

Steypning Parish Council



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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 5TH JULY 2016 AT 7.45PM IN THE STEYPNING CENTRE

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

Clerk : Carol Stephenson

Members of the Public : 4

DRAFT MINUTES

F&C/16/19	APOLOGIES	ACTION
1.1	None	
F&C/16/20	DECLARATIONS OF INTEREST AND DISPENSATIONS	
20.1	Cllrs Goldsmith, G. Sullivan – item 13.8 personal and prejudicial interest Cllrs. Syred, Bowell – SAYS	
F&C/16/21	QUESTIONS FROM THE FLOOR	
21.1	None	
F&C/16/22	MINUTES OF PREVIOUS MEETING	
22.1	To amend minute F&C/16/13.1 to read Wilson memorial Estate To amend minute F&C/16/8.1 to read a report (not a letter) received from a resident; bridle path not cycle path; WSCC had undertaken a site visit to view the area Cllr G. Sullivan advised Mr Cree still hadn't had a reply to his question raised under "Questions from the floor" – Clerk and Cllr Lloyd to check recording of that meeting Cllr G. Sullivan suggested Questions from the floor should be re-titled to Public Participation – to add to next agenda for discussion Unable to sign minutes now – add to next agenda	Clerk Clerk Clerk/TL Clerk



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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ACTION

F&C/16/22	MATTERS ARISING AND ACTIONS	
22.1	Items 5.1, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 on this agenda Items 5.2, 5.3, 5.9, 5.10, 5.11, 5.12 noted	
F&C/16/23	REVIEW COUNCIL STANDING ORDERS/POLICIES/PROCEDURES	
23.1	Due to the complexity and level of detail to be considered under these items.	
23.2	Cllr Syred proposed and Cllr Muncey seconded to set up a Working Practices	
23.3	Group to discuss and review these items, including clarification on expenses	
23.4	/allowances and report back to this committee, then on to Full Council to be	
23.5	adopted. Cllrs Bowell, Lloyd, Syred and Goldsmith volunteered to be on this group. Add item to Full Council agenda seeking other volunteers. Clerk/Deputy Clerk to ask other parish councils how they deal with councillor allowances in particular childcare and report back to next F&C committee	PB/TL/MS/RG Clerk
F&C/16/24	NEIGHBOURHOOD WARDENS REPORT	
24.1	Clerk to ask Police to attend Full Council in August to brief members on Community Protection Notices, PCSO's and Police School Liaison Officer.	Clerk
F&C/16/25	FUTURE OF SAYS	
25.1	Way forward has been agreed at Full Council in January 2016	
25.2	Two representatives to be sought at Full Council on 11.7.16	
25.3	Question is around funding, admin, management, charitable body not the good work being undertaken and confirmed it's not the service in question. Cllr G. Sullivan proposed and Cllr Goldsmith seconded Motion 1 for the council to suspend all further payments until certain conditions are met as on agenda. Cllrs G. Sullivan and Goldsmith voted for and Cllrs Syred, Lloyd, Bowell, Muggridge, Willet, Muncey, Northam against. Rejected Cllr Muncey proposed and Cllr Northam seconded that SAYS charity minutes and accounts be made available to all councillors and on web site providing not contravening charity regulations. Agreed unanimously	Clerk
25.4	Cllr Sullivan proposed and Cllr Goldsmith seconded motion 2 that a working party be established re whether future funding and management of SAYS should be through a joint committee of SAYS cluster parish councils. Cllrs G. Sullivan and Goldsmith voted for. Cllrs Syred, Northam, Bowell, Lloyd, Muggridge, Willet voted against. Cllr Muncey abstained.	
F&C/16/26	JOINT PARISH BURIAL BOARD	
26.1	Details of potential costs, solutions, arrangements etc re the purchase of additional land was shared with councillors. Add to Full Council agenda 11.7.16	
F&C/16/27	MOUSE LANE	
27.1	Awaiting outcome of bid	
F&C/16/28	BANKING IN THE HIGH STREET	
28.1	Cllr Willett proposed and Cllr Muggridge seconded that the Council adopt the services HSBC has arranged including that made with the Post Office for continuing business following the closure of the Steyning branch using a debit	

ACTION

card up to a max. £50 cash withdrawal per day and max £300 per day for on-line procurement using existing procedure for salary transactions, after Full Council on 11.7.16. **Agreed unanimously**

F&C/16/29
29.1

ANY ITEMS FROM COMMITTEE MEETINGS
None

F&C/16/30
30.1

FINANCE MATTERS

Cllr Syred **proposed** and Cllr Lloyd **seconded** acceptance of income and expenditure report subject to Clerk identifying expenditure against Salaries outsourcing and HDC grant, in time for Full Council 11.7.16. **Agreed.** Cllr Muncey abstained

Clerk

30.2

Cllr Northam **proposed** and Cllr Willet **seconded** funding of Clerk training course. **Agreed**

30.3

Cllr Syred **proposed** and Cllr Northam **seconded** appointment of temporary, 6 month part time admin post (role to be reviewed after 5 months). Cllr Muncey to take part in interviews. Clerk to report back if additional help needed. **Agreed**

GM/Clerk

30.4

Risk assessments needed regularly. Cllr Muncey and Clerk to liaise with HDC to see how they manage Legionnaires disease with a view to outsourcing and report back with potential costs.

GM/Clerk

30.5

Monitoring Officer at HDC to provide Code of Conduct training to councillors. Those councillors who have not replied to email with suggested dates to do so asap. Clerk to establish what other training is available for councillors with costs e.g Planning etc and report back

ALL**Clerk**

30.6

Cllr Goldsmith **proposed** and Cllr G. Sullivan **seconded** setting up a working group to look at all CCTV and report back to next F&C committee with quotes and list of works needed. **Agreed.** Cllrs Lloyd, Muggridge and Willett abstained. Cllrs Goldsmith, G. Sullivan, Lloyd (and Muncey if needed) have volunteered to do this.

RG/GS/TL/GM

30.7

Cllr Howell and Clerk to consider alternative solutions for finance management and report back to next F&C Committee

PB/Clerk

30.8

Agreed to move this item to the end of the meeting

F&C/16/31

APPLICATIONS FOR GRANTS

31.1

Cllr Howell **proposed** and Cllr Willett **seconded** to defer all grant applications

31.2

to next meeting. Ensure all applications are complete and are accompanied

31.3

with relevant supporting information. **Agreed**

31.4

F&C/16/32

INFORMATION ITEMS AND CORRESPONDENCE - none

F&C/16/33

COMMUNITY INFRASTRUCTURE LEVY

Cllr Willett asked how much the Council has. Clerk to report back to next meeting

Clerk

F&C/16/34 DATE OF NEXT MEETING – 2nd AUGUST 2016

Cllrs Goldsmith, G. Sullivan, having previously declared a prejudicial interest left the room. As public member was still present, cllr Syred **proposed, seconded** by S Northam to move item 13.8 to confidential item and the public member was asked to leave.

F&C/16/35 Item 13.8 on agenda – Clerk advised on expenditure to date on advice being sought by the Council. Item on Confidential section of Full Council meeting on 11.7.16

Meeting closed at 10.15pm

Signed Date 2nd August 2016
Chairman