

Steypning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 1st NOVEMBER 2016 AT 7.45PM IN THE STEYNING CENTRE

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

Clerk : C. Stephenson

Members of the Public : 1 (part)

MINUTES

- F&C/16/82** **ELECTION OF CHAIRMAN**
82.1 Cllr Syred **proposed** Cllr Bowell. **Seconded** by Cllr Northam. **Agreed**
- F&C/16/83** **ELECTION OF VICE CHAIRMAN**
83.1 Cllr Lloyd **proposed** Cllr Syred. **Seconded** by Cllr Northam. **Agreed**
- F&C/16/84** **APOLOGIES FOR ABSENCE**
84.1 None
- F&C/16/85** **DECLARATIONS OF INTEREST AND DISPENSATIONS**
85.1 Cllrs. Bowell, Syred and Muggridge – SAYS
- F&C/16/86** **QUESTIONS FROM THE FLOOR**
86.1 None
- F&C/16/87** **MINUTES OF PREVIOUS MEETING**
87.1 Cllr Bowell **proposed** and Cllr Muncey **seconded** that the minutes for the meeting held on 4.10.16 be accepted as a true record of that meeting. **Agreed**
- F&C/16/88** **MATTERS ARISING AND ACTIONS**
88.1 F&C/16/70.1 – noted
88.2 F&C/16/70.3 – noted
88.3 F&C/16/73.1 – see minute F&C/16/89 below



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

88.4	F&C/16/74.1 – Chairs have submitted draft budgets for 2017/18; to be collated into one document and presented to next meeting.	ALL
88.5	F&C/16/75.1 – see minute F&C/16/90 below	
88.6	F&C/16/76.1 – ongoing, noted	
88.7	F&C/16/80 – see minute F&C/16/96 below	
88.8	F&C/16/58.2 –noted. Risk assessments to be undertaken 9.11.16	
F&C/16/89	SAYS	
89.1	Cllr Syred advised MOU being prepared; awaiting confirmation of final costings; HDC to invoice individual councils going forwards. SPC have budgeted up to 31.3.17. Cllr Bowell to enquire if SAYS Charity needs to be in funds at all time including when being wound up. Cllr Bowell to update members after next SAYS meeting.	PB PB
89.2	Clerk to see if there is a risk assessment for current SAYS initiative. Agreed there should be for “new” arrangement. Cllr Lloyd asked for a business plan before going forwards. However, Syred advised it is hoped MOU will answer many of the issues – financial arrangements/responsibilities/liabilities, lines of communication etc . which she will circulate when available. Members have asked for sight of new contract when available. Clerk to add this item to next agenda when it is hoped more information will be available.	Clerk MS Clerk
F&C/16/90	SEC 106 MONIES	
90.1	Agreed Playing Field Committee to take lead and pursue option to submit a request to draw down funds for new playground equipment. Cllr Lloyd to liaise with Clerk. Cllr Muncey proposed additional use of Sec 106 monies for new Youth centre at Bayards Field. All Chairs were asked to review any other needs within each of their committees and advise Cllr Lloyd if any. Cllr Goldsmith suggested new bench on Goring Road - Highways and Lighting Committee to consider.	TL/Clerk ALL
F&C/16/91	BUDGETS 2017/18	
91.1	Cllr Bowell asked each Chair to look at draft budgets circulated today and a) look at summary b) check the figures c) see if anything is missing advise him of anything asap. To discuss further at Chairs meeting on 2.11.16. Cllr Goldsmith asked what monies are available for development of the web site – Clerk advised £750 for 2016/17. Agreed to ask Cllr Picking if he will continue his work on this liaising with the Clerk as necessary. Clerk and Deputy Clerk to have input re operational/customer requirements. Bring back to this committee for consideration in due course. Cllr Northam suggested an outline brief is needed and reminded 3 quotes will be required. Cllrs Bowell and picking to meet with Clerk to progress this financial year. Clerk to forward email from Cllr Picking to councillors on this committee.	ALL PB Clerk/Deputy PB
F&C/16/92	ANY ITEMS FROM COMMITTEE MEETINGS	
92.1	Playing Field Committee 25.10.16 – Cllr Lloyd advised of outcome of Rublee allotment meeting held on 24.10.16.Cllr Lloyd proposed and Cllr Northam seconded that funds be made available to seek legal advice re a) can we ask allotmenters to move their sheds and to move them ourselves if they refuse b) do the Terms and Conditions attached to the grant between Tesco and the	

- Allotment Association also transfer to the council or not ? **Agreed** up to £1000 for such advice. Cllr Muggridge abstained. **TL**
- 92.2** Highways and Lighting Committee 18.10.16 – Cllr Muncey advised new flooring to be provided to all toilets in High Street and to be paid from existing budgets. Tender period for street clean/litter contract closes noon Fri 4th November 2016. EOM Full Council meeting scheduled for 3.11.16 to discuss rural car park charging issue. Cllr Lloyd asked if it might be possible to clean the toilets in the High Street 3 times a day during the summer – budget implications. Agreed to leave budgets as they are for now. Cllr Lloyd advised still awaiting further information from HDC re costs implications for changes to car parks in Steyning. Cllr Lloyd to provide as much information as is currently available at the meeting. Cllr Muncey to circulate correspondence from Ben Gold at HDC re proposed car park charging in time for EOM and results of survey when available. **TL**
GM
- 92.3** Cllr Willett advised currently seeking prices for replacement internal folding doors between rooms which need to be sound proofed.
- F&C/16/93** **FINANCIAL MATTERS**
- 93.1** Clerk to circulate financial Income & Expenditure report as soon as available. **Clerk**
- 93.2** Cllr Willett **proposed** and Cllr Northam **seconded** purchase of desk for admin assistant under Clerk’s emergency H&S powers. To be funded by Steyning Centre budget. **Agreed** **Clerk**
- F&C/16/94** **INFORMATION/CORRESPONDENCE ITEM**
- 94** Mobile phone signal in Steyning – to discuss at Full Council on 7.11.16
- Due to the confidential nature of the following items Cllr Bowell **proposed** and Cllr Lloyd **seconded** that they be discussed in confidential session. **Agreed**
- F&C/16/95** **MILLENNIUM AWARDS**
- 95.1** Councillors agreed on the extremely high calibre of nominees being put forward this year and considered each of them in turn. Councillors agreed to award 3 certificates this years and these will be announced at the Chairman’s function on 5.12.16.
- F&C/16/96** **CCTV**
- Agreed for Cllrs G Sullivan and Goldsmith to further develop the work undertaken to date as discussed and report back, with other councillors if available. To also obtain quote for Fletchers Croft as previously agreed. **GS/RG**
- F&C/16/97** **DATE OF NEXT MEETING 6.12.16**
- Meeting closed at 9.50pm

Signed **Dated 6th December 2016**
Chairman F&C Cttee