

Steyning Parish Council



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FINANCE & COMMUNITY COMMITTEE MEETING TUESDAY 2nd February 2016 AT 7.45 PM IN THE STEYNING CENTRE

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

Members of the public: 3 including Cllrs Muggridge and Picking.

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR – none for this meeting.

The meeting was convened at 7.51pm

DRAFT MINUTES

F&C/15/107. APOLOGIES – apologies were received and accepted from Cllr Bowell.

F&C/15/108. DECLARATIONS OF INTEREST AND DISPENSATIONS – there were none.

F&C/15/109. MINUTES OF THE PREVIOUS MEETING

109.1 Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the minutes of the meeting of 5th January 2016 by accepted as a true record. **Agreed.**

F&C/15/110. MATTERS ARISING AND ACTIONS – to confirm matters arising and report actions from previous meetings.

110.1 (F&C/15/102.1) Lottery project 'seed' fund. SALC's Head Solicitor had confirmed that, since SPC had the General Power of Competence, it would be acceptable for SPC to make a loan of a sum in the region of £1,000. An agreement would need to be drafted, stating at which point the loan would need to be repaid. It would need to be confirmed that the lottery organisation could accept a loan from SPC, which may have a bearing on the final set up of the organisation.

F&C/15/111. NEIGHBOURHOOD WARDEN REPORT – Councillors received the Neighbourhood Wardens' report.

F&C/15/112. ITEMS FROM COMMITTEE MEETINGS – none for this meeting.

F&C/15/113. FINANCE MATTERS

113.1 Councillors received the Income & Expenditure Report, Payments list (£32,288.03) and Petty Cash Expenditure (£19.96) for January 2015. The Clerk explained an error that had been entered into the



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accounts, and provided a narrative identifying the error and demonstrating the correction to the accounts that had been undertaken (narrative to be filed with accounts for future reference).

Cllr Lloyd **proposed, seconded** by Cllr Sullivan that the Income & Expenditure Report for January 2016 be accepted. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Toomey that the payments list be accepted. **Agreed.**

113.2 Councillors considered whether the tendering process should be undertaken with regard to ongoing youth provision. Cllr Lloyd **proposed**, that the matter be deferred to Full Council.

Cllr Toomey **proposed**, that Steyning Parish Council did not go to tender, but negotiate the cost with Horsham Matters. **Amendment proposed** by Cllr Willett that SPC should vote to accept a continuance of the service provided by Horsham Matters due to good service and good relationships that the Youth Worker has developed with young people. SPC Financial Regulations 11.1 a) iv) and b) note that tendering is not always necessary, **seconded** by Cllr Ness-Collins. **Agreed.**

113.3 Councillors considered a request by HDC that an Agreement for Provision of Neighbourhood Warden Scheme be signed by Steyning Parish Council. Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that the Clerk inform HDC that SPC has budgeted a maximum of £41,000 and that Chair and Clerk be delegated to sign the contract and will bring forward to Full Council if there are any issues to be noted. **Agreed.**

Clerk will circulate to Committee members, an email from the HDC Officer, stating that warden provision should come within SPC budget of £41,000.

113.4 Councillors considered a request from West Sussex Mediation Service for grant support.

Cllr Lloyd **proposed, seconded** by Cllr Willett that the sum of £100 be granted. **Agreed.**

113.5 Councillors considered a request from Steyning in Bloom for grant support.

Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that the sum of £1,000 be granted, as per budget. **Agreed.**

113.6 Councillors considered a request from 4Sight for grant support.

Cllr S Sullivan **proposed, seconded** by Cllr Ness-Collins that a sum of £100 be granted. **Agreed.**

113.7 Councillors considered a request from Steyning Allotment Association regarding grant of room use.

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that room hire be granted, at times when not required by paying hirers. **Agreed.**

