

**FINANCE & COMMUNITY COMMITTEE MEETING  
TUESDAY 2nd June 2015 AT 7.30 PM  
AT THE STEYNING CENTRE**

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

**Members of the public:** Four

**Clerk:** Rebecca Luckin

**QUESTIONS FROM THE FLOOR:**

1. Q –Parish Council reserves are below the recommended level. Projected from the Consolidated Budget, over the next three years, SAYS will get over £87,000. Will the SAYS trustee promise to this committee that the 14/15 SAYS accounts will be uploaded to the SPC website without delay?
2. Q - Will SPC give serious consideration to reducing future contributions to SAYS?  
A – Reserves are not for bins and benches, those are items that we should budget for in the year.  
A – Future transfer of funds to SAYS is for the Committee to discuss and agree at a future meeting.  
A – Inappropriate to upload any accounts that had not been approved by the Committee. The matter will be covered in item 12 on the agenda.

**The meeting was convened at 19.51pm**

**MINUTES**

**F&C/15/1. ELECTION OF CHAIRMAN**

- 1.1 Cllr Bowel **proposed, seconded** by Cllr Muncey that Cllr Lloyd take up the role of Chair to the Finance & Community Committee. **Agreed.** (1 abstention).

**F&C/15/2. ELECTION OF VICE CHAIRMAN**

- 2.1 Cllr Ness-Collins **proposed, seconded** by Cllr Muncey that Cllr Bowell take up the role of Vice-Chair (on an interim basis to be reviewed in six months) to the Finance & Community Committee. **Agreed.** (1 against, 2 abstentions).

**F&C/15/3. ADOPTION OF TERMS OF REFERENCE**

- 3.1 Cllr Bowell **proposed, seconded** by Cllr Ness Collins that the Terms of Reference be adopted. **Agreed.**

**F&C/15/4. APOLOGIES** – were received and accepted from Cllr Toomey.

**F&C/15/5. DECLARATIONS OF INTEREST AND DISPENSATIONS** – none for this meeting.

## **F&C/15/6. MINUTES OF THE PREVIOUS MEETING**

- 6.1** Following confirmation from Cllr Bowell, regarding a statement made at the meeting, that a SAYS figure of £40,000 had not existed at that time, and was therefore not known of, Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that the minutes of the meeting of 5<sup>th</sup> May 2015 be agreed as a correct record of the meeting. **Agreed.**

## **F&C/15/7. MATTERS ARISING AND ACTIONS**

- 7.1** (F&C 7<sup>th</sup> April 2015 11.3) Councillors considered placing recordings of Parish Council meetings onto the SPC website, in which case Standing Order 12f (destruction of draft minutes and recordings) will need to be removed. Cllr Goldsmith **proposed, seconded** by Cllr G Sullivan that recordings of meetings be placed on the Parish Council website, to be reviewed in six months to ensure that the website has the capacity. **Agreed.**
- 7.2** (8.1) Information on the difference in powers of enforcement between the role of PCSO and Warden has been provided by HDC.
- 7.3** (15.1) Regarding the 2016 / 17 budget for Wardens, HDC has advised of a general increase in costs of 1-2%, with further information to follow.
- 7.4** (9.5) Change of Auditor. SALC had advised that the matter should be considered every five years, but Councils are not obliged to change auditor if he is considered competent and independent. The review of appointment of Auditor will be placed on the agenda for 7<sup>th</sup> July.
- 7.5** (14.1 Confidential) The Clerk had contacted Hedley's and the Information Commissioner's Office as requested. In the case of Dransfield V. Devon County Council, permission to appeal had not been granted.

## **F&C/15/8. NEIGHBOURHOOD WARDEN REPORT**

- 8.1** Neighbourhood Wardens' report for May 2015, circulated prior to the meeting and placed on the website. Councillors noted that it appeared Wardens were undertaking tasks of a PCSO and hoped that their wellbeing was not jeopardised.

## **F&C/15/9. ITEMS FROM COMMITTEE MEETINGS – none for this meeting.**

## **F&C/15/10. FINANCE MATTERS AND ANNUAL RETURN**

- 10.1** Councillors received details of the Income & Expenditure Report for all Committees for May 2015, Cllr Lloyd **proposed, seconded** by Cllr Muncey that the report be accepted. **Agreed.**  
Councillors received a Petty Cash Expenditure report (total £19.79) for May 2015, Cllr Lloyd **proposed, seconded** by Cllr Bowell that the report be accepted. **Agreed.**  
Councillors received a Payments List (total £132,683.88, which included transfer of the Precept (£113,399.50) into the Parish Council investment account. Actual expenditure for May 2015 was £19,284.38. Cllr Lloyd **proposed, seconded** by Cllr Muncey that the report be accepted. **Agreed.**
- 10.2** Councillors received the Internal Auditor's report, which stated that systems and procedures in place were entirely fit for purpose and a model of good practice, with no recommendations for this report. However, the Auditor did make comment to the Clerk that General Reserves should be in the region of £75,000

and that the F&C Committee should not 'pay' the Steyning Centre Committee for room hire, but should vire the amount across into the Steyning Centre budget, in order to avoid the sum being accounted for as 'income' twice.

Councillors commended the Clerk on an excellent audit report.

