

Steyning Parish Council



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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 11th APRIL 2017 AT 7.45PM IN THE STEYNING CENTRE

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

Clerk : C. Stephenson

Members of the Public : 2 (further 2 for item 169)

MINUTES

F&C/16/158 APOLOGIES FOR ABSENCE

158.1 Cllr Northam

F&C/16/159 DECLARATIONS OF INTEREST AND DISPENSATIONS

159.1 Cllrs. Muncey - personal interest in WSx Mediation Service, past employer

F&C/16/160 QUESTIONS FROM THE FLOOR

160.1 Q. Mr Cree – Could end of year budget figures for 16/17 be upload onto council web site

A. Yes Clerk to action. Clerk advised these will only be draft figures for now until all outstanding invoices/ debtors etc have been accounted for and final end of year outturn figures have been agreed and audited.

Clerk

Q. Mr Cree – Could budget figured for 17/18 be uploaded on to council website.

A. Yes Clerk to action

Clerk

F&C/16/161 MINUTES OF PREVIOUS MEETING

161.1 Cllr Bowell **proposed** and Cllr Muncey **seconded** that the minutes for the meeting held on 14.3.17 be accepted as a true record of that meeting. **Agreed**

F&C/16/162 MATTERS ARISING AND ACTIONS

162.1 F&C/16/144.1 - noted

162.2 F&C/16/150.3 – Cllr Bowell and Clerk looking into this.

Clerk/PB

162.3 F&C/16/156.6 & 7- noted

162.4 F&C/16/150.9 - noted

162.5 F&C/16/150.10 – Steyning Centre Committee have since agreed to proceed with gas care cover.

162.6	F&C/16/ 151.1 – new dates being canvassed for meeting with HDC to include HDC officers to cover queries relating to Car Park Charges.	
162.7	F&C/16/156 – staff matter, see F&C/16/172 below	
F&C/16/163 PAYMENTS LIST MARCH 2017		
163.1	Cllr Bowell proposed and Cllr Lloyd seconded that the list of payments for March 2017 be agreed. Agreed.	
F&C/16/164 LEGIONNAIRES		
164.1	Clerk requested the Council revert to the original quote provided by specialist company for them to undertake legionnaires testing and monitoring. Cllr. Bowell proposed and Cllr Syred seconded that the original quote for 12 monthly checks by specialist contractor be accepted, already in the budget. Agreed.	Clerk
F&C/16/165 VARIATION OF LEASE, HIGH STREET TOILETS		
165.1	Cllr Muncey proposed that the council accept the deed of variation on the lease relating to the High Street toilets provided by HDC be accepted. Cllr Lloyd seconded. Agreed	Clerk
F&C.16/166 ANY ITEMS FROM COMMITTEE MEETINGS requiring financial approval or actions from this committee		
166.1	Playing Field Committee 28.3.17 – None	
166.2	Steyning Centre Committee dated 4.4.17 - None	
F&C/16/167 TELEPHONY		
167.1	Clerk advised of recent quote received from alternative telephony/ broadband provider highlighting potential savings to the council. Cllr Lloyd proposed and Cllr Muncey seconded that the Clerk be asked to a) speak to Adur/Worthing councils to see if they have been satisfied with the product recently installed there, b) with Deputy Clerk to consider this and other options and report back to next meeting with a view to c) undertaking further investigation and perhaps invite provider in to demonstrate their product and d) ask existing provider if they can offer an cheaper price. Agreed	Clerk Clerk/Deputy Clerk
F&C/16/168 FINANCIAL MATTERS		
168.1	Cllr Lloyd proposed and Cllr Syred seconded that the income and expenditure report for March 2017 be accepted. Agreed.	
168.2	Cllr Bowell advised not yet in a position to present proposed figures for carry forward to next financial year as still awaiting some invoices relating to 2016/17. Will hopefully be able to report back to this committee in May. Noted.	PB/Clerk
168.3	Councillors reminded of previous arrangement and only consider grant applications on a quarterly basis, next time being June 2017. Clerk to advise WSx Mediation Service accordingly.	Clerk
F&C/16/169 CORRESPONDENCE/INFORMATION ITEMS		
169.1	Having agreed that the Council would like to support Steyning In Bloom with this proposal if they can, Cllr Bowell proposed and Cllr Lloyd seconded that subject to the Clerk checking with the council's Internal Auditor that this is permissible, the council agrees to support Steyning in Bloom as requested. Agreed	Clerk

F&C/16/170 Cllr Bowell **proposed** and Cllr Lloyd **seconded** that the following items be discussed in confidential session and that members of the public be asked to leave at this point. **Agreed.**

F&C/16/171 **CCTV**

171.1 Cllr Goldsmith and Sullivan felt they had taken this project as far as they could. Cllr Bowell **proposed** and Cllr Lloyd **seconded** that a small working group be set up to be led by Cllr Muncey assisted by Cllrs Syred, Lloyd and Bowell if needed, to take this project forward and Clerk to arrange a meeting with Police, Wardens, Greg Charman and Community Partnership asap. Invitation to be extended to all F&C members. **Agreed.**

GM/TL/MS/PB

Clerk

F&C/16/172 **STAFFING MATTER**

172.1 Cllr Willett **proposed** and Cllr Lloyd **seconded** that the Clerk be asked to offer the post of Clerk/RFO to the preferred applicant subject to satisfactory references and undertaking CILCA qualification and to ask if they might be able to start any earlier than the 2 month notice period quoted. **Agreed.**

Clerk

172.2 Existing Clerk has offered to remain in post until 21.4.17 and then on a short term contract as RFO for up to 18.5 hours a month. Locum arrangements are being put in place from 24.4.17. All within existing budget. Members acknowledged that some committees will need to be clerked by councillors in the short term.

172.3 Cllrs Lloyd and Muncey to meet with Clerk and deputy to discuss continuity/budget and report back to next meeting.

TL/GM/Clerk/Deputy

172.4 Cllr Willett **proposed** and Cllr Lloyd **seconded** should the above candidate for Clerk position decline, that the post be offered to the other suitable candidate. **Agreed.**

Clerk

F&C/16/173 **LEGAL EXPENSES**

173.1 Cllr Bowell advised members of the nature of this item at which point Cllr Goldsmith declared a personal and prejudicial interest and left the room at 9.15pm. Following lengthy discussion it was agreed that the Clerk would clarify with the council's insurers to establish what the excess, payable by the council, would relate to and advise members. Cllr Bowell **proposed** and Cllr Muggridge **seconded** that correspondence relating to this matter should not be widely circulated amongst other members as advised to the council on a previous occasion. **Agreed.** Cllrs Willett, G Sullivan, Syred, Muncey **abstained.**

Clerk

Date of next meeting – 9th May 2017

F&C/16/174

Meeting closed at 9.37pm

Signed

Date 9th May 2017

Chairman of F&C Committee