

Steyning Parish Council



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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 10th JANUARY 2017 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Bowell, Syred, Lloyd, Muncey, Willett, G. Sullivan, Goldsmith, Muggridge

Clerk : C. Stephenson

Members of the Public : none

MINUTES

F&C/16/117 **APOLOGIES FOR ABSENCE**
117.1 Cllr Northam

F&C/16/118 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
118.1 Cllrs. Bowell, Syred and Muggridge – SAYS

F&C/16/119 **QUESTIONS FROM THE FLOOR**
119.1 None

F&C/16/120 **MINUTES OF PREVIOUS MEETING**
120.1 Subject to the following amendments F&C/16/106.1 - should read 12.12.16; Clerk
F&C/16/107.1 - delete "but they have since rejected this"; F&C/16/113.2 -
change to " no longer submitting items to " - Cllr Bowell **proposed** and Cllr
Muncey **seconded** that the minutes for the meeting held on 6.12.12 be
accepted as a true record of that meeting. **Agreed**

F&C/16/121 **MATTERS ARISING AND ACTIONS**

121.1 F&C/16/103.1 - noted

121.2 F&C/16/106.1 - noted

121.3 F&C/16/107.1- noted

121.4 F&C/16/108.1 – Playing Field Committee to consider rents at next meeting
and report back to F&C

121.5 F&C/16/109.1 - noted

121.6 F&C/16/110.1 – noted

121.7 F&C/16/111.2 - noted

121.8 F&C/16/112.5 – noted

F&C/16/122 **SAYS**

122.1 Cllr Syred advised MOU attached to this agenda is intended as a 3 year
agreement with a break clause after 1 year. SAYS costs have been calculated

for 1 year £24,700. The proposed contract is a 3 year contract. Cllr Syred to circulate criteria to be used for monitoring the service when available.

F&C/16/123 123.1	PAYMENTS LIST DECEMBER 2016 Cllr Bowell proposed and Cllr Lloyd seconded that the list of payments for December 2016 be agreed. Agreed.	MS
F&C/16/124 124.1	RUBLEES ALLOTMENTS Cllr Lloyd advised Allotment Association have placed order for fence/gates; commencement date as yet unknown; £7k previously approved from Reserves may not be needed, Cllr Lloyd to keep F&C updated. Clerk to chase Charles Ashby for spec for fence/gates and circulate to F&C when received. Cllr Lloyd to chase confirmation from HDC regarding planning permission not being needed for proposed storage container, although Cllr Muncey advised Allotment Association may now be considering a wooden shed instead to be more in keeping with the area. Allotment Association to be reminded they will need permission from SPC for this change and to check with HDC if planning permission is needed. Cllr Pearcey be asked to update members.	TL Clerk TL Clerk Clerk
F&C/16/125 125.1	RURAL CAR PARKS On agenda for Full Council on 16.1.17 to consider response by SPC to HDC. Cllr Goldsmith has some thoughts/suggestions he would like to put forward. Encouraged by Cllr Bowell to raise at Full Council when all councillors are present and perhaps consider sharing with all Cllrs by email beforehand in order all Councillors are prepared for a discussion.	RG
F&C.16/126 126.1	STREET CLEANING/LITTER CONTRACT Cllr Muncey advised closing date is 12 noon Friday 13 th January 2017. Will report outcome to Full Council on 16.1.17	GM
F&C/16/127 127.1	GRASS CUTTING CONTRACT Cllr Lloyd advised changes have been made to draft contract in response to comments received and latest version had been circulated to Playing Field Committee members for comment as agreed on 20.12.16. Cllr Goldsmith is not in support of final version but the majority of other members have agreed the contract and the Clerk has been instructed to proceed to issuing the contract and commencing the tender process. Closing date is noon 13.2.17	Clerk
F&C/16/128 128.1	LEGIONNAIRES REPORT Reports received on Steyning Centre, High Street toilets, changing rooms. Clerk advised quotes being obtained for various works at all 3 sites. Councillors agreed these works should be carried out as soon as possible as one order. This committee acknowledged the decision made by the Steyning Centre Committee to make provision for £2500 in next year's budget to cover the works required to the Steyning Centre. However, members unanimously agreed they wished to progress the works asap so funds will need to be made available in this financial year and Cllr Bowell therefore proposed that funds be made available from General Reserves to implement recommendations asap at all 3 sites to prevent legionnaires disease and that Cllr Bowell with the Clerk will agree contractor and place order when quotes received to avoid any delay. Full Council to be updated on 16.1.17. Seconded by Cllr Lloyd. Agreed	PB/Clerk
F&C/16/129 129.1	HDC ECONOMIC STRATEGY Members felt the document was particularly Horsham centric with little or no	

