

Steyning Parish Council



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FINANCE & COMMUNITY COMMITTEE TUESDAY 6th October 2015 AT 7.45 PM IN THE STEYNING CENTRE

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

Members of the public: 5 including Cllrs Muggridge, Northam and Picking

Deputy Clerk: Hazel Roxby

QUESTIONS FROM THE FLOOR:

There were no questions from the floor

The meeting was convened at: 7.51pm

DRAFT MINUTES

F&C/15/55 APOLOGIES – Councillors received and accepted apologies from Cllrs Bowell & S Sullivan

F&C/15/56 DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

F&C/15/57 MINUTES OF THE PREVIOUS MEETING

57.1 Cllr Lloyd **proposed, seconded by** Cllr G Sullivan that the minutes of the meeting of 1st September 2015 be accepted as a correct record of the meeting and duly signed by the Chairman. **Agreed.**

F&C/15/58 MATTERS ARISING AND ACTIONS – to confirm matters arising and report actions from previous meetings.

58.1 (F&C/15/33.2) Update regarding quotes for CCTV replacement in Steyning High St and to receive quotes. SPC's current provider of CCTV had provided a quote for replacement of the camera within the bus shelter: Quote: Kestrel Alarms, to replace camera £168+VAT and to set up contract £42+VAT, with an annual maintenance charge of £70+VAT thereafter. It was queried if the CCTV had been working before it was sprayed - to be investigated and reported back to next meeting

A quote to provide a camera at each end of the High Street has yet to be received and discussed.

Cllr Goldsmith reported that not many shops in the High Street have CCTV but all are pointing at the street .

Cllr Lloyd proposed, seconded by Cllr Ness-Collins that a quote for replacing the CCTV police camera and one camera at each end of the High Street be obtained and reported at next meeting and to keep the cost in mind when setting the budget for next year.

58.2 The showcase bookings for tables have gone well. There are still a few tables left at present.



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58.3 It was queried if there is an update on Police Station meeting – there will be an update at the next council meeting.

F&C/15/59 NEIGHBOURHOOD WARDEN REPORT - to receive the Neighbourhood Wardens' report.

59.1 The Wardens report was circulated to all councillors and taken as read.

F&C/15/60 ITEMS FROM COMMITTEE MEETINGS – items requiring financial approval or actions from this Committee. None for this meeting.

F7C/15/61 FINANCE MATTERS

61.1 Councillors considered the Income & Expenditure Report, Payments list (total £20,058.24) and Petty Cash Expenditure for September 2015.

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the reports for September be accepted. **Agreed.**

61.2 Councillors considered which reserve account SAYS rebate should be allocated to. Cllr Lloyd explained that the money can be put in either a ring fenced account or the general reserve. It was noted that the money is not required to be set aside for anything in particular and if placed in the general reserve it can be ring fenced at a later date by a resolution if necessary.

Cllr Willet proposed, seconded by Cllr G Sullivan that funds from the SAYS rebate be allocated to general reserves.

61.3 Mrs Reina Alston attended the meeting and put forward a request from Steyning & District Community Partnership regarding signage north of Steyning on A283. She informed the committee that the Partnership are short of £1,600 for the Brown Sign and asked if the Parish Council are able to help with some funding. It was noted that the original Brown Sign had been removed by WSCC many years ago and therefore should be replaced by them.

It was suggested that the Partnership approach the Wilson Memorial Trust for funding.

Cllr Lloyd **proposed, seconded** by Cllr Toomey that District Cllrs Lloyd and Willett and County Councillor Barling arrange a meeting with WSCC to request reinstatement of the sign and report back to the next meeting. The Committee will need to make a decision on funding for the sign if WSCC refuse to reinstate. **Agreed.**

61.4 Councillors received the External Auditors Report for the year end 31.03.15 and noted that there were no comments or recommendations. The Clerk will post a notice stating that accounts for 14/15 may be inspected for a period of two weeks, commencing 26th October 2015.

61.5 Councillors noted that budget preparations and review of expenditure to date would be undertaken shortly. The Chairman of each committee should meet with the Clerk to discuss budget requirements before their next meeting.

