

Steyning 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 14th MARCH 2017 AT 7.45PM IN THE STEYNING CENTRE

Present : Cllrs Bowell, Syred, Lloyd, Muncey, Willett, Muggridge

Clerk : C. Stephenson

Members of the Public : 1

MINUTES

F&C/16/139 APOLOGIES FOR ABSENCE

139.1 Cllr Northam, Goldsmith, G Sullivan

F&C/16/140 DECLARATIONS OF INTEREST AND DISPENSATIONS

140.1 Cllrs. Bowell, Syred and Muggridge – SAYS

F&C/16/141 QUESTIONS FROM THE FLOOR

141.1

Q. Mr Cree – Could SAYS accounts for 2015/16 be upload onto council web site and how much was sent for 2015/16 ?

A. Yes will place accounts on website and will come back to Mr Cree with information requested.

Q. Mr Cree – see email

A. every year the council works on a zero based budget. 2017/18 budgets will be uploaded onto website in due course.

Q. Mr Cree – question was asked in relation to the proposed new committee structure.

A. Mr Cree was advised that no decision has yet been made on the way forward and that this matter will be discussed by Full Council on 19.4.17.

F&C/16/142 MINUTES OF PREVIOUS MEETING

142.1

Cllr Bowell **proposed** and Cllr Muncey **seconded** that the minutes for the meeting held on 10.1.17 be accepted as a true record of that meeting. **Agreed**

F&C/16/143 MATTERS ARISING AND ACTIONS

143.1 F&C/16/124 - noted

143.2 F&C/16/125 - noted

143.3 F&C/16/126 - noted

143.4 F&C/16/127 -noted

143.5 F&C/16/128 - noted

143.6 F&C/16/129 - noted

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| 143.7 | F&C/16/131.2 - noted | |
| 143.8 | F&C/16/132.2 – noted | |
| 143.9 | F&C/16/132.3 – noted | |
| 143.10 | F&C/16/132.4 – noted | |
| 143.11 | F&C/16/132.6 – noted | |
| 143.12 | F&C/16/132.7 – Clerk to report back | Clerk |
| 143.13 | F&C/16/133.1 - noted | |
| 143.14 | F&C/16/135.1 – item on Full Council agenda 19.4.17 | |
| 143.15 | F&C/16/137.1 – see F&C/16/155 below | |
| F&C/16/144 | SAYS | |
| 144.1 | Cllr Howell advised that there had been a meeting the previous evening and that the final documents to be considered and signed are still awaited. Clerk to add to agenda for EOM Full Council meeting on 27.3.17 | Clerk |
| F&C/16/145 | PAYMENTS LIST JANUARY AND FEBRUARY 2017 | |
| 145.1 | Cllr Howell proposed and Cllr Willett seconded that the list of payments for January 2017 be agreed. Agreed. Cllr Howell proposed and Cllr Syred seconded that the list of payments for January 2017 be agreed. Agreed. | |
| F&C/16/146 | LEGIONNAIRES | |
| 146.1 | Clerk confirmed order had been placed for remedial works at Steyning Centre, High Street toilets and the changing rooms. Works due to start w/c 20.3.17. Cllr. Lloyd proposed and Cllr Muncey seconded that the revised quote for 6 monthly and annual inspections by specialist contractor be accepted. Agreed | Clerk |
| F&C/16/147 | SEC 106 MONIES | |
| 147.1 | Confirmation has been received that Sec 106 applications would be accepted for new playground equipment and CCTV. Cllr Lloyd to lead on Council’s application. | TL |
| F&C.16/148 | COMMITTEE ITEMS | |
| 148.1 | Playing Field Committee dated 7.2.17 and 22.2.17 – see F&C/16/150.5 and F&C/16/150.8 below Highways and Lighting Committee dated 7.3.17 – Cllr Muncey advised all within budget. | |
| F&C/16/149 | BUSINESS PLAN/EMERGENCY PLAN | |
| 149.1 | Agreed to add these to Working Practices Group for review. In the meantime Clerk to update names and contact details on existing documents and re-circulate to emergency services. | Clerk |
| F&C/16/150 | FINANCE MATTERS | |
| 150.1 | Clerk to check code 4032 - grant to RBL for 2016/17 has been claimed and paid and any internal recharges undertaken. Clerk to ascertain why double entry for code 4101. Cllr Lloyd proposed and Cllr Syred seconded that the income and expenditure report for January and February 2017 be accepted. Agreed. | Clerk |
| 150.2 | Cllr Howell confirmed annual increase in salaries has been included in budget for 2017/18. | |
| 150.3 | Cllr Muncey proposed and Cllr Lloyd seconded that Cllr Howell and the Clerk be delegated to set up a new bank account solely for Council Reserves and to operate in accordance with Council Financial Regulations. Agreed. | PB/Clerk |
| 150.4 | Members noted annual internal audit engagement letter. | |

