

**FINANCE & COMMUNITY COMMITTEE MEETING
TUESDAY 3rd March 2015 AT 7.30 PM
AT THE STEYNING CENTRE**

Present: Cllrs Rogers, Bowell, Toomey, Alexander, Hopkinson and Willett.

Members of the public: Three

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR:

1. Q – Mrs Luckin said that two questions would be answered, this comes up time and time again. My first question at Full Parish Council meeting, a financial summary for SAYS is on the charity commission website, but no detail? Emma doesn't work for SAYS, she works for Horsham Matters. SAYS is a mystery, what is it? Would it possible to see the accounts?

A – Cllr Rogers provided some history. SAYS (Steyning Area Youth Service) came into being, when HDC encouraged parishes to cluster to fund community youth workers. When the decision was made to proceed, tender went out to various providers. Horsham Matters won the contract. The four parishes combined to form SAYS and commissioned Horsham Matters. The Chairman can be approached for detailed accounts.

A - Cllr Bowell – the trustees will meet in June and detailed accounts can be requested. They are a third party that must be consulted. SAYS will meet 3rd March, we'll see what we can find.

2. Q – Is Cllr Bowell a trustee?

A – Yes.

3. Q – Regarding the Wilson Trust and support of SAYS and Isolation & Loneliness, has any approach been made for funding?

A – Cllr Rogers I did write to you previously and explain that as a Parish Council we did approach that charity for some funding and at the time we were turned down. The trustees of SAYS are able to consider making another approach. In terms of Isolation & Loneliness we don't yet have anything to apply for. The project is being discussed with Debbie Woods, who has some ideas regarding an enlarged and improved service. Isolation & Loneliness goes to the heart of health and we hope that the Wilson Memorial Trust will look positively at any application.

4. Q – I raised the issue some time ago and no approach has been made by SAYS for funding?

A – Cllr Rogers - It will be recorded this evening and Cllr Bowell will be at a SAYS meeting. There is a conversation to be had in terms of providing a youth worker, which may be looked upon differently to when I asked them two years ago.

Cllr Bowell – first of all there need to be some projects.

The meeting was convened at 19.40pm.

Due to the absence of the Chairman Cllr Alexander **proposed, seconded** by Cllr Toomey that the meeting be taken by Vice-Chairman of the Finance & Community Committee, Cllr Sue Rogers. **Agreed.**

DRAFT MINUTES

- 1. APOLOGIES** – apologies were received and accepted from Cllrs Lloyd and Toms.
- 2. DECLARATIONS OF INTEREST AND DISPENSATIONS** – none were received.
- 3. MATTERS ARISING AND ACTIONS** – the Clerk reported that:
 - 3.1** Following questions from a member of the public Cllr Rogers confirmed that the Wilson Memorial Trust had been approached unsuccessfully in the past regarding a grant towards the Isolation & Loneliness project, but could be asked again.
 - 3.2** Following discussion at a previous meeting, the Clerk confirmed that online banking could be available with the current SPC bank account, after agreement by Full Council and completion of a revised mandate. A debit card would not be possible, since only one signatory would be allowed. Parish Council policy states that three signatures are necessary. Councillors discussed options, implications and security considerations.
Cllr Rogers **proposed, seconded** by Cllr Willett that, the following adoption of NALC revised Financial Regulations, consideration of online banking be put to Full Council. **Agreed.** The Clerk will ask how other Councils manage the matter.
 - 3.3** Cllr Toomey raised a concern regarding a HALC report provided by Cllr Muncey. *Following the meeting, the Clerk confirmed that the report had been provided at the Planning Meeting of 17.02.15 and had been included as an appendix in the minutes of that meeting and placed on the Parish Council website.*
- 4. MINUTES OF THE PREVIOUS MEETING**
Cllr Howell **proposed, seconded** by Cllr Willett that the minutes of the meeting of 3rd February 2015 be accepted as a true record of the meeting. **Agreed.**
- 5. NEIGHBOURHOOD WARDEN REPORT**
 - 5.1** Councillors received the Neighbourhood Wardens' report for February 2015. Circulated prior to the meeting and posted on the Parish Council website. Councillors noted that the Wardens were doing excellent work with a group who were behaving in an anti-social manner.
- 6. INFORMATION ITEMS**
 - 6.1** Cllr Toomey reported that he had attended a Village Green application meeting. WSCC rejected an application for Village Green designation at Fletcher's Croft.
 - 6.2** Cllr Toomey had attended an HDC Partnership Conference with Saxon Weald, Department of Employment, Police, and NHS Clinical Commissioning Partnership.
 - 6.3** Cllr Rogers noted that a meeting had taken place at Rock Common Quarry, Washington, between WSCC, Washington Parish Council, Wiston Estate and others. The Clerk will request a summary of the meeting.