61.6 The cost of the swimming pool is still a concern. Cllrs Lloyd and Willett will investigate the situation and report back to next meeting.

61.7 It was queried if there is any money left in S106 Cllr Lloyd reported that there is a little which needs to be kept for the High Street toilets. Clerk to send out s106 email to councillors.

F&C/15/62 Working Practices Working Party recommendations

62.1 Councillors considered an SPC Equality Policy Statement.

It was noted that the SLCC 2010 needs to be removed from the bottom of the document and be replaced With 'published by Steyning Parish Council' and the date.

Cllr Lloyd **proposed, seconded** by Cllr Willett that the document be adopted subject to the above change. **Agreed.**



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- 62.2** Councillors considered an SPC Community Engagement Policy.
It was noted that the SLCC 2010 needs to be removed from the bottom of the document and be replaced With 'published by Steyning Parish Council' and the date.
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the document be adopted subject to the above change. **Agreed.**
- 62.3** Councillors considered an SPC Business Continuity Plan.
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the document be adopted. **Agreed.**
- 62.4** Councillors considered an SPC Emergency Plan (following the HDC template).
Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the document be adopted. **Agreed.**

F&C/15/63 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- 63.1 Burial Board next meeting is in November
- 63.2 Cllr Toomey informed he had attended the Older Persons Forum and was appointed as Secretary. Their next meeting is in November.
- 63.3 Cllr Ness-Collins informed that the PPG will be meeting soon and elections are due.

F&C/15/64 SPC LOTTERY

- 64.1** Cllr Northam provided a short update on a proposal regarding a Steyning Parish Council Lottery, due to illnesses with working party members a full proposal is not yet ready.
He informed that due to the illness and the lack of progress that was made since the last meeting it is evident that there is a need to approach residents to help run the lottery.
He informed that following some questions from the last meeting that had taken on board and are working on a proposal that will have the same prize money but would spread further with smaller prizes. Looking at ways to avoid having sponsorship. He felt the proposal of not starting the lottery until there were 500 members may be a problem but had been working on a membership of 300 which would still cover cost and leave £5000. It was felt that the subscription should remain as proposed with a 6 month subscription and not reduce to 3 months. A full proposal will be reported in November and if agreed will still give time to achieve the planned launch date of January.

F&C/15/65 INFORMATION ITEMS AND CORRESPONDENCE – none for this meeting.

- Email from a resident regarding SPC Finances and SAYS/HM Payment
Email from a resident regarding SAYS

F&C/15/66 COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

F&C/15/67 DATE OF NEXT MEETING: 3rd NOVEMBER 2015

F&C/15/68 CONFIDENTIAL ITEM – Consideration of nominees for Chairman's Millennium Award 2016.

- Since members of the public were to be discussed, the Chairman **proposed** that under Standing Orders 3 e) this item is discussed confidentially. **Seconded** by Cllr Willett. **Agreed.**
Councillors referred to the criteria and discussed nominations. 3 persons/groups were chosen to receive awards from the nominations received Cllr Goldsmith **proposed, seconded** by Cllr Sullivan that the 3 awards be given. **Agreed.**

The meeting closed at 9.05pm



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Signed: Date: 3rd November 2015
Chairman

Actions

58.1 Investigate if camera was working before being sprayed. Take quote back to next meeting
Get quote for one CCTV camera at each end of High Street. Report to next meeting
and be mindful when budget setting for next year.

61.3 **Cllrs Lloyd and Willett and County Councillor Barling** arrange a meeting with WSCC to request reinstatement of the sign and report back to the next meeting. The **Committee** will need to make a decision on funding for the sign if WSCC refuse to reinstate

61.4 Put up audit notice **Clerk**

61.6 Cllrs **Lloyd and Willett** will investigate the situation of the swimming pool costs and report back to next meeting.

61.7 send out S 106 email **Clerk**

62.0 Remove SLCC 2010 from the bottom of the documents replace with 'published by Steyning Parish Council' and the date. **Clerk**

64.0 Agenda for full proposal of Lottery to be received at next meeting **Clerk**

68.0 Get certificates written ready for Chairman's Function **D-Clerk**



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