

**FINANCE & COMMUNITY COMMITTEE MEETING
TUESDAY 2nd DECEMBER 2014 AT 7.30 PM
AT THE STEYNING CENTRE**

Present: Cllrs Lloyd, Bowell, Toms, Toomey, Hopkinson and Willet.

Members of the public: two

Clerk: Rebecca Luckin

QUESTIONS FROM THE FLOOR:

1. **Q** – Can you tell us what the total cost of the skate park is up to date?
A – No, I cannot, but we will let you have that in writing.
2. **Q** – Can we have budget for new benches on the MPF? Some have been donated, but, some of the families have moved away and the benches are going to fall to bits. The Parish Council should supply benches, they are used all year round.
A – That is something to bring up at the Playing Fields Committee. Budgets are currently being drafted.
3. **Q** – Two or three meetings ago I enquired about the swimming pool budget, and whether we should increase the monies from the neighbouring Councils. Steyning residents are subsidising local parishes? There is an impact upon the precept of Steyning. Could there be a fairer system, a loyalty card?
A – We have had one contribution, the same as last year and are expecting others. There is not much we can do, it is a contribution. A loyalty card could be discussed with DC Leisure. The Steyning contribution is only that, the residents of Steyning do not pay for the whole cost. We have a contract with HDC, which we have to honour, we don't pay for the whole facility. The original lottery grant was for the benefit of the community, not just Steyning. The Clerk will look into the existing contract. It does bring in neighbours from other parishes who bring business into Steyning.

The meeting was convened 7.38pm

MINUTES

1. **APOLOGIES** – apologies were received and accepted from Cllrs Alexander and Rogers.
2. **DECLARATIONS** – Cllr Muggridge and Cllr Toomey declared an interest in item 8.1.

- 3. MINUTES OF THE PREVIOUS MEETING**
Cllr Lloyd **proposed, seconded** by Cllr Bowell that the minutes of the meeting of 4th November 2014 be signed as a true record. **Agreed.**
- 4. MATTERS ARISING AND ACTIONS** – the Clerk advised that all matters arising and actions were included on the agenda for discussion.
- 5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**
- 5.1** Neighbourhood Wardens report – circulated prior to the meeting and placed on the Parish Council website.
- 5.2** Local Action Team (LAT) report – none for this meeting.
- 6. INFORMATION ITEMS** – none for this meeting.
- 7. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from the F&C Committee.
- 7.1 Urgent item** – Cllr Toms explained that a drain by the entrance to the Steyning Centre had collapsed and also window frames to the rear of the building had been noted as rotting.
A quote had been received for urgent works at £255.
Cllr Lloyd **proposed, seconded** by Cllr Bowell that urgent works were completed. **Agreed.**
- 8. GRANT REQUESTS**
- 8.1** Grant request from the Neighbourhood Plan Steering Committee to cover the costs of hall and meeting room hire. Councillors discussed the costs of running the Steyning Centre and Cllr Lloyd **proposed, seconded** by Cllr Toms that they must not displace any revenue earning opportunities. The other Parish Councils in the SWAB cluster do not have facilities to offer. The Deputy Clerk will advise SWAB when rooms are not being used by others. **Agreed.**
Cllr Lloyd **proposed** that Saturday dates for the Public could be booked