

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

**TO ALL MEMBERS OF THE FINANCE AND COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 14th MARCH 2017 AT 7.45 PM
IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BUT WILL BE ASKED TO LEAVE BEFORE ITEM 15 DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS (Standing Order 3e applies)

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest in items on the agenda and consider any dispensations
- 3.0 QUESTIONS FROM THE FLOOR**
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree and sign the minutes of the meeting held on 10.1.17. Meeting scheduled for 14.2.17 cancelled inquorate.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&C/16/124 – Rublees fence – spec for fence circulated; reminded Allotment Association of need to obtain SPC permission for shed in lieu of container and to check if planning permission is needed.
 - 5.2** F&C/16/125 – Cllr Goldsmith was asked to circulate ideas re rural car parking options prior to Full Council discussion. Nothing forwarded.
 - 5.3** F&C/16/126 – Street cleansing /litter contract awarded. Commences 1.4.17
 - 5.4** F&C/16/127 – grass cutting tender closed 13.2.17. 15 submissions. Contract awarded. Commences 1.4.17
 - 5.5** F&C/16/128 – Legionnaires work - Clerk/Cllr Howell agreed quote. Order placed.
 - 5.6** F&C/16/129 – letter sent to HDC in response to Economic Strategy. Recent reply circulated.
 - 5.7** F&C/16/131.2 – Clerk confirmed all councillors on two committees
 - 5.8** F&C/16/132,2 – CAB advised of outcome of grant application



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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

- 5.9 F&C/16/132.3 – Cllr Pearcey’s training course booked.
- 5.10 F&C/16/132.4 – Cllr Bowell’s allotment/cemetery course booked
- 5.11 F&C/16/132.6 – admin post added to LG Pension scheme
- 5.12 F&C/16/132.7 – ongoing investigation into alternative ill health liability insurance cover
- 5.13 F&C/16/133.1 - Budgets for 2017/18 agreed at EOM Full Council on 23.1.17.
- 5.14 F&C/16/135.1 – Clerk/Deputy Clerk research undertaken re alternative committee structures; working group held 30.1.17, draft proposals to members 13.2.17; item for discussion at Full Council 19.4.17.
- 5.15 F&C/16/137.1 – CCTV see item 15 on this agenda

- 6.0 **SAYS**
- 6.1 Update including ongoing costs for 16/17 and beyond
- 6.2 To discuss and agree contract with Horsham Matters, MOU and Terms of Reference

- 7.0 **PAYMENTS 2016/17**
- 7.1 To approve list of payments made by the council 1.1.17 – 31.1.17 and 1.2.17 – 28.2.17

- 8.0 **LEGIONNAIRES REPORT**
- 8.1 Clerk to advise on progress inc expenditure on staff training and to consider revised quote for specialist testing

- 9.0 **SECTION 106 MONIES**
- 9.1 Discuss and agree way forward

- 10.0 **ANY ITEMS FROM COMMITTEE MEETINGS** items requiring financial approval or actions from this Committee
- 10.1 Playing Fields Committee – 7.2.17 and EOM 22.2.17 see items 12.5, 12.8 below
- 10.2 Highways and Lighting Committee – 24.1.17 – meeting cancelled; meeting 7.3.17

- 11.0 **BUSINESS PLAN/EMERGENCY PLAN**
- 11.1 Agree to add these items to Working Practices work programme

- 12.0 **FINANCIAL MATTERS**
- 12.1 To agree Income & Expenditure Report for January and February 2017
- 12.2 To note increase in salaries from 1.4.17 to reflect cost of living rise and payment of minimum wage
- 12.3 Agree to set up new bank account for Council Reserves – delegate to Chair and Clerk to action
- 12.4 To note Internal Audit Engagement letter for 2017/18
- 12.5 To note underspend on contribution to Rublees fence project
- 12.6 Request for grant towards St Barnabas
- 12.7 Request for grant from Steyning Music Society
- 12.8 Cost of legal advice re revised allotment agreement
- 12.9 Consider quotes for painting CCTV pole High Street
- 12.10 To consider Gas care plan

- 13.0 **HDC ECONOMIC STRATEGY**
- 13.1 Discuss response from HDC

14.0 INFORMATION/CORRESPONDENCE ITEMS

14.1 Clerk to report on ICO email re Publication Scheme

14.2 email received from resident re SPC budgets

Due to the confidential nature of the following items, Chairman will propose that these be discussed in a confidential session - Standing Order 3e applies

15.0 CCTV

15.1 Update from Cllrs Goldsmith and G Sullivan including approach, timeline, costs

16.0 STAFFING MATTER

17.0 DATE OF NEXT MEETING – 11TH April 2017

C Stephenson

Carol Stephenson
Clerk to the Parish Council