

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON
TUESDAY 3rd JUNE 2014 AT 7.30 P.M**

PRESENT: Cllr Lloyd - Chairman
Cllrs Bowell, Rogers, Ness-Collins, Hopkinson. Toms
Cllr Muggridge – SO3(c)
4 members of the public were present
No members of the press
The Clerk was in attendance.

1. ELECTION OF CHAIRMAN

The Clerk reported there had been one nomination for chairman.

It was **proposed by** Cllr Toms, **seconded by** Cllr Ness-Collins to elect Cllr Lloyd as Chairman for the ensuing year. This was **Agreed**.

2. ELECTION OF VICE CHAIRMAN

Cllr Lloyd reported there was one nomination for Vice Chairman.

It was **proposed by** Cllr Lloyd, **seconded by** Cllr Bowell to elect Cllr Rogers as Vice Chairman for the ensuing year. This was **Agreed**.

3 APOLOGIES

3.1 There were apologies for absence from Councillors Toomey & Alexander.

4. DECLARATIONS

4.1 There were no declarations of interest from councillors.

5. MINUTES

It was **proposed** by Cllr Toms and **seconded** by Cllr Ness-Collins that the minutes of the meeting held on 6th May 2014 be agreed as a true record of the meeting. **This was Agreed.**

6. MATTERS ARISING AND ACTIONS

6.1 The interview panel has met and has selected a proposed candidate for the post of clerk. This is an agenda item under confidential.

6.2 HDC has been contacted about the emptying of the bins in Fletchers Croft.

6.3 BCDO details were put on website.

- 6.4 Village Green application was discussed at Planning on 20th May and it was agreed to write to WSCC.
- 6.5 An email of support was sent to Sevenoaks re: Business rates.
- 6.6 Costs for commemorative clocks are: £39.99 for the World clock and £26.17 for the digital clock. We are still waiting for a quote for the commemorative plaque. Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins to delegate to the clerk to purchase the above clocks and to spend up to £150 on the plaque (total £220). This was **Agreed**.
- 6.7 There are no regulations regarding the necessity to rotate the Internal Auditor and providing we are happy with their service we can continue.
- 6.8 Highways committee discussed the publishing of councillor monitoring areas but decided to maintain the status quo in that all defect reporting should go through the parish office, either from councillors or residents.

7. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

- 7.1 The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes.
- Cllr Rogers expanded on the content of the report which detailed the letters that go out to young people. This is all part of the work of the Anti-Social Behaviour Team based in Horsham Police station and who are part of the community safety partnership. If young people fall into the system with a letter home, they have to go up the police station and meet with the team and it is a significant activity for the young people to get involved in. Can lead on to a special course for the whole family. After this they come into the radar of the ASB team or a charge. It has proved a good, effective tool for engaging young people. There was no LAT report. A meeting is to be held next week.

8. QUESTIONS FROM THE FLOOR

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

- Procedures of agenda planning – what is this?

To discuss whether we change the order of Questions on the agenda.

- Can Wardens report be available for the public at the meeting?

This can be arranged.

- Neighbourhood plan – what is happening.

Not for this committee but will be discussed at Full Council next week.

- There is not enough time at questions at Full Council and only one question allowed..

Question time is 15 minutes and 1 question per member of the public. Further questions are at the discretion of the chair which we have done on numerous occasions.

- You have said you may change where questions from the floor appears on the agenda – where are you considering putting it?

This is for discussion on the agenda.

The chairman re-convened the meeting.

9. REVIEW OF PROCEDURES

Cllr Lloyd said there were a number of councils that put questions ahead of the actual agenda rather than suspend the meeting during the agenda. This also will prevent procedural issues should the chair not re-convene the meeting.

This is in line with how meetings are conducted in Horsham. They insist on questions in writing. A supplementary question can then be asked at the meeting flowing from the written question.

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

We have a time limit for the public participation. It is 15 minutes, 2 minutes per question and only one question per person. But is at Chairman's discretion to allow further questions if time allows.

- Will our meeting start earlier.

No, 15 minutes later, or as soon as the questions have finished if earlier. We will publish the meeting for the normal start time, but take questions first.

It was **proposed** by Cllr Lloyd to move questions to the start of the meeting before the agenda, **seconded** by Cllr Hopkinson. This was **Agreed**. The clerk and Chair will look at S.O's and bring back to next meeting.

10. STEYNING CENTRE MANAGEMENT GROUP

Cllr Toms, reported that we had had now received the answers to our queries regarding the quotes for the new boiler.

Originally thinking of two boilers, but we had to go back for new quotes. This will be discussed at the next Steyning Management group.

We now have 3 urns and Cllr Toms is putting shelf up to hold these. There was concern over the need to ensure shelf strong enough to hold the weight of the urns.

Is there any progress with the cinema project? This is ongoing. Have spoken informally to a member of Film Society and it is not thought it would not conflict but we will consult with chairman of the society.

To look at donating the old stage curtains to a charity.

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 that he has been elected as Chairman. Bramber did not have a candidate to take on this role so it was brought to Steyning.

As there are works at St. Botolphs there will not be usual memorial service at the church, just a gathering this year.

13. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

- 13.1** The Income & Expenditure statement for May and the total monthly payments list have been circulated to councillors. Cllr Rogers **proposed** agreement to the accounts, expenditure and payment list in the sum of £104,770.91 for this period, **seconded** by Cllr Bowell. This was **Agreed**. *Post meeting: The payments sum of £104,770.91 includes the transfer of the half yearly precept sum from the current account to the money manager account of £84,709.*
- 14.2** The Annual Return and Annual Governance Statement has been circulated to councillors. It was **proposed by** Cllr Lloyd, **seconded by** Cllr Rogers that the Annual Return and Governance Statement be submitted to the External Auditor. This was **Agreed**.
- 15. COMMUNITY INFRASTRUCTURE LEVY**
There was nothing to add to the list this month.
- 16. PRIDE OF PLACE & OLDER PEOPLE IN ISOLATION**
Cllr Rogers reported we have had correspondence from Debbie Wood who works at the Hub in Beeding who is involved in work under Isolation in Upper Beeding. We have a meeting with her and then a meeting with working group to progress further. A draft letter has been produced to send out to invitees to the event. To research a contact for Esther Rantzen to attend an event in September. On 1st October, older persons day in Horsham and they would like Steyning to contribute to this event.
- 17. CONFIDENTIAL - Due to the nature of the business the Chairman proposed, seconded by Cllr Rogers 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.**
- 18. DATE OF NEXT MEETING:**
The next meeting will be held on Tuesday 8th July 2014 at 7.30 pm.
The Chairman closed the meeting at 8.40 p.m.