in the area. The Clerk can provide further information on how to apply. To put on website.

8.2 The New Horizons Appeal from St. Catherine's hospital is holding an Autumn Gift Fair at Knepp Castle on Wednesday 18th and Thursday 19th September.

8.3 Email from HDC regarding consultation 'Have your Say' to help decide how well the council is delivering services and where changes need to be made. This can be found either in the Horsham District News or on the HDC website www.horsham.gov.uk. The closing date for responses to this survey is 31st October 2013.

8.4 Interesting meeting today held by Age UK re: Older People in Isolation and would like to agenda in the future and discuss holding an event at Steyning Centre for leaders in the community – schools, doctors, church, parish council to discuss this and invite Janice Leeming to talk about this and how we can work towards addressing this. There is a lot of data on who the people are, held on various databases. It's held as a list of vulnerable people. A lot of research has been done and what the impact can be on people's health and need to promote inclusivity. To agenda for a future meeting.

9. STEYNING CENTRE MANAGEMENT GROUP

Cllr Toms reported the hall floors have been done. PAT testing done. Guttering and outside area works in progress and energy certificate nearly completed. Microphones are ongoing. The roof light in the main lobby is in bad condition and needs some urgent work. Looking at quotes. Would like clarification on position with regard to new boiler for the centre.

Should go ahead and get quotes. Will consider having two small boilers to give more flexibility. To bring back costs to committee.

10. ITEMS FROM COMMITTEE MEETINGS

- 10.1** Cllr Ness-Collins reported from Playing Fields committee that further to the recent Annual Play equipment inspection the committee needed to spend £5452.00 to bring the equipment up to standard. Although there was currently nothing classed as dangerous the items included in the report were classed as medium risk.

This cost does not include new signage recommended in 4 areas to bring this in line with current regulations. The clerk is investigating separately a cost for signs.

Cllr Ness-Collins requested use of Playing Fields reserves to cover these repairs and maintenance. Life of repair of play surfaces – the Clerk to check.

It was **proposed** by Cllr Ness-Collins, **seconded** by Cllr Toms that this cost be taken from reserves. This was **Agreed**.

Concern for the safety of children and need to put fence around play equipment. This item should be taken to Playing Fields.

- 10.2** Explore with Emma Edwards, Youth Worker to do article quarterly for Your Steyning. This could also go on website. This was agreed as a good idea.

11. NEIGHBOURHOOD PLAN

Cllr Bowell updated the meeting on a recent meeting with HDC and other parishes, Wiston, Ashurst and Upper Beeding. Need more information on process. It may be that Steyning will have to do its own plan. We do need to change and grow and make provision for older populations and younger families and accommodation needs. We will make a presentation in due course to the Council. A forum of representatives of the community needs setting up and the recommended number to be approx. 21 members.

The difficulty with clusters, and this one in particular, is the supply of land and how the CiL is proportioned this may make a case to do our own plan.

Also declarations of interest could create a problem and how this might feature in terms of a Neighbourhood Plan forum. Outside organisations are not subject to the Code of Conduct but Councillors are. Will need to get advice and look at what other parishes may have done.

12. REVIEW OF PROCEDURES

- 12.1** Cllr Lloyd reported that a draft of revised Financial Regulations has been circulated to all committee members. Cllr Lloyd asked that all members looked at this draft and if there were any comments or queries to forward them to him and the Clerk. These regulations will then be brought back to committee in October for agreement. Cllr Lloyd commented that a review of the Local Government Act Section 150 (2) is still expected by the end of the year and it may be that we will need to look at these again in the light of new guidance. Also circulated to chairs of committees a draft outline of how our minutes should be put together for the future for comment and discussion.

13. APPLICATIONS FOR GRANT AID

- 13.1** An application has been received from St. Barnabas for their Home Team service which allows patients to have a choice about where they receive care. St.

Barnabas estimate that 5% of Steyning residents will receive this service making the costs for Steyning approx. £275. They are requesting a grant of £150.

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Rogers to grant £150. This was **Agreed**.

Would prefer to support local charities, like St. Barnabas than national charities.

Could we look at considering grant applications on maybe 2 occasions per year where we can more easily allocate our limited funding grants and not run out of money at the end of the year. Maybe look at a quarterly grants procedure. To agenda for next meeting.

14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

14.1 To circulate list of representatives on outside bodies to councillors.

Cllr Barling has requested to resign as representative on HALC. Cllr Toms has volunteered to take on this role.

15. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

15.1 There were no petty cash payments in August.

15.2 The Income & Expenditure statement for August will be circulated when completed.

15.3 Showcase cost of stall. Last year slightly over budget by just £4. It was **proposed** Cllr Ness-Collins **seconded** by Cllr Rogers to charge £17.50 for the 2014 event and any balance that there may be to be used for a Youth Showcase event or future Showcase events.

16. COMMUNITY INFRASTRUCTURE LEVY

There was nothing to add to the list this month.

17. PRIDE OF PLACE

An email has been received from HDC – Identifying and Supporting Vulnerable and Isolated Older People in Rural Communities.

Cllr Rogers reported in Billingshurst they are a running pilot scheme called the Village Agent which is an employed post for 10 hours per week. They are employed to identify and work with vulnerable people across the area. The Wardens do some of this role. Need to know if there are any other groups performing this type of role. Neighbourhood Watch, Good Neighbours, are two but to let clerk know of other groups in Steyning that might identify with this role to be able to respond to HDC.

18. CONFIDENTIAL – Due to the nature of the business the Chairman will propose that this item be taken under Standing Order 1(d) and that the press and public be excluded.

- Staffing salaries

19. DATE OF NEXT MEETING: The next meeting will be held on Tuesday 8th October 2013 at 7.30 pm.

The Chairman closed the meeting at 9.25 p.m.