7. **ITEMS FROM COMMITTEE MEETINGS** – none for this meeting.
8. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** – none for this meeting.
9. **FINANCE MATTERS AND STATEMENT OF ACCOUNTS**
 - 9.1 Councillors received details of the Income & Expenditure Report, Petty Cash Expenditure and Payments List (total £74,641.48 including £30,000 re-investment into SPC Money Market Account) for February 2015.
Cllr Toomey **proposed, seconded** by Cllr Alexander that the accounts for February 2015 be accepted. **Agreed.**
10. **GRANT REQUEST**
 - 10.1 Councillors considered a formal grant request from Steyning & District Business Chamber for a grant towards the 2014 Steyning High Street Christmas lights. £600 had been allocated in the 2014 / 15 budget. Councillors expressed concern that some lights were not their best for Christmas 2014. The Business Chamber has requested a grant from CLC, for new lights, to be agreed March 2015.
Cllr Howell **proposed, seconded** by Cllr Alexander that £600 would be granted. **Agreed.**
 - 10.2 Councillors re-considered a grant request from Steyning Country Fair Committee to cover the costs of room hire for the May Fair. Copy of the accounts provided. Cost to the Council would be approximately £153.
Cllr Alexander **proposed, seconded** by Cllr Toomey that the grant be made. **Agreed.**
11. **WORKING PRACTICES GROUP RECOMMENDATIONS** (discussed by Working Party and circulated to Councillors prior to the meeting).
 - 11.1 Working Practices Group Terms of Reference.
Cllr Hopkinson **proposed, seconded** by Cllr Howell that the terms be adopted. **Agreed.**
 - 11.2 Councillors considered a Steyning Parish Council Communications Protocol.
Cllr Rogers **proposed, seconded** by Cllr Alexander that the document be re-discussed by the Working Practices Group before being adopted. **Agreed.**
12. **ISOLATION & LONELINESS**
 - 12.1 Cllr Rogers reported that the group may initially focus on older people in the community, to increase the chances of a successful project. Debbie Wood has been asked to Chair the group and will meet with Cllr Rogers shortly to discuss options. Democratic accountability will be ensured. Councillors are mindful that other age groups may need support in the future and that volunteers are always needed.
13. **COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.
14. **DATE OF NEXT MEETING:** Tuesday 7th April 2015.

15. CONFIDENTIAL ITEM:

Cllr Rogers **proposed, seconded** by Cllr Willett that the remainder of the meeting be discussed in confidence, under Standing Orders 1 d), since employment matters would be discussed. **Agreed.**

The Clerk left the meeting.

15.1 Councillors discussed a potential increment in the Clerk's salary. The committee felt that an appraisal for the period up to the 31/3/2015 would be necessary to determine satisfactory performance. This will be carried out as soon as possible. If this cannot be carried out before the 1st April any increment subsequently agreed will be backdated.

The meeting closed at 8.45pm.

Signed: Date: Tuesday 7th April 2015.
Chairman

Actions F&C 03.03.15

3.2 Online banking and debit card. The **Clerk** will ask how other Councils manage the matter.

10.1 Grant to Chamber of Business of £600

15.1 Clerk's performance appraisal.