	recognition for Parishes, market towns, villages etc. Cllr Lloyd to draft letter to HDC in time for HDC Cabinet meeting on 121.17 in response to document asap and request a meeting with Clare Mangan, HDC to discuss further. Clerk to circulate.	TL Clerk
F&C/16/130	FINANCIAL REGULATIONS	
130.1	Cllr Bowell proposed and Cllr Muncey seconded that the revised Financial Regulations for Steyning Parish Council be approved. Agreed.	
F&C/16/131	ANY ITEMS FROM COMMITTEE MEETINGS	
131.1	For Playing Field, Steyning Centre - see minute F&C/16/133 below	Clerk
131.2	Vacancy on Planning Cttee – Clerk to see if any councillor is on only one committee. Item of Full Council 16.1.17	
F&C/16/132	FINANCIAL MATTERS	
132.1	Clerk to check if contribution to Pool has been paid this year and to re-allocate two grants to correct budgets. Cllr Bowell proposed and Cllr Syred seconded that the Income and Expenditure report for December 2016 be approved, subject to these changes being made. Agreed	Clerk
132.2	Cllr Bowell proposed and Cllr Muggridge seconded that on this occasion SPC will have to decline the application for a grant from CAB. Agreed.	Clerk
132.3	Cllr Bowell proposed and Cllr Lloyd seconded the funding of new member training event for Cllr Pearcey. Agreed	Clerk/SP
132.4	Cllr Bowell proposed and Cllr Muncey seconded that Cllr Bowell attend both the allotment and cemetery training event on behalf of the council. Agreed	Clerk/PB
132.5	Cllr Bowell proposed and Cllr Syred seconded that the funding of CILCA qualification for Clerk be approved. Agreed	
132.6	Cllr Willett proposed Muggridge seconded the addition of Admin Assistant post to LGPS. Agreed	Clerk
132.7	Cllrs noted payment to WSCC for Ill Health Liability insurance but asked Clerk to investigate other providers and report back.	Clerk
F&C/16/133	BUDGETS 2017/18	
133.1	Cllr Bowell advised that there had been a budget working group meeting on 9.1.17 to which all Cllrs had been invited to discuss budgets for 2017/18. Changes suggested at that meeting will be incorporated into version for Full Council on 16.1.17. Cllr Bowell to reduce budget code 4342 Steyning Centre repairs by £2500 as funds are now being made available this year for legionnaire works from reserves (previously identified for fencing -no longer needed). Cllr Bowell was thanked for his time and effort in putting together the budget in consultation with the Clerk for Member consideration.	PB
F&C/16/134	PREMISES COMMITTEE	
134.1	Cllrs discussed the possibility of widening the remit of the Steyning Centre Committee to become a Property Committee taking on responsibility for the maintenance of the High Street toilets and Changing Rooms in addition to the Steyning Centre. Rental charges to remain with relevant committee. To be discussed further with possible implementation date of 1.4.17. See F&C/16/135	
F&C/16/135	FINANCIAL AND COMMUNITY COMMITTEE	
135.1	Cllrs discussed if it would be possible to start this committee earlier than 7.45pm. Cllrs acknowledged this would have a ripple effect on other committees and members/Clerks time. Cllrs Syred, Muggridge, Lloyd	

volunteered to form a working party to review this in more detail with the Clerk and Deputy Clerk inc. what cttees are needed going forward, how many members needed for each cttee quorate numbers et. Cllr **Bowell proposed** and Cllr **Lloyd seconded** that the Clerk undertake some research in other parish councils, that Cllrs Syred, Lloyd, Muggridge form a working group as above and all that all councillors are emailed to invite them to join the working group. **Agreed.**

Clerk

Clerk

F&C/16/136 Cllr **Bowell proposed** and Cllr **Lloyd seconded** that due to the confidential nature of the next item that the meeting be closed to the public to allow discussion in confidential session. **Agreed**

F&C/16/137
137.1

CCTV
Cllr Goldsmith advised of works meeting on 27.1.17 with Police and Contractor to discuss installation of replacement camera at High St. Cllrs agreed further work needs to be undertaken to establish if we wish to replace existing CCTV elsewhere. Cllr **Lloyd proposed**, Cllr **Syred seconded** that Cllrs Goldsmith/G Sullivan ask our Police contact if he will meet with us if possible before the end of January, to help us review and give advice on what's needed and help identify other suitable cost effective options for the future so that ideally we have a plan of action and quotes by the end of March 2017. All F&C members welcome to attend the meeting. **Agreed**

RG/GS

ALL

F&C/16/138 Date of next meeting 14.2.17

Meeting closed at 9.51pm

Signed
Chairman F&C Cttee

Dated 14th February 2017