

Steyning Parish Council

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www.steyningpc.gov.uk

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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 6th DECEMBER 2016 AT 7.45PM IN THE STEYNING CENTRE

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

Clerk : C. Stephenson

Members of the Public : none

MINUTES

F&C/16/98 APOLOGIES FOR ABSENCE

98.1 Cllrs Northam, Lloyd

F&C/16/99 DECLARATIONS OF INTEREST AND DISPENSATIONS

99.1 Cllrs. Bowell, Syred and Muggridge – SAYS
Cllr Willet (HDC) car park project

F&C/16/100 QUESTIONS FROM THE FLOOR

100.1 None

F&C/16/101 MINUTES OF PREVIOUS MEETING

101.1 Cllr Bowell **proposed** and Cllr Muncey **seconded** that the minutes for the meeting held on 7.11.16 be accepted as a true record of that meeting.

Agreed

F&C/16/102 MATTERS ARISING AND ACTIONS

102.1 F&C/16/88.4 – item 10 on agenda

102.2 F&C/16/89.1 – item 6 on agenda

102.3 F&C/16/89.2 - noted

102.4 F&C/16/90.1 - noted

102.5 F&C/16/91.1 – item 10 on agenda, other points noted

102.6 F&C/16/92.1 – item 8 on agenda

102.7 F&C/16/92.2 - noted

102.8 F&C/16/93.1 – item 15.1 on agenda

102.9 F&C/16/93.2 – noted

102.10 F&C/16/9 item 18 on agenda

F&C/16/108	BUDGETS 2017/18	
108.1	Cllr Bowell advised that budgets are nearing completion. Cllr Bowell asked that Steyning Centre Committee review salaries and room hire charges including whether there is a need for a caretaker to be present at all times or not and for Playing Fields Committee to review rents for use of changing rooms. Both to report back. Cllr Bowell noted there is no budget provision for Neighbourhood Plan for next year. Cllr Muggridge advised unknown at present but may require additional funds due to change in approach and involvement of HDC in the process which could result in major re-work. Limited funds left, so would require seeking grants as before but may not be successful. Cllr Bowell to note for budget purposes.	MW TL PB
F&C/16/109	REVISED STANDING ORDERS	
109.1	Cllr Bowell proposed and Cllr Willett seconded that the revised Standing orders be agreed. Agreed. Clerk to circulate	CLERK
F&C/16/110	FREEDOM OF INFORMATION POLICY	
110.1	Cllr Bowell proposed and Cllr Muggridge seconded that the new Freedom of Information Policy be agreed. Agreed. Clerk to circulate.	CLERK
F&C/16/111	ANY ITEMS FROM COMMITTEE MEETINGS	
111.1	Playing Field Committee EOM 30.11.16 – covered above.	
111.2	Highways and Lighting Committee 22.11 .16 – Cllr Muncey updated on Rural Car Park issue. Now a formal 21 day consultation period, expiry date to be advised due to Christmas. A detailed discussion did not take place as this will happen with all councillors present at Full Council on 12.12.16. Cllr Muggridge advised Steyning businesses are looking to SPC to support them in future lobbying. Cllr Muncey also advised work progressing well on High Street toilets.	ALL
111.3	Steyning Centre Committee 15.11.16 - Cllr Willett advised now looking to repair internal doors at a cost of up to £2500 in this year's budget.	
F&C/16/112	FINANCIAL MATTERS	
112.1	Cllr Bowell proposed and Cllr Muggridge seconded that the Income and Expenditure report for October be agreed. Agreed. Clerk to circulate Income & Expenditure report for November as soon as available.	CLERK
112.2	Cllr Muncey proposed and Cllr Willett seconded that a grant of up to £160 be awarded to the Steyning Community Orchard Group. Agreed	
112.3	Cllr Bowell proposed and Cllr Goldsmith seconded that the sum of £1000 be awarded to Steyning in Bloom allocated in this year's budget. Agreed	
112.4	Cllr Bowell proposed and Cllr G Sullivan seconded that the sum of £1000 be awarded to Steyning Business Chamber towards the Christmas lights allocated in this year's budget. Agreed	
112.5	Clerk to establish if CAB pay for room hire or as part of the "grant" – add to next agenda for further discussion	CLERK
112.6	Cllr Syred proposed and Cllr Willett seconded that the admin post be made permanent and to increase the hours to 20 hours per work from 1.1.17. Agreed	
112.7	Cllr Willett sought to create a contingency budget for major issues relating to the Steyning Centre in future years. Cllr Bowell advised already an annual maintenance but should any "emergency" issues arise, the use of general	

reserves will apply.

F&C/16/113 INFORMATION/CORRESPONDENCE ITEM

113.1 Cllr Muncey **proposed** and Cllr Syred **seconded** that SPC write to officer to pursue issue of poor mobile phone signal in Steyning. **Agreed** CLERK

113.2 Cllr Syred **proposed** and Cllr Willett **seconded** that SPC no longer produce newsletter saving £xx pa. **Agreed**. To explore social media alternatives going forwards. Clerk to put note on noticeboard advising of decision. CLERK
CLERK

F&C/16/114 Due to confidential nature of the following items Cllr Howell **proposed** that these be discussed in a confidential session. **Seconded** by Cllr Willett. **Agreed**. It was also agreed to deal with item 18 next due to limited time left for meeting.

F&C/16/115 CCTV

115.1 Cllr Goldsmith updated on proposed trial. Compliance responsibility of the Police. Potential cost of £6k pa plus GPS costs of £45/50 pm to be confirmed. Meeting scheduled for 10am Mon 12th Dec 2016 with Police. Clerk asked to email councillors of this committee inviting them to attend if they wish. Cllr Muncey reminded no budget provision as yet for 2017/18. Cllr Howell reminded that 2017/18 budgets are nearing completion so if there are any CCTV budget requirements for 17/18 these should be advised to him as a matter of urgency. Cllr Goldsmith **proposed** 1 month free trial at no cost and no ongoing liability, compliance rests with the Police, possible cost for GPS. **Seconded** by Cllr G Sullivan. **Agreed**. RG/GS/
CLERK

Due to the time, item 17 cannot be discussed at this meeting.

F&C/16/116 Date of next meeting 10.1.17 ALL

Meeting closed at 10.17pm

Signed
Chairman F&C Cttee

Dated 10th January 2017