

Steypning Parish Council



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MEETING OF FINANCE AND COMMUNITY COMMITTEE HELD ON 6TH SEPTEMBER 2016 AT 7.45PM IN THE STEYPNING CENTRE

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

Clerk : Hazel Roxby

Members of the Public : 1

DRAFT MINUTES

F&C/16/52	APOLOGIES	ACTION
52.1	There were no apologies from Cllrs.	
F&C/16/53	DECLARATIONS OF INTEREST AND DISPENSATIONS	
53.1	Cllrs. Syred, Bowell and Muggridge– SAYS	
F&C/16/54	QUESTIONS FROM THE FLOOR	
54.1	A member of the public thanked Cllr Syred and the Clerk for getting SAYS and the Management meetings minutes uploaded to the website. There are still some minutes that appear to be missing and these are Minutes of 18 th November 2015, 11 th December 2015 and 23 rd June 2016. It was noted that these minutes have been requested from the Clerk holding them and will be uploaded as soon as possible.	D/CLERK
F&C/16/55	MINUTES OF PREVIOUS MEETING	
55.1	It was noted that 16.41 of the last minutes should state Horsham Matters instead of HDC, with this noted Cllr Syred proposed that the minutes of the meeting held on 2 nd August be accepted as a true record of that meeting. Cllr Northam seconded. Agreed	
F&C/16/56	MATTERS ARISING AND ACTIONS	
56.1-45.1	Transfer funds to H&L budgets – The Clerk is liaising with the software company to see if this can be done.	Clerk
56.2 – 46.3	Still to look at back up IT alternative solution - Ongoing	Clerk



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- F&C/16/57** **SAYS**
57.1 Cllr Syred informed an email to the Clerks of Ashurst, Bramber and Upper Beeding has been sent informing that Steyning Parish Council has formally voted to support a 3 year commitment to form a joint parish youth group starting from 1st April 2017. If the other parishes are in agreement a meeting will be convened to progress this further. **Clerk**
Confirmation of cost is still awaited from Horsham Matters.
It was queried whether tendering should be done for the contact. Clerk to check with HDC if a tendering process is required for the youth provision service.
It was suggested that 3 members of each council should sit on the Management Group. There will be new Terms of Reference and an MOU.
- F&C/16/58** **PREVENTION OF LEGIONNAIRES DISEASE**
58.1 Cllr Muncey informed that 2 quotes have been received so far and a further quote is expected after a site visit on Wednesday 7th September. The quotes are for assessment and sampling at a cost of: quote 1 @ £840.00 and quote 2 @ £735.00.
58.2 To ensure the process is not delayed any longer and decision can be made before the next Highways and Lighting meeting Cllr Lloyd **proposed, seconded** **MS/CLERK**
by Cllr Northam that maximum sum of £840.00 be allowed from the F&C Budget for this project. **Agreed**
- F&C/16/59** **BUDGETS 2017/18**
59.1 Cllr Bowell suggested that the chairs of each committee should work on their budgets with the Clerk to ensure they are ready to be considered at their next meetings. **All Chairman**
The Clerk will circulate last year's budgets to all Chairman and check with HDC concerning the Wardens budget.
SAYS and CCTV costs need to be considered and each committee need to consider any projects bearing in mind a desirable 0% increase.
- F&C/16/60** **SECTION 106 MONIES**
60.1 Cllr Willett informed that a new list of S106 monies has been created by Susanne Shaw an unspent monies. The Clerk to check this list with HDC.
60.2 The Community Infrastructure Levey wish list for the council was circulated. It was noted that many of the projects had now been completed and committee should re-evaluate the list over the coming months. **Clerk**
Clerk to send out both lists and explanation for how the monies can be spent. Chairman of each committee to report back to F&C next month after re-evaluating their items on the list.
- F&C/16/61** **ANY ITEMS FROM COMMITTEE MEETINGS –**
61.1 Cllr Lloyd reported that there had been a good meeting held with representatives of the allotment Association. Providing the project is completed by 14th April 2017 grant money will still be available for Tesco.

