

Steyning Parish Council



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FINANCE & COMMUNITY COMMITTEE MEETING TUESDAY 1st December 2015 AT 7.45 PM IN THE STEYNING CENTRE

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

Members of the public: 2 including Cllr Muggridge.

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR – none for this meeting.

The meeting was convened at 19.46pm

DRAFT MINUTES

F&C/15/81. APOLOGIES FOR ABSENCE – apologies were received and accepted from Cllr Willett.

F&C/15/82. DECLARATIONS OF INTEREST AND DISPENSATIONS – Cllr Bowell declared an interest as a Trustee of SAYS.

F&C/15/83. MINUTES OF THE PREVIOUS MEETING

83.1 Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the minutes of the meeting of 3rd November 2015 be accepted as a true record. **Agreed.**

F&C/15/84. MATTERS ARISING AND ACTIONS

84.1 (F&C/15/61.3) Highway signage – Cllr Lloyd had liaised with the WSCC Cabinet Member for Highways and discussed the concern that CLC funding toward a replacement sign would not be available if WSCC were unable to address the issue before the end of the financial year. To be monitored.

84.2 (F&C/15/61.6) Swimming pool costs – HDC Councillors to discuss with HDC Officers.

F&C/15/85. NEIGHBOURHOOD WARDEN REPORT

85.1 Councillors received the Neighbourhood Warden's report for November and noted that Police duties were being undertaken by Wardens.

F&C/15/86. ITEMS FROM COMMITTEE MEETINGS – none for this meeting.



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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F&C/15/87. FINANCE MATTERS

87.1 Councillors received the Income & Expenditure Report, Payments list (total £34398.15) and Petty Cash Expenditure for November 2015.

Cllr Lloyd **proposed, seconded** by Cllr Bowell that the I&E Report be accepted. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr Ness-Collins that the Payments list be accepted. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan that the Petty Cash expenditure report be accepted. **Agreed.**

Discussion on SAYS items was deferred to the end of meeting when Cllr Bowell left at 21.00pm

87.2 Internal Control - Councillors received a report from Cllr Goldsmith regarding Internal Control, and noted that an audit trail was undertaken and noted the Clerk's action plan. Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that the report be accepted. **Agreed.**

Cllr Goldsmith expressed concern that the arrangement between Parish Councils and SAYS constituted 'unusual financial activity' and referred to a statement included in the SAYS financial report for 14/15 that 'all cash balances held by SAYS belong to the four parish councils and are held solely on their behalf'. The Clerk had received verbal confirmation from the Internal Auditor that the arrangement was in good order, and that the statement on the SAYS Financial Report was incorrect. Councillors agreed that an email question from Cllr Goldsmith should be forwarded to the Internal Auditor for written responses to questions.

87.3 Internal Audit - Councillors received the Internal Auditor's Interim Report for November 2015. Councillors noted advice provided, including recommendation not to change financial software. Councillors noted the IA's advice to obtain two card readers in order to make an online transaction, but expressed concern that a card reader should be transferrable between Councillors, in order to be practical. The Internal Auditor drew Councillors attention to increasing budget pressures and the difficulty of maintaining a 0% increase in the precept for 16/17.

87.4 Continuing commitment to Youth Service - Councillors discussed Working Party recommendations regarding SPC's continuing commitment to Youth Provision for the forthcoming three years. Councillors noted that:

1. The Working Party expressed concern regarding the current administration of the SAYS charity, and recommended that as the largest contributor the SPC Clerk should undertake the role of administrator.
2. SAYS should confirm that they have sought legal advice that the current charity meets all the regulations regarding the independence of charities from local government control.
3. SAYS should seek advice to confirm that the charity status meets the regulations and that SAYS can continue as a charity.
4. Dependent on the response to 2-3 the members recommended a further Working Party meeting to discuss the contract payments and whether some or, all of the payment will come from SAYS in the first year, or not.

Cllr Toomey **proposed, seconded** by Cllr Ness Collins that:

5. It was concluded that further work was needed by the Working Party and SAYS, with a view to achieving a three year contract, starting in 2016, with financing arrangements for the costs until then. **Agreed.**

Cllr Lloyd **proposed, seconded** by Cllr G Sullivan, that a letter should be sent to SAYS regarding recommendations 1 – 3, with a request for an urgent response. **Agreed.**

87.5 Request from SAYS regarding rebate - Councillors considered a request from SAYS that previously funds should be returned to SAYS and noted that the original rebate to Parish Councils had been 'improper'. Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that F&C would recommend to Full Council that SPC should withhold the return of funds, until such time as SPC receive clarity on the legality of the charity. **Agreed.**

87.6 Steyning Showcase was confirmed as fully booked.

Cllr Goldsmith **proposed, seconded** by Cllr S Sullivan that the following payments were authorised:

West's Printers - £140+VAT print 3200 leaflets.

