

**THE FINANCE & COMMUNITY COMMITTEE MEETING
TUESDAY 4th NOVEMBER 2014 AT 7.30 PM
AT THE STEYNING CENTRE**

Present: Cllrs Lloyd, Rogers, Toms, Ness-Collins, Toomey, Alexander and Hopkinson.

Members of the public: Two

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR – there were none.

The meeting was convened at 7.31pm

MINUTES

- 1. APOLOGIES** – were received and accepted from Cllr Bowell.
- 2. DECLARATIONS** – declarations of prejudicial interest were received from Cllrs Toomey and Muggeridge regarding item 9.1.
- 3. MINUTES OF PREVIOUS MEETINGS**
 - a)** Finance & Community Committee meeting 7TH October 2014.
Cllr Lloyd **proposed, seconded** by Cllr Alexander that the minutes be **agreed** as a correct record. The minutes were signed.
 - b)** Steyning Centre Management Group meeting 21st October 2014.
Cllr Toms **proposed, seconded** by Cllr Hopkinson that the minutes be **agreed** as a correct record. The minutes were signed.
- 4. MATTERS ARISING AND ACTIONS** – the Clerk reported that:
 - 4.1** Investment with the Cambridge Building Society will now not take place, since they have not been able to provide the required assurances regarding protection of investments.
 - 4.2** A meeting had taken place with the current website provider to discuss the needs of the Parish Council. Changes can be made at minimum cost. A further meeting will take place in November to implement changes and provide staff training. More documents will need to be uploaded in future and improved organisation on the website is required.
 - 4.3** Following a report at the last meeting that ‘baggies’ had been found on the MPF and reported to the Police. The Clerk confirmed that the Police had been informed that CCTV footage was available if required. There had been no contact

from the Police, but Neighbourhood Wardens had looked through footage and had not been able to find evidence of 'baggies' being dropped, due to the items being small and difficult to detect.

5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

- 5.1** Neighbourhood Wardens report circulated prior to meeting and placed on the Parish Council website. Councillors were pleased to learn that Wardens were undertaking training in Mental Health Awareness.
- 5.2** To receive Local Action Team (LAT) report. No meeting had taken place due to a lack of actions to progress. Cllr Ness-Collins confirmed that there was not so much need since wardens had been in place.
- 5.3** Cllr Rogers advised the Committee that an individual has been banned from Horsham town, the Wardens are mindful that he lives in Steyning.

6. INFORMATION ITEMS

- 6.1** The Clerk advised that she will meet with the Internal Auditor shortly.
- 6.2** Cllr Rogers responded to a previous question regarding possible closure of A&E at Worthing. A press release from Coastal WS Clinical Commissioning Group confirmed that there was no intention of closing A&E departments, or of reducing muscular skeletal provision.

7. STEYNING CENTRE MANAGEMENT GROUP

- 7.1** Update on Steyning Centre issues - Cllr Rogers reported that the microphone system may need updating, a review will take place shortly and if necessary improvements will be budgeted for. The Table Top sale has taken bookings and banners will be used for advertising. The Film Club is extremely successful.
- 7.2** At the Steyning Centre Management Group meeting on the 21st October 2014, following advice from SALC the solicitor, it was resolved that in the interests of openness and transparency the management group would become a full committee and open to the public. The draft Terms of Reference (following an amendment), for the committee, will be circulated prior to Full Council and should council agree these will be posted on the website. Standing Orders will also need to be amended. Cllr Lloyd **proposed, seconded** by Cllr Toms, that the Management Group be formed into a full Committee. **Agreed.** Cllr Lloyd **proposed, seconded** by Cllr Alexander that draft Terms of References be adopted, subject to correcting item (n) which referred to the management group and not the Steyning Centre Committee. **Agreed.**

8. ITEMS FROM COMMITTEE MEETINGS

- 8.1** Quotes had been obtained for a steam cleaner for use in the Steyning Centre Kitchens and lavatories. Cllr Lloyd **proposed, seconded** by Cllr Hopkinson that Cllr Toms and the Clerk be delegated to obtain a steam cleaner at a maximum cost of £100. **Agreed.**

