

Steyning Parish Council



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FINANCE & COMMUNITY COMMITTEE MEETING TUESDAY 1st September 2015 AT 7.30 PM STEYNING CENTRE

Present: Cllrs Lloyd, Ness-Collins, Toomey, Goldsmith, S Sullivan, G Sullivan, Willett.

Members of the public: Four including Cllrs Northam and Muggridge.

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR: - there were none.

The meeting was convened at 7.35pm

MINUTES

F&C/15/43.APOLOGIES – apologies for absence were received and accepted from Cllr Bowell.

F&C/15/44.DECLARATIONS OF INTEREST AND DISPENSATIONS – none for this meeting.

F&C/15/45.MINUTES OF THE PREVIOUS MEETING

45.1 Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the minutes of the meeting of 4th August 2015 be accepted as a true record and duly signed. **Agreed.**

F&C/15/46.MATTERS ARISING AND ACTIONS

 – the Clerk reported that:

- 46.1** (F&C/15/33.2) Update regarding CCTV camera at bus stop - the Wardens manage the camera within the bus shelter and the Police Authority is responsible for the camera on a pole. Wardens have been consulted regarding the Police camera and confirm that the High St is regarded as a low crime area, therefore CCTV footage is rarely required. They would advise that the camera remains in situ as a deterrent. Councillors discussed the current camera and its effectiveness. The Clerk will investigate the cost of a dome camera and two cameras at each end of the High St, and report back.
- 46.2** (F&C/15/33.3) Update regarding recordings on website. The SPC website designer had undertaken further work to improve the speed of the website and increase storage capacity. If not successful, the SoundCloud storage facility would be subscribed to, as agreed by F&C on 4th August.
- 46.3** (F&C/15/36.2) Following the appointment of the Internal Auditor, Cllr S Sullivan **proposed, seconded** by Cllr Ness-Collins that the letter of engagement be signed and returned. **Agreed (1 abstention).**
- 46.4** (F&C/15/36.4) Update regarding SPC financial software package - one other Parish Council package is available, Scribe Accounts 2015, and a three month free trial could be undertaken, Jan – March 2016. The annual fee for Steyning PC would be £295+VAT, with no additional set up costs, to include support and



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maintenance. Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that options be discussed at a Working party meeting. **Agreed.**

46.5 (F&C/15/36.5) Update regarding Community Payback Scheme progress. Cllr Goldsmith reported that he would be meeting with Cllr Picking, Cllr G Sullivan and the Chair of Bolney Parish Council to obtain further insight into use of the Community Payback Scheme.

46.6 (F&C/15/July 7.3) Update regarding SAYS rebates to Parish Councils. SPC had received a rebate of £11,372.94, which will be discussed by a working party with regard to which reserve account returned funds should be placed into, followed by a recommendation to Full Council. Cllr Goldsmith advised that funds were given for the provision of a youth worker. Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that a meeting be organised to discuss what to do with rebate. **Agreed.**

F&C/15/47.NEIGHBOURHOOD WARDEN REPORT – circulated prior to the meeting and placed on SPC website.

F&C/15/48.ITEMS FROM COMMITTEE MEETINGS

48.1 (H&L/15/20.1 b) Councillors received a recommendation from H&L regarding minor improvement works to High St toilets. Cllr G Sullivan **proposed, seconded** by Cllr S Sullivan that £305+VAT be spent from £1,500 allocated for town improvements, to increase ventilation in the smaller toilet. **Agreed.**

F&C/15/49.FINANCE MATTERS

49.1 Income & Expenditure Report, Payments list and Petty Cash Expenditure for August 2015 were not available at the time of the meeting, due to insufficient time and lack of a bank statement from HSBC due to technical difficulties. Reports will be available at the Full Council meeting of 7th September.

49.2 Councillors noted that following SWAB meeting of 27th August 2015, income and expenditure were in line with budget, excepting additional consultant time that would be required to further cover a Sustainable Environmental Assessment (SEA) at an approximate cost of £800. An application for grant funding will be submitted, but the additional SEA cost will need to be met by the Parish Councils.

49.3 Councillors considered requests from the Royal British Legion for grant funding towards the costs of room hire (£130.96) and upkeep of the Memorial Garden (£160 in 14/15). Cllr Willett **proposed, seconded** by Cllr Ness-Collins that funds be allocated for room hire and that £160 be granted toward memorial garden upkeep. **Agreed.**

F&C/15/50.REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

50.1 SAYS update - at the SAYS Trustees meeting of 20th August, a verbal quote had been provided by Horsham Matters for 16/17, which represented a 4.2% increase on the previous year. HDC has offered to assist with the tendering process and bids will be invited.

F&C/15/51.SPC LOTTERY

51.1 Councillors received information from Cllr Northam, regarding a proposal for a Parish Council Lottery. Cllr Northam outlined legal provisions, legislation, the Gambling Act 2005, the Gambling Commission and tax aspects. He recommended a '500 club' scheme, with 12 annual draws to be held at the monthly Farmers Market with an additional draw at Christmas. Six months subscription, payable in advance. A model was provided to demonstrate the potential profits that could be generated. The scheme could be run by a sub-committee in order that the administrative burden was not placed upon staff. Councillors discussed the proposal and the meeting was reconvened at 8.38pm. To be discussed at the next meeting of F&C.

F&C/15/52.INFORMATION ITEMS AND CORRESPONDENCE

52.1 Staff matters – the Clerk confirmed that annual appraisals had been completed for all staff members and that DBS checks had been requested.

- 52.2 Update on Police Station – The Council is facilitating a community group to develop a project for using the Police station. A meeting had been arranged between representatives of the Wilson Memorial Trust and the Police authority for 7th September.
- 52.3 High St Competition – entry bid submitted by the Visitor & Tourism Group.
- 52.4 Posters in Abbey Road in July 2014 – signs were posted to prevent dog fouling. The Chair advised that Councillors wishing to discuss an item, should ask for it to be included on the appropriate agenda.

F&C/15/53. COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

F&C/15/54. DATE OF NEXT MEETING: 6th October 2015 at 7.45pm

The meeting closed at 21.24pm

Signed: Date: 6th October 2015
Chairman

Action list F&C 01.09.15

- 46.1 (F&C/15/33.2) Update regarding CCTV camera at bus stop - The Clerk will investigate the cost of a dome camera and two cameras at each end of the High St, and report back.
- 4.6 (F&C/15/July 7.3) Update regarding SAYS rebates to Parish Councils working party with regard to which reserve account returned funds should be placed into, followed by a recommendation to Full Council.

F&C/15/51.SPC LOTTERY

- 51.1 To be discussed at the next meeting of F&C. **October agenda.**



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