

**FINANCE & COMMUNITY COMMITTEE MEETING
TUESDAY 4th August 2015 AT 7.45 PM
IN THE STEYNING CENTRE**

Present: Cllrs Lloyd, Bowell, Ness-Collins, Toomey, Goldsmith, S Sullivan, G Sullivan, Cllr Willett and Muncey

Members of the public: three, including Cllr Picking.

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR – there were none.

The meeting was convened at 7.53pm

MINUTES

- 30. APOLOGIES FOR ABSENCE**– none for this meeting.
- 31. DECLARATIONS OF INTEREST AND DISPENSATIONS** – none for this meeting
- 32. MINUTES OF THE PREVIOUS MEETING**
- 32.1** Were circulated prior to the meeting and taken as read.
Cllr Lloyd **proposed, seconded** Cllr Bowell that the minutes of the meeting of 7th July 2015 were a true record. **Agreed.**
- 33. MATTERS ARISING AND ACTIONS** – the Clerk reported that:
- 33.1** (7.3 F&C 02.06.15)) Update regarding SAYS payments, the SAYS treasurer confirmed that rebates due to Parish Councils will be paid in August.
Cllr Bowell reported that at the SAYS Trustees meeting of 20.08.15, Horsham Matters will submit a proposal for the next three years which, if agreed, will need to be included in budget for 16/17. SPC payment to SAYS for 15/16 will also be discussed.
- 33.2** Update regarding CCTV camera in High St bus stop. CCTV had been installed at the bus stop in 1990's, on a three month free trial, as part of a scheme whereby Sussex Police partnered with local authorities. Cameras are owned by the authority, but managed by Sussex Police. Operational costs are shared. All current contracts expire in March 2017.
BT Redcare quote to supply camera - £5,495 +VAT + installation. Connectivity £588+VAT p/a. No budget had been allocated for replacement of the camera. Councillors requested Police statistics on its effectiveness and also clarity on which camera requires replacement.

33.3 (7.1 F&C 02.06.15) Update regarding the uploading of recordings to Parish Council website. The Clerk has been unable to upload recordings to the website due to the size of files. The website provider had recommended the use of 'SoundCloud', to store recordings, at a cost of £75 p/a, as an easier and simpler option. Cllr Bowell **proposed, seconded** by Cllr Ness Collins that in the interests of openness & transparency, SPC subscribe to 'SoundCloud'. **Agreed.**

34. NEIGHBOURHOOD WARDEN REPORT

34.1 Neighbourhood Wardens' report, circulated prior to the meeting. Councillors wished to thank HDC and Wardens for the speedy action following a recent graffiti attack in the town.

35. ITEMS FROM COMMITTEE MEETINGS – none for this meeting.

36. FINANCE MATTERS

36.1 Councillors received the Income & Expenditure Report and Payments List (total £24,571.01) for July 2015. No Petty Cash payments had been made in the month. Cllr Lloyd **proposed, seconded** by Cllr Sullivan that the reports be accepted. **Agreed.**

36.2 Councillors considered the appointment of the Internal Auditor, following quotes.

Mulberry & Co £350 – 400+VAT for the year, including two visits and travel expenses (which equates to approx. £50 per hour).

Rachel Hall £50 per hour, plus travel +VAT.

Peter Frost £49.99 per hour, plus travel +VAT.

Cllr Muncey **proposed, seconded** by Cllr Ness-Collins that Mulberry & Co be appointed as Internal Auditor for the year 15/16. **Agreed.**

36.3 Councillors considered the appointment of a Committee member to undertake Internal Control of Parish Council finances (Financial Regulations 17.1 Risk Management Policy) and agreed a timescale.

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that Cllr Goldsmith undertake internal control for the year 15/16, during November. **Agreed.**

36.4 Councillors considered training courses for the Clerk:

Omega budget training on improved budget function - £85+VAT

Omega earmarked reserves training on improved function - £85+VAT

Councillors agreed that further discussion would take place regarding the Financial Support package used by SPC. The Clerk will investigate costs and options.

SLCC Charitable Trusts training, relevant to SAYS - £95+VAT

Councillors agreed to request that the course be placed on the SAYS Trustees agenda for 20.08.05 for their consideration.

36.5 Councillors considered the use of the Community Payback Scheme and projects that could be addressed. Cllrs Picking, G Sullivan and Goldsmith could meet with Chair of Bolney Parish Council to discuss ways of working and set up a meeting with Community Payback Scheme organisers and report back to Council. Committees will draft lists of works that could be considered and agreed by Committees.

37. STEYNING SHOWCASE

37.1 Cllr S Sullivan **proposed, seconded** by Cllr G Sullivan that the date was fixed for 6th February 2016 at a cost of £20 per stand. **Agreed.** The Deputy Clerk will send out initial letters and organise the event.

38. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

38.1 Cllr Toomey - HALC meeting 08.07.15. as reported to Full council 13.07.15.

38.2 Cllr Bowell – Joint Parishes Burial Board AGM included agreement to charge for grant of exclusive right, equal to the cost of a burial plot, to ensure that costs of running the cemetery are covered. The document will be placed on SPC website.

39. ISOLATION & LONELINESS

39.1 Cllr Toomey reported that he was working with Vintage Years and Steyning Minibus Scheme and ex-Cllr Sue Rogers. Cllr Lloyd had met with Debbie Wood of Beeding Hub. The Community Partnership is investigating the issue of Isolation & Loneliness. Councillors would not wish to duplicate their work.

40. INFORMATION ITEMS AND CORRESPONDENCE

40.1 New Councillors provided feedback on a SALC training event for new Councillors.

40.2 A special motion to allow the current Chair of Planning not to sit on F&C has been agreed by the Planning Committee and will be considered by Full Council on 10th August.

41. COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

42. DATE OF NEXT MEETING: 1st September 2015

The meeting closed at 21.19pm

Signed: Date: 1st September 2015.
Chairman

Action list F&C 04.08.15

- 33.2** Update regarding CCTV camera in High St bus stop. Councillors requested information on which camera required replacement, and Police statistics on its effectiveness. **Agenda item for next meeting.**

Emailed Wardens 05.08.15

Note – Steyning is the only Parish Council in partnership with the Police Authority to provide a CCTV camera, all other partners are Town, District and Borough Councils.

- 33.3** (7.1 F&C 02.06.15) subscribe to SoundCloud. **Clerk.**

- 36.4** Councillors agreed that further discussion would take place regarding the Financial Support package used by SPC. The Clerk will investigate costs and options.

- 36.5** Councillors considered the use of the Community Payback Scheme and projects that could be addressed. Cllrs Picking, G Sullivan and Goldsmith could meet with Chair of Bolney Parish Council to discuss ways of working and set up a meeting with Community Payback Scheme organisers and report back to Council. Committees will draft lists of works that could be considered and agreed by Committees.

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