- 10.3** Councillors received the Annual Return Statement. Following approval by the Internal Auditor, Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Committee recommend to Full Council on 8<sup>th</sup> June that the Annual Return Statement for 31.03.15 should be signed by the Chairman. **Agreed.**
- 10.4** Councillors received the Annual Governance Statement. Following explanation of statements at F&C of 5<sup>th</sup> May, and approval by the Internal Auditor, Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Committee recommend to Full Council on 8<sup>th</sup> June that the Annual Governance Statement for 31.03.15 should be signed by the Chairman. **Agreed.**
- 10.5** Following adoption of NALC Financial Regulations, Councillors considered the use of online banking, particularly for the payment of salaries. Under Financial Regulations 6.10 *'If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.'*  
Cllr Lloyd **proposed, seconded** by Cllr Muncey that a current signatory should authorise and sign payments and that any payment should be made by two people; a Councillor and the Clerk. The Clerk will check with HSBC that a second card reader can be available. **Agreed.**
- 10.6** Following the advice of the Auditor, Councillors considered whether to 'vire' funds from one budget cost centre to another.  
Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that an amount of £8,200 be vired from F&C to the Steyning Centre budget, to cover the cost of room hire for meetings (from code 4035 / 101 to 1007 / 401). **Agreed**
- 10.7** Councillors considered a grant request from the Visitor & Tourism Group regarding the Steyning and District Food & Drink Festival September 2015 a local group. Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that a grant of £100 be provided. **Agreed.**  
Councillors agreed to defer all other grant applications until a grant awarding policy had been approved by the Parish Council.
- 10.11** Parish Council insurance is currently under a three year deal that expires in July 2017.

#### **F&C/15/11. WORKING PRACTICES GROUP RECOMMENDATIONS**

- 11.1** Councillors considered the ICO Publication Scheme – following ICO model.  
Cllr Bowell **proposed, seconded** by Cllr Muncey that the document be adopted. **Agreed.**
- 11.2** Councillors considered a Staff Discipline Policy – following SLCC model.  
Cllr Bowell **proposed, seconded** by Cllr Ness-Collins that the document be adopted. **Agreed.**
- 11.3** Councillors considered a Staff Grievance Policy – following SLCC model.  
Cllr S Sullivan **proposed, seconded** by Cllr Muncey that the document be adopted. **Agreed.**

- 11.4 Councillors considered a Dignity at Work Policy (applicable to staff and members). Cllr Bowell **proposed, seconded** by Cllr Muncey that the document be adopted. **Agreed.**
- 11.5 Councillors considered a Communications Protocol. Cllr Bowell **proposed, seconded** by Cllr Muncey that the document be adopted. **Agreed.**

**F&C/15/12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- 12.1 SAYS (Cllr Bowell) accounts, see **Appendix one**. Accounts for 14/15 were yet to be audited, but could be placed on the Parish Council website as a draft document. SAYS will need to address a possible rebate which would benefit SPC to £11,372, if approved at the SAYS AGM. There will be a debate on whether the rebate will be placed in general reserves or set aside for Youth Provision. Grant funding from WSCC and HDC will remain with SAYS.
- 12.2 Joint Parishes Burial Board (Cllr Bowell) land purchase has been discussed and the need for an archaeological and ecological report. A consultancy service will be facilitated by HDC who are the statutory authority, along with SDNPA. The Saxon Church may attract the attention of the Sussex Archaeological Society.

**F&C/15/13. ISOLATION & LONELINESS** – no report for this meeting.

**F&C/15/14. INFORMATION ITEMS AND CORRESPONDENCE**

- 14.1 DCLG Openness & Transparency on personal interests, A Guide to Councillors had been circulated to Councillors.

**F&C/15/15. COMMUNITY INFRASTRUCTURE LEVY**

**F&C/15/16. DATE OF NEXT MEETING:** 7<sup>th</sup> July 2015

The meeting closed at 21.26pm

Signed: ..... Date: 7<sup>th</sup> July 2015  
Chairman

**F&C Action List 02.06.15**

**F&C/15/10.5** The Clerk will check with HSBC that a second card reader can be available.

**F&C/15/12.1** SAYS Accounts for 14/15 could be **placed on the Parish Council website.**

**Send Appendix One to councillors.**

## Appendix One F&C 02.06.15

### SAYS Statement to F & C - Tuesday 2<sup>nd</sup> June 2015

The Internal Auditor has undertaken an audit of Steyning Parish Council accounts for the financial year ending 31.03.15, and confirmed that all systems and procedures and fit for purpose and a model of good practice.

The SAYS financial report for 2014/15 is completed, but at the time of this meeting, un-audited.

During the above financial year, SPC paid to the total SAYS service as follows:

SPC to SAYS (charity part used for all ancillary costs other than Horsham Matters (HM) funds which are paid to HM direct by the parishes to save VAT at 20%.

SPC to HM for services of HM as per contract and provision of a Youth Worker.

SPC to SAYS	£ 8,576.32
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SPC to HM	£ 17,699.73
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<b>Total</b>	<b>£ 26,276.05</b>
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Total held by SAYS as of 1<sup>st</sup> April 2015 and c/fwd for 2015/16 as reserves:

£ 48,806.10
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This includes two payments received from WSCC on closing the old youth service and a grant from HDC:

WSCC to SAYS	£ 12,633.01
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HDC to SAYS	£ 7,913.32
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<b>Total</b>	<b>£ 20,546.33</b>
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In April, the trustees considered the current relationship with the Steyning Grammar School (SGS) and feel as the relationship is very solid, initial concerns about tenure at the Cuthman Centre are not considered acute.

The current reserves are considered by the trustees to be substantial, with one year of the first three year contract period still remaining, they have decided that a proposal is put to the AGM next month to return a sum of £ 20,000 to the four parishes, at the agreed percentages currently used.

This would mean a return to SPC of £ 11,372.