

**MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON  
TUESDAY 5<sup>th</sup> NOVEMBER 2013 AT 7.30 P.M**

**PRESENT:** Cllr Lloyd - chairman  
Cllrs Toomey, Rogers, Alexander, and Ness-Collins  
2 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, Bowell, Toms & Hoare

**2. DECLARATIONS**

**2.1** There were declarations of personal interest from Councillors Rogers and Alexander in item 18.

**3. REQUESTS FOR DISPENSATIONS**

There were no requests for dispensations.

**4. MINUTES**

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Alexander that the minutes of the meeting held on 8<sup>th</sup> October 2013 be adopted 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** Millennium Community Awards – confidential agenda item.
- 5.3** WW1 celebrations – no ideas have been forwarded to the clerk.....
- 5.4** Re-visiting of part of the acoustic report from AD is currently being organised.
- 5.5** Review of procedures – agenda item.
- 5.6** New microphones for Steyning Centre – this will be covered under report from management group.
- 5.7** Greg Charman – Wardens meeting – ongoing – to chase SR.
- 5.8** Older People in Isolation – agenda item.
- 5.9** Contact with Steyning Comm Football club – ongoing.
- 5.10** RBL and Allotment Association room hire grant confirmed.
- 5.11** Chairs working group for budgets – ongoing.
- 5.12** Leaflet for Town Poll in hand – no date yet known for the poll.

**5.13** Alternative quote for maintenance of the clock – on further consideration of this issue it was recognised that the clock maintenance is of a specialist nature and our town clock is temperamental. It has been maintained by Smiths of Derby for in excess of 10 years and they installed the autowind and pendulum regulator system in 2008. Cllr Lloyd asked committee if they wished to consider a 3 year deal to save £107 or 4 year deal to save £143 from Smith of Derby for the continued maintenance. It was **proposed** by Cllr Lloyd, **seconded** by Cllr Ness-Collins that we continue to use Smith of Derby for the annual maintenance and that we accept a 4 year deal. This was **Agreed**.

## **6. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**

**6.1** The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes. Cllr Rogers reported that she took part in operation Davos looking at monitoring the cameras from Haywards Heath police station and saw our view from the cameras in the High Street. Quality of pictures was good even at night and it was very worthwhile experience. Wardens have reported working with Cllr Muncey on dog fouling week, putting out flags and spraying. Suggested that this project be repeated. There was no LAT meeting this month.

## **7. QUESTIONS FROM THE FLOOR**

The meeting was suspended to allow questions from members of the public. There were no questions from the floor. The meeting was reconvened.

## **8. INFORMATION ITEMS**

**8.1** Email received from HDC regarding financial support for Neighbourhood Plans. Bramber have informed that they have a councillor willing to take on this project who has experience in this sort of issues. Bramber do not have any development sites so it may be difficult to lead on a Neighbourhood plan for other parishes who may have development sites. This issue to be discussed at the 4 parish chairs meeting and an update will be reported to Full Council. Need a decision on clustering before proceeding. Upper Beeding has indicated they do not wish to cluster. Infrastructure levy arises out of development so how are benefits from this passed back through a clustering process.

**8.2** Email received from Saxon Weald to say that the demolition of the old Briton's Croft will begin soon. They have asked if the Parish Council has any suggestions regarding the naming of the development. The timescale for this is short and they would need possible names within the next couple of weeks. To email round to all councillors for suggestions, also Steyning Society and Museum, put on website, and noticeboard.

**8.3** Email from Hadstone energy Ltd regarding a drop-in session at the Fountain Inn, Ashurst on November 11<sup>th</sup> – 6.30 – 8.00 pm to present proposals for a solar farm on land at Wyckham Dale Farm.

