

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 5th July 2016 AT 7.45 PM IN THE STEYNING CENTRE**

Following the Local Audit and Accountability Act 2014, and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have a right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council, they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

A G E N D A

1. **APOLOGIES** – to receive and consider apologies for absence
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS** - To note Declarations of Interest and any dispensations
3. **QUESTIONS FROM THE FLOOR:**
4. **MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting held on 7th June 2016.
5. **MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.
 - 5.1 **F&C/16/9.1** – Cllr Bowell/Clerk to investigate budget spend – see item 13.1
 - 5.2 **F&C/16/9.2** – Clerk to advise Deputy Clerk
 - 5.3 **F&C/16/9.3** – training undertaken; recognised limitations of software as to what it can provide and how; Additional cost for extra module – see item 13.7 below; training and SALC budgets to be separated out; notes re spend to be added on future print outs
 - 5.4 **F&C/16/9.4** – see agenda item 6.1 - proposed changes to Standing Orders
 - 5.5 **F&C/16/11.1** – Application by Horsham District Age Concern - Clerk to add to next list for consideration – see item 14.3 below
 - 5.6 **F&C/16/11.2** – Application by Steyning Town Football Club. Clerk to add to next list for consideration – see item 14.4 below
 - 5.7 **F&C/16/12.1** – Future of SAYS - see agenda item 8 below
 - 5.8 **F&C/16/13.1** – Joint Parish Burials Board see agenda item 9 below ; have advised again on Cllr Willet's position for future communications
 - 5.9 **F&C/16/13.2** – HALC update was on Full Council agenda for 13.6.16
 - 5.10 **F&C/16/13.3** – SAYS update - was on Full Council agenda for 13.6.16
 - 5.11 **F&C/16/15.2** – Planning Committee to be aware of ATM proposal, High Street
 - 5.12 **F&C/16/18.1** - Cllr Muncey to calculate cost to implement agreed pay settlement to be reported to Full Council



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- 6. REVIEW COUNCIL STANDING ORDERS/POLICIES/PROCEDURES**
- 6.1 Standing Orders** – to discuss and agree changes to existing Standing Orders – copy attached – referred to this Committee by Full Council on 9th May 2016. **NB** Includes two new Standings Orders agreed at Full Council on 13th June 2016.
- 6.2 Complaints Procedure** - to discuss and agree changes to existing Complaints Procedure – copy attached – referred to this Committee by Full Council on 9th May 2016
- 6.3 Councillor Allowances** – to discuss and agree councillor allowances - referred to this Committee by Full Council on 9th May 2016
- 6.4 Publication of Information Scheme** – to agree existing scheme (NALC model) – copy attached - referred to this Committee by Full Council on 9th May 2016
- 6.5 Working Party/Team Meetings** - to discuss and agree purpose, remit, procedures - referred to this Committee by Full Council on 9th May 2016
- 7. NEIGHBOURHOOD WARDENS REPORT** - to receive the Neighbourhood Wardens’ report.
- 8. FUTURE OF SAYS**
- 8.1** Discuss and agree Council’s ongoing commitment to SAYS
- 8.2** Agree two councillors to represent the Council at meeting in July on discussions re the future of SAYS
- 8.3 Motion 1 received :**
 “ That the Parish Council will suspend all further payments to SAYS Charity unless and until SAYS Charity agrees to all the conditions in SPC’s 13 July 2015 policy for grant-making and in addition agrees to provide for publication on the respective websites of all councils within the SAYS Cluster:-
 1 Forthwith, all of its trustees’ and management committee agendas and minutes since November 2015
 2 Upon publication, the agendas for all further meetings of its trustees or management committee
 3 Within fourteen days of any trustees’ or management committee meeting, copies of draft minutes; and
 4 Within fourteen days of approving any such minutes, copies of such approved minutes
 5 Within fourteen days of approving them, its annual accounts”
- 8.4 Motion 2 received :**
 “That a working party of all councillors be established to make recommendations to full council as to whether funding and management of the SAYS Cluster youth service should continue in its present form through SAYS Charity or whether future funding and management should be through a joint committee of the SAYS Cluster parish councils”
- 9. JOINT PARISHES BURIAL BOARD (JPBB)**
- 9.1** To discuss and agree the way forward regarding the purchase of additional land and other related issues - update
- 10. MOUSE LANE**
- 10.1** Update
- 11. BANKING IN THE HIGH STREET**
- 11.1** Update
- 12. ANY ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
- 13. FINANCE MATTERS**
- 13.1** To consider and agree Income & Expenditure Report for May 2016.
- 13.2** To agree to fund one day SALC Clerk Training Course at £90 on 20th July 2016
- 13.3** To agree to release the funds previously approved for an additional temporary administrative resource based on 12 hours per week and delegate authority to the Clerk and Deputy Clerk to take forward – see

- attached briefing paper
- 13.4** Discuss the need to ensure the Council takes reasonable steps to prevent legionnaires disease at High Street Toilets, Changing Rooms Memorial Playing Fields and Steyning Centre e.g. to seek external support or train caretaker to become responsible officer and related funding – see attachment
- 13.5** Discuss Member training and potential funding requirements
- 13.6** To discuss and agree replacement of 3 faulty CCTV cameras at Memorial Playing Field – quote attached
- 13.7** To discuss and decide action on quote received from finance software supplier for additional module
- 13.8** Expenses incurred due to advice being sought
- 14. APPLICATION FOR GRANTS**
- 14.1** To receive request from Royal British Legion to release funds towards Poppy Appeal lunch
- 14.2** To received request from Royal British Legion to release funds towards upkeep of memorial garden
- 14.3** To consider application from Horsham District Age Concern – letter attached
- 14.4** To consider application from Steyning Football Club – see email attached
- 15. INFORMATION ITEMS AND CORRESPONDENCE**
- 16. COMMUNITY INFRASTRUCTURE LEVY**
- 17. DATE OF NEXT MEETING: 7.45pm on 2nd August 2016**

Carol Stephenson
Clerk to the Council

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
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