

# Steyning Parish Council



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## FINANCE & COMMUNITY COMMITTEE MEETING TUESDAY 5<sup>th</sup> April 2016 AT 7.45 PM IN THE STEYNING CENTRE

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

### QUESTIONS FROM THE FLOOR:

1. Q – Item 8.3 Regarding SAYS, at the Playing Fields Committee meeting, alternative sites for the mobile skate park were discussed, will the report cover that?  
A – No, but we will get an answer to the question.
2. Q – In the light of the Panama Trust Fund scandal, will SPC ask the SAYS Trustees to publish their minutes?  
A – We will ask the question.
3. Q – Cllr Willett – can I ask what the relevance of the Panama Trust Fund situation is to that?  
A – The relevance is that SAYS is a very secretive organisation and we don't know what is going on.  
Q – Cllr Willett - Are you prepared to stand by that remark, that SAYS is a secretive organisation?  
A – I am.

**The meeting was convened at 19.57pm**

### DRAFT MINUTES

**F&C/15/132. APOLOGIES** – Apologies were received and accepted from Cllr G Sullivan.

### F&C/15/133. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 133.1** Declarations of Interest – none for this meeting.  
**133.2** Councillors noted Cllr Bowell's Dispensation regarding SAYS matters.

### F&C/15/134. MINUTES OF THE PREVIOUS MEETING

- 134.1** Cllr Lloyd **proposed, seconded** by Cllr Bowell that the minutes of the meeting of 1<sup>st</sup> March 2016 be accepted as a true record of the meeting and duly signed. **Agreed.**

**F&C/15/135. MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.

### **135.1 (F&C/15/113.3) Neighbourhood Warden Service Level Agreement**

Councillors noted HDC response regarding their request for an amended agreement and that the sum of £41,900 was an estimate.



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Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the agreement would be signed and returned and that HDC would be advised that the Committee had only budgeted £41,000 per year for the three year contract.

**135.2 (F&C/15/113.3) Neighbourhood Warden Steering Group meeting update.** Cllrs Goldsmith and G Sullivan had attended the Steering Group meeting. Report circulated to Committee members and appended to the minutes (Appendix One). Quarterly Steering Group meetings will take place. Wardens may work late shifts on occasions. A bike rack will be fitted to their new vehicle to allow Wardens greater accessibility to all areas in the parish.

**135.3 (F&C/15/126.1) RBS Software update.** The Clerk had been instructed to request that additional fees for the 'phased budgeting' module be waived and had received an offer that the fee could be waived for the first year. Cllr Bowell **proposed, seconded** by Cllr S Sullivan that the offer be accepted, but mention that it should have been included in the package. **Agreed.**

**F&C/15/136. NEIGHBOURHOOD WARDEN REPORT** – report not available at time of meeting.

**F&C/15/137. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee.

**137.1 Highways & Lighting Committee** – Councillors considered a request from H&L Committee that any unspent funds be placed in H&L Reserve for 16/17.

**137.2 Playing Fields Committee** – Councillors considered a request from Playing Fields Committee that any unspent funds be placed in Playing Fields Reserve for 16/17. Councillors expressed concern regarding individual Committees holding their own reserves. Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that, instead, surplus funds should be placed in General Reserve and wished to make this recommendation to Full Council. **Agreed.** One abstention.

**F&C/15/138. FINANCE MATTERS – Accounts March 2016**

**138.1** Following an upgrade of the financial software, Councillors expressed concern regarding the format of the I&E Report for March. Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Clerk raise the matter with the Internal Auditor, for clarification, and place the item on the Agenda for the Full Council meeting of 11.04.16. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Willett that the Payments List for March 2016 (total £14,977.12) be accepted. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that the Petty Cash Expenditure list for March 2016 (£7.60) be accepted. **Agreed.**

The Clerk confirmed that the VAT return for Jan – March 2016 had been submitted to HMRC.

**138.2** Councillors to consider and agree to Deputy Clerk replacing outgoing Clerk as signatory on the Parish Council bank account. **Item deferred, subject to discussion of item 13.**

**F&C/15/139. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

**139.1 Joint Parishes Burial Board (JPBB)** – no meeting held.

**139.2 Horsham Association of Local Councils (HALC).** Date of next meeting – 25.04.16, Barns Green VH 7.30pm.

**139.3 Steyning Area Youth Service (SAYS).** Cllr Bowell confirmed that SAYS had received a contract from Horsham Matters, £35,012+VAT for one year, which will be paid by SAYS. To be circulated to Committee members. A Working Party meeting will take place to discuss the way forward with SAYS.

Councillors noted a SAYS Management Committee report, provided by Cllr Syred and appended to the minutes (Appendix Two).

**F&C/15/140. STEYNING PARISH COUNCIL LOTTERY PROPOSAL**

**140.1** Item deferred to next meeting.



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**F&C/15/141. INFORMATION ITEMS AND CORRESPONDENCE**

**141.1** Councillors noted letters of thanks regarding grants awarded to community groups.

**F&C/15/142. COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.

**F&C/15/143. DATE OF NEXT MEETING:** 3<sup>rd</sup> May 2016.

**F&C/15/144. CONFIDENTIAL ITEM - STAFFING MATTERS – Clerk recruitment update**

Due to the nature of the items, the Chairman **proposed** that under section 3 e) of Steyning Parish Council Standing Orders, the meeting will be discussed in confidential session. **Seconded** by Cllr Bowell. **Agreed.**

**144.1** Councillors discussed Clerk recruitment progress. Cllr Lloyd **proposed, seconded** by Cllr Bowell that the role be offered to Carol Stephenson on the basis of a 30 hours per week contract, with outstanding admin tasks to be undertaken by a casual admin assistant if necessary. **Agreed.** Councillors noted the reduction in hours and that all Councillors would be required to reduce their demands upon the Clerk’s time.