## **9. STEYNING CENTRE MANAGEMENT GROUP**

Cllr Lloyd reported that quotes had been received for the replacement of microphones for the Steyning Centre. The Management Group had agreed a

quote from Robotronics (who installed the original system) to replace the two lapel mikes, install and calibrate them at a cost of £619 plus VAT. Cllr Lloyd **proposed** that this purchase be taken from the Steyning Centre reserves if necessary, **seconded** by Cllr Alexander. This was **Agreed**.

## **10. ITEMS FROM COMMITTEE MEETINGS**

**10.1** None for this meeting.

## **11. OLDER PEOPLE IN ISOLATION**

This item has been brought forward from the last meeting and Cllr Rogers reported she had a meeting with Janice Leeming, HDC and have some information from the meeting. The idea is to invite community leaders to attend a seminar, i.e. Church, G.P's, Steyning Good Neighbours, Dingeman's etc. to take up actions to address loneliness and isolation, to make people aware of pointers for someone who may be isolated. Wardens do already help with the elderly and vulnerable. To propose to put on hold until after Christmas and pick up again. The Chair and Clerk have delegated authority for small sums for postage and refreshments for this seminar/event. Cllr Rogers and Toomey to work to draw up a list of organisations and bring back to committee.

## **12. REVIEW OF PROCEEDURES**

Cllr Lloyd - revised Standing Orders are near completion and have been circulated to councillors. All Councillors to look at these for agreement at next meeting.

Cllr Lloyd - the current Risk Assessments have been circulated and **proposed** agreement to them, **seconded** by Cllr Alexander. This was **Agreed**.

Cllr Lloyd - Financial Regulations review is now complete and they have been circulated to councillors.

Cllr Lloyd **proposed** adoption of these regulations, **seconded** by Cllr Rogers. This was **Agreed**. To be circulated to all councillors.

Cllr Lloyd has circulated proposals for a new layout/format for minutes. As a parish we give a lot more time to public participation than most other parishes, and would like to see the minutes shorter, and summarised with less preamble but without losing clarity. Legal requirement is to record just proposals, actions and decisions. Visiting speaker's presentations and written questions could be attached to the minutes. Minutes should not be verbatim reports but have sufficient information for councillors to understand what was discussed.

Questions at the public participation session should be recorded in brief and the answer given. No decisions are taken at public participation session and any action would be taken to a future meeting.

Cllr Lloyd **proposed** that minutes of this meeting be formatted slightly differently and brought back to future meeting. **Seconded** by Cllr Toomey. This was **Agreed**.

## **13. APPLICATIONS FOR GRANT AID**

**13.1** There were no grant applications for this month.

**13.2** At a previous meeting committee agreed to review the frequency of consideration of grants rather than every month. This was discussed and Cllr

Rogers **proposed** a quarterly consideration starting in January 2014, then April, June, September and January, **seconded** by Cllr Alexander. This was **Agreed**.  
To produce a list of repeat grants ready for January committee and to seek advice on determining grants 'in committee/in confidence'.

**14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

**14.1** None for this meeting.

**15. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS**

**15.1** There were no petty cash payments in October.

**15.2** The Income & Expenditure statement for September has been circulated to councillors. Cllr Lloyd **proposed** agreement to the accounts for this period, **seconded** by Cllr Rogers. This was **Agreed**.

**15.3** A draft budget sheet for this committee has been circulated to Councillors. Further increase may be required for CCTV maintenance (High Street cameras). Need to look to save costs where possible. Buses budget has been removed and councillor allowances have been removed. Any further considerations to be sent to the clerk asap for the chairs budget working group meeting.

**16. COMMUNITY INFRASTRUCTURE LEVY**

There was nothing to add to the list this month.

**17. PRIDE OF PLACE**

This item is for all committees to think about at meetings to consider older people in the community. Cllr Rogers proposed to put the work of Older People in Isolation under this item.

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

Millennium Community Awards

**19. DATE OF NEXT MEETING:** The next meeting will be held on Tuesday 3<sup>rd</sup> December 2013 at 7.30 pm.

**The Chairman closed the meeting at 9.00 p.m.**