9. GRANT REQUESTS

- 9.1** Cllrs Toomey and Muggerridge left the meeting. Cllr Lloyd **proposed** that until a direct request has been received from the Steering Group, a grant will not be considered. An invoice for room hire will be prepared. Cllrs Toomey and

- Muggeridge returned to the meeting.
- 9.2** A grant request from the West Sussex Mediation Service had been received. The Clerk advised that in the year 2013 / 14 three referrals had been made from the Steyning area. Cllr Rogers **proposed, seconded** by Cllr Ness-Collins that £100 be granted. **Agreed.**
- 10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
There were none to report.
- 11. FINANCE MATTERS AND STATEMENT OF ACCOUNTS**
- 11.1** To receive and agree details of the Finance & Expenditure Report, Payments List and Petty Cash payments for October 2014. The Clerk explained that an incorrect entry had been made, with a compensating entry in the list of receipts. Cllr Lloyd **proposed, seconded** by Cllr Rogers that the reports be accepted. **Agreed.** The Clerk will contact Steyning in Bloom regarding a budgeted grant for £1000 that has not been requested.
- 11.2** Councillors were unable to discuss the first draft of the Finance & Community Committee budget, since information on Council Tax Benefit grants and Parish Council Tax Base had not yet been received from HDC. Discussion will be deferred until the next F&C meeting. Cllr Lloyd **proposed, seconded** Cllr Ness-Collins that he and the Vice-Chair work with the Clerk to draft a budget and bring to the next meeting, with the intention of agreeing a 0% increase. Councillors expressed concern that Steyning Parish Council will be required to make up any shortfall in the Neighbourhood Plan costs, since it is a government initiative.
- 11.3** Following the decision to appoint Mark Mulberry as the Internal Auditor at the F&C meeting of 6th May 2014, a contract had been drafted. Cllr Lloyd **proposed, seconded** by Cllr Rogers that the contract be accepted and signed. **Agreed.**
- 12. ISOLATION AND LONELINESS / PRIDE OF PLACE**
- 12.1** Cllr Rogers reported on a follow up workshop meeting that identified ways to progress initiatives. There was no current project that would require funding as yet, but Councillors were mindful that there may be some funds required over the next financial year. Cllr Lloyd **proposed, seconded** by Cllr Hopkinson that £200 be earmarked as a grant for the Isolation and Loneliness project. **Agreed.**
- 13. RISK ASSESSMENT - Draft Risk Assessments and documents were circulated prior to the meeting:**
- 13.1** Steyning Parish Council guide to Risk Assessments.
13.2 Risk Assessment Outline Document
13.3 Risk Assessment regarding use of the Steyning Centre
13.4 Risk Assessment regarding use of MPF and changing rooms
13.5 Risk Assessment regarding use of allotments
13.6 Risk Assessment regarding use of public toilets and High Street bus shelter
13.7 Risk Assessment regarding the handling of cash
13.8 Steyning Parish Council draft Health & Safety Policy

The Clerk advised that she was currently interviewing caretaking staff to identify potential risks and to draft a Caretaker's Risk Assessment for Steyning Parish Council.

The Clerk will resend all documents to Councillors, in order that they can provide comments prior to the next meeting. The draft Financial Risk Assessment will be reviewed.

14. COMMUNITY INFRASTRUCTURE LEVY

None for this meeting.

15. STAFFING MATTERS – Confidential item under Standing Orders 1 d)

Cllr Lloyd **proposed, seconded** by Cllr Alexander that in accordance with SO 1d) this part of the meeting be discussed in confidence, since it concerned information relating to individuals. **Agreed**

Members of the public left the meeting at 20.39pm.

- 15.1** Councillors discussed the details of a recent pay review for Neighbourhood Wardens and were pleased to note that Wardens pay scales would not be amended. Councillors would not wish to see any employee's salary downgraded, especially Wardens who play a vital role in the community.

16. DATE OF NEXT MEETING: Tuesday 2nd December 2014 at 7.30pm.

The meeting closed at 20.47pm

Signed: Date: 2nd December 2014
Chairman

Date of next meeting 02.12.14

Actions from 04.11.14

- 11.1** The Clerk will contact Steyning in Bloom regarding a budgeted grant for £1000 that has not been requested.