**144.2** Cllr Lloyd **proposed, seconded** by Cllr Willett that the new Clerk replaced the outgoing Clerk as signatory on the Parish Council bank account. **Agreed.**

The meeting closed at 9.50pm

Signed: ..... Date: 3<sup>rd</sup> May 2016  
Chairman

Appendix One

Meeting held at Steyning Police Station on Wednesday 9th March and attended by Cllr R Goldsmith and Cllr G Sullivan representing Steyning Parish Council.

Other attendees, Upper Beeding Councillor Mrs Kentell who is also the Neighbourhood Watch representative for Beeding, Steve Coberman, Clerk Upper Beeding PC, both Paul and Mike the Wardens and Neil Worth, community Safety Officer for HDC. Unfortunately Bramber PC representative not present (went to wrong venue)

After initial introductions by Neil, the wardens gave an up to date report on current activities - this will be detailed to Councillors in the normal monthly process.

Replacement vehicle. It was generally felt by all present that a 4x4 was most suitable for this area, not just for severe weather but of the rural nature of our parishes. Both Gary and myself made it clear, this was our personal views as we had not discussed this issue with SPC but Neil remarked, it would HDC's decision anyway.

The wardens raised the possibility of doing some Sunday and very late (2/3am) shifts occasionally. This would not incur increase in costs as the rota would be managed accordingly - more details to be provided for future meeting. It was generally felt the wardens need to "be seen" more within the community as there will be less and less Police cover in the future. This to be discussed more at next meeting. An idea mentioned that with a bike rack fitted on the 4x4, the wardens could cover a wider area and seeing their presence, will give residents "peace of mind" Pulborough are in the process of employing a warden via HDC on a part time basis initially. Billingshurst proposing to go go alone and commission their own warden.

It was agreed by all that the meeting had been very useful and a further meeting has been arranged for June 8th at 1pm.

Rod & Gary.



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**SAYS Update Jan- Feb 2016**

**Youth Clubs**

We continue to run our Tuesday and Thursday night youth clubs. This term we have done activities such as pancakes, tie dye, baking, jewelry making, dodge ball and football among many others. Young people continue to enjoy getting involved and remain engaged.

We also have three great young leaders on our team. One whom has now gained their level 1 in leadership skills and is currently completing an ASDAN award in volunteering and another who will be completing their level 1 in a couple of weeks time.

**Upper Beeding**

After lots of pushing and persevering we have sadly decided to stop the youth hub café on a Monday evening, although initially popular with young people, a number of our core team have now moved on to university elsewhere as a result numbers had declined. Youth Workers have done some detached work to meet young people and ask them about the activities they would like, which we will work with them to achieve.

We will also be looking to open a new youth club in the next few months in Upper Beeding aimed at a younger age group. The group will remain on a Monday evenings but at a slighter earlier time, open to all in school years 6, 7&8 we hope that this will also help young people in year 6 transition well into secondary school building relationships with peers. We already have some enthusiastic young leaders who will be supporting this new club but are in need of some more adult volunteers in order to open.

**Girls Half Term Pamper Event**

In the February half term break we held a girls pamper afternoon with fruit smoothies, face masks, henna, music and some of our older youth club members who were now studying hair and beauty at college assisting with painting nails and hair styling. The event was a success with 20 young women attending and a number of new members. All young women said they enjoyed the event and would like to do something similar in the future.

**Youth Voice**

Over the past month we have been gaining members for our youth voice group. The group will run every 4<sup>th</sup> Monday of the month 5.00pm-6.30pm at the Cuthman Centre. Last month Emma met with the Steyning patient participation group and discussed ways in which the group could use the Youth Voice group as a vehicle for greater involvement from young people in the service.

The group is affiliated with The Steyning Downland Scheme and Steyning Community Partnership and will allow young people to get involved in local community. Benefits for the young people also include, strong links with Horsham Youth Council, West Sussex Youth Cabinet and the Youth Voice Network. Young people can gain volunteering certifications for taking part and the opportunity to gain experience in local steering groups.

**Mental Health Consultation**

Noticing how difficult it is for young people along the southern Horsham district strip (Upper Beeding, Steyning, Storrington and Pulborough) to gain access to mental health services, we have been working in partnership with Coastal MIND on some consultation work with local young people. At the beginning of Feb we held a session with 12 local young people in the Steyning area to ask them what the gaps were in support, what was working well and what needed to be improve. This event was in addition to a focus group in Pulborough and a stakeholders workshop with professionals and school staff working in the area. We look forward to working with young people in order to improve this growing need for local young people over the next year.

**Steyning Showcase**

SAYS had a stand at the Steyning showcase to talk with members of the public about the work going on with young people in the local community

**Volunteers**

We have a great team of Volunteers both young and old but we are in desperate need for more, having recently lost a few key members of our team to work commitments and illness we are only just covering activities. With some exciting new projects on the horizon, we will need new people involved in the service in order to run new things. If you know of anyone who might like working with young people, learning new things or gaining new experience please do encourage them to get in touch with this rewarding work. Shifts can be on a weekly or a rota basis.

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## ACTION LIST F&C 05.04.16

1. Q – Mr Cree - Item 8.3 Regarding SAYS, at the Playing Fields Committee meeting, alternative sites for the mobile skate park were discussed, will the report cover that?  
A – No, but we will get an answer to the question.

**135.3 (F&C/15/126.1)RBS Software update.** Cllr Bowell **proposed, seconded** by Cllr S Sullivan that the offer be accepted, but mention that it should have been included in the package. **Agreed.**  
Clerk contact RBS for software upload. Software due to be uploaded 07.04.16