Cllrs Lloyd and Syred are meeting at the allotment site to assess how many sheds will require moving and how this can be achieved.
Further quotes will be obtained for the clearing of the area and also for the fencing.
It was noted that the Clerk is awaiting an email concerning confirmation on the rules for the VAT process.

TL/MS

F&C/16/62

FINANCE MATTERS

62.1 The Income & Expenditure Report for August 2016 was not available .

62.2 The review of the Financial Regulations will be added to the list of reviews for the Working Practices Groupon on 29TH September at 7pm.

62.3 Cllr Muggridge reported that the planning committee have been informed of a planning training/update to be held by SSALC on 11th October at a cost of £55 + VAT. It is hoped that HDC will also be holding training sessions which will be free of charge. Cllr Muncey informed that the training at both SSALC and HDC are very informative and both are worth attending.

Cllr Muggridge **proposed, seconded** by Cllr Muncey a request for funds from the training budget to send 2 councillors on Planning training course. **Agreed.**

62.4 Due to a hand written note on the Deputy Clerks draft agenda there was confusion amongst councillors whether an item for Poll Cards was on the agenda. The Deputy Clerk informed that late information had been received from HDC concerning a choice for poll cards, the expenditure they would incur and an HDC deadline of 4pm on Friday 9th September if they were required. SSALC had informed the office that a late item could not be added and therefore the item was not on the published agenda and could not be discussed. Councillors had instead been asked to correspond with the Clerk re their preference for Poll Cards.

Councillors noted that this was not best practice for agreeing a financial item and it was determined that HDC be informed that their deadline could not be met and an item will be placed on the agenda for discussion at the Parish Council meeting on Monday.

**D/CLERK
BOOK
TRAINING**

**D/CLERK
SN**

F&C/16/63

WARDENS REPORT

63.1 It was noted that this item is also on the full council agenda every month and the Wardens attend and give their report. Cllr Howell **proposed, seconded** by Cllr Northam that in future Wardens Reports only be on the Parish Council agenda. **Agreed.**

CLERK

F&C/16/64

ANNUAL RETURN YEAR ENDED 31.3.2016

564.1 The Annual Return for 2015/16 was noted by all councillors. There are action items for the Clerk to note within the correspondence received from PK Littlejohn concerning publishing the annual return.

CLERK

F&C/16/65

INFORMATION AND CORRESPONDENCE ITEMS

65.1 Recording of meetings which was agreed last April would be placed on the website has not be possible due to problems with the recording device and uploading issues on the website. It was suggested that alternative websites be investigated. Cllr Lloyd **proposed, seconded** by Cllr Northam that the Clerk and

CLERK/MS

CLLR Syred be delegated to investigate websites and report back to the next committee. **Agreed**

65.2 Cllr Muncey reported that grant money has been confirmed by the Lottery for the High Street toilets urinals. The contract has been awarded and an order will be sent. There are still some final details such as flooring upgrade and a decision on either bowl or troughs to be discussed by the council.

GM/D-CLERK

F&C/16/66 **DATE OF NEXT MEETING: 7.45pm on 4th October 2016**

Due to the confidential nature of this item, Cllr Syred proposed, seconded by Cllr Northam that this be discussed in a confidential session - Standing Order 3e applies

F&C/16/67
67.1

CCTV

It was noted that there are 4 CCTV owed by the Parish Council and each should be investigated as a separate items.

It was noted that each system will have compliance rules to be adhered to.

Cllrs Goldsmith and G Sullivan were asked to supply an update on the High street camera spec and price.

RG/GS

A meeting has been provisionally arranged with the Parish Councils contactors to discuss 2 of the systems. Meeting needs to be confirmed and cllrs informed.

Clerk

The Chairman closed the meeting at 9.25pm



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