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| 150.5 | Cllr Lloyd proposed and Cllr Syred seconded that the balance of £7k previously agreed to be used from reserves towards Rublees fence be put back into reserves. Agreed | |
| 150.6 | Clerk to advise St Barnabas that due to a shortage of funds this year the council is unable to contribute towards this cause on this occasion. Clerk to invite them to re-apply early 2017/18. | Clerk |
| 150.7 | Clerk to advise Steyning Music Society that due to a shortage of funds this year the council is unable to contribute towards this cause on this occasion. Clerk to invite them to re-apply early 2017/18. Clerk to ascertain who owns the piano. | Clerk |
| 150.8 | Cllr Lloyd proposed and Cllr Muncey seconded that a sum not exceeding £1000 be allocated to obtain legal advice in respect of the proposed of the additional clauses in the new allotment agreement. Agreed . Delegated to Cllr Lloyd and Clerk to action. | TL/Clerk |
| 150.9 | Cllr Muncey proposed and Cllr Syred seconded that the council accept the quote for £380 to paint the CCTV pole whilst installing the new camera in the High Street. Agreed . | Clerk |
| 150.10 | Cllr Syred proposed and Cllr Lloyd seconded that the Clerk and Deputy to discuss level of gas care cover required; to be referred to Steyning Centre Committee on 4.4.17 for consideration and progressing and subject to a site visit by British Gas, to obtain a gas care contract up to a maximum spend of £396 from Annual Maintenance Contract budget. Agreed . | Clerk |
| F&C/16/151 | HDC ECONOMIC STRATEGY | |
| 151.1 | Agreed to invite Clare Mangan HDC to a meeting for HDC to outline their proposals and ideas and relation to other HDC policies e.g. car parking. To invite other councillors, Business Chamber, Partnership. | Clerk |
| F&C/16/152 | CORRESPONDENCE/INFORMATION ITEMS | |
| 152.1 | Clerk advised that following a complaint made by a member of the public to the Information Commissioners Office regarding alleged non compliance of the Council with the mandatory Publication Scheme for Parish Councils, the Council has been advised that the Commissioner has investigated and acknowledges the Council's improvement activity with regard to compliance and has informed the complainant that the file is now closed. Noted. | |
| F&C/16/153 | See F&C/16/141.1 above | |
| F&C/16/154 | Cllr Howell proposed that the meeting now move into confidential session under Standing Order 3e. Cllr Lloyd seconded . Agreed . The member of the public left the room at this point | |
| F&C/16/155 | CCTV | |
| 155.1 | Cllrs Goldsmith and G Sullivan were not present to provide an update on any progress being made nor quotes previously requested. Clerk to arrange meeting with Police and to invite all councillors, Business Chamber, Greg Charman and Wardens to discuss possible future options. Clerk to remind Cllrs Goldsmith and G Sullivan of a) agreed trial replacement camera (with no commitments) in High Street and to progress if not already in hand; b) to undertake work to satisfy Principle 1 and report back to next F&C committee and c) to advise this committee if unable to undertake this project. | Clerk RG/GS |
| F&C/16/156 | STAFFING MATTER | |

156.1 Councillors have agreed a way forward. Clerk to follow up on agreed actions. **Clerk**

F&C/16/157 **Date of next meeting 11th April 2017**

Meeting closed at 10.15pm

Signed
Chairman of F&C Committee

Date 11th April 2017