F&C/15/114. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

114.1 Joint Parishes Burial Board – no meeting held.

114.2 HALC – Report provided by Cllr Toomey, and circulated to Councillors and appended to the minutes.

114.3 SAYS – no meeting held.

F&C/15/115. STEYNING PARISH COUNCIL LOTTERY PROPOSAL

115.1 Update on progress from Cllr Northam, deferred.

F&C/15/116. INFORMATION ITEMS AND CORRESPONDENCE

116.1 Councillors noted a letter from Dr Chris Lyons, HDC, regarding financial support of Neighbourhood Plans.

F&C/15/117. COMMUNITY INFRASTRUCTURE LEVY / S106 MONITORING OFFICER, HDC

117.1 Councillors noted the creation of post and appointment of S106 Monitoring Officer, HDC, Suzanne Shaw.

F&C/15/118. DATE OF NEXT MEETING: 1st March 2016.

F&C/15/119. CONFIDENTIAL ITEM

Due to the nature of the item, regarding an employee of Steyning Parish Council, the Chairman **proposed** that under section 3 e) of Steyning Parish Council Standing Orders, the remainder of the meeting be discussed in confidential session. **Seconded** by Cllr Ness-Collins. **Agreed.**

Members of the public left the meeting at 20.43pm and Cllrs Muggridge and Picking remained.



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119.1 Following budget provision in the year 16/17, Councillors considered recommendation that eligible staff (with reference to guidance provided by the Pensions Regulator) be given the opportunity to join the Local Government Pension Scheme as administered by WSCC. Membership is not extended to any other individuals. Cllr Willett **proposed, seconded** by Cllr Ness-Collins that eligible staff be authorised to join the LGPS Scheme. **Agreed.**

The Clerk left the meeting at 8.45pm.

119.2 Councillors noted a report provided by a review panel (SALC) following a complaint made against a member of staff and a complaint made by a member of staff. The F&C Committee received the report and **agreed** to defer the consideration of recommendations to Full Council on 8th February 2016.

The meeting closed at 8.55pm.

Signed: Date: 1st March 2016
Chairman

Appendix with regard to item 114.2

Agenda Item 8.2: Report from Representative on Outside Bodies

Horsham Association of Local Councils Meeting 28th January 2016 Mannings Heath 1930.

[1] **Area Highways : WSCC Manager Chris Stark** newly appointed self-confessed inexperienced with a newly reconstructed team answered questions on inability to relate local reports to outcomes [potholes] , obstructive bureaucratic procedures , overriding of Parish priorities [Storrington high street roundabout], not cleaning road signs, speed enforcement ,no roadmarking inspections. Many shortcomings relate to withdrawal of funding. Balfour Beatty contract is extended by two years.

[2] **Communities against Gatwick Noise and Emissions [CAGNE] Sally Pavey.** Gatwick second runway would be a disaster for Sussex: lower flight paths with turning closer to runway, increases frequency: flight paths kept low by need to avoid Heathrow stacking: aircraft noise, pollution, industry, roads, settlements with population using roads. Overcrowding valuable quiet areas destroyed.

[3] **Conference 2016:** Parishes invited to propose theme.

[4] **Strategic Housing , and Economic Land Availability [SHELAA]** Horsham District Council Planning Framework Document has mistakes in it. Parishes should check – is evidence for Neighbourhood plan.

[5] **Courses Programme:** for New Clerks; New Councillors; Networking for Clerks and Chairs; Chairmanship; Legal & Finance days; Human Resources ;Bespoke training.[<http://www.sussexalc.org.uk/events Training.asp>]

[6] **Flooding:** A new tranche of funding for Operation Watershed being considered 19thFeb for April 2016

Mt.1/2/2016



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Action list F&C 02.02.16

- 113.3** Clerk will circulate to Committee members, an email from the HDC Officer, stating that warden provision should come within SPC budget of £41,000. Circulated 03.02.16
- 113.4** West Sussex Mediation Service £100.
- 113.5** Steyning in Bloom £1,000.
- 113.6** 4Sight £100.
- 113.7** Steyning Allotment Association grant of room use, at times when not required by paying hirers.