Your Steyning - £120+Vat deliver 3,200 leaflets

Agreed.

87.7 Budget 16/17 Councillors considered the second draft budget and discussed 'wish list' budgets. Cllr **Lloyd proposed, seconded** by Cllr G Sullivan that H&L and Playing Fields Committees will hold extraordinary meetings if necessary, to ensure that a final draft budget can be considered and agreed by F&C on 05.01.16 and recommended to Full Council on 11.01.15. A draft budget should be available prior to the Christmas break, with hard copies available. **Agreed.**

F&C/15/88. REVIEW OF STEYNING PARISH COUNCIL RISK ASSESSMENTS

88.1 Councillors reviewed the Risk Assessment for Caretakers Duties

88.2 Councillors reviewed the Risk Assessment for Online Banking

88.3 Councillors reviewed the Risk Assessment for Orchard Group Volunteers (Cllr S Sullivan declared an interest as an Orchard Group member).

88.4 Councillors reviewed the Risk Assessment for Financial Duties

88.5 Councillors reviewed the SPC General Risk Assessment

Cllr Lloyd **proposed, seconded** by Cllr S Sullivan that the Risk Assessments above be adopted. **Agreed.**

The Clerk confirmed that the Steyning Centre Committee would be undertaking a review of the Fire Risk Assessment at their next meeting and reporting back to F&C in January 2016.

F&C/15/89. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

89.1 Joint Parishes Burial Board – Cllrs Bowell and Sullivan reported that land would shortly be purchased to extend the current burial ground.

89.2 HALC - Clerk will pdf hand written notes of conference held on 31.10.15 and circulate.

89.3 SAYS – Extraordinary Trustees meeting to be held on 18.12.15.

F&C/15/90. Steyning Parish Council lottery proposal

90.1 Report circulated prior to the meeting. Cllr Lloyd proposed, seconded by Cllr S Sullivan that a Working Party meeting will be held, before discussion takes place at a future F&C meeting. **Agreed.**

F&C/15/91. INFORMATION ITEMS AND CORRESPONDENCE – none for this meeting.

F&C/15/92. COMMUNITY INFRASTRUCTURE LEVY – none for this meeting.

F&C/15/93. DATE OF NEXT MEETING: 5th January 2016

The meeting closed at 21.55pm

Signed: Date: 5th January 2016



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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Action list F&C 01.12.15

Cllr Lloyd - Speak to Lisa Boydell regarding recommendation to 'grant'

- 87.2 Internal Control** - Councillors agreed that an email question from Cllr Goldsmith should be forwarded to the Internal Auditor for written responses to questions. Email sent 02.12.15 – acknowledged and will respond.
- 87.3 Internal Audit** – Ask HSBC for second card reader, if it can be shared between Councillors, rather than linked to one Councillor only.
- 87.4 Continuing commitment to Youth Service -**
Further work was needed by the Working Party and SAYS with a view to achieving a three year Contract starting in 2016 with financing arrangements for the costs until then.

Letter should be sent to SAYS regarding questions 1 – 3, with a request for an urgent response. Draft sent to TL and PB – 02.12.15

- 87.7 Budget 16/17** Cllr **Lloyd proposed, seconded** by Cllr G Sullivan that H&L and Playing Fields will hold extraordinary meetings if necessary, to ensure that a final draft budget can be considered and agreed by F&C on 05.01.16 and recommended to Full Council on 11.01.15. **A draft budget should be available prior to the Christmas break, with hard copies available.** Reminder and current budget sent to Chairs – 02.12.15

F&C/15/88. REVIEW OF STEYNING PARISH COUNCIL RISK ASSESSMENTS

Upload RA's.

- 89.2 HALC** - Clerk will pdf hand written notes and circulate.

F&C/15/90. Steyning Parish Council lottery proposal

- 90.1** Cllr Lloyd proposed, seconded by Cllr S Sullivan that a Working Party meeting will be held, before discussion takes place at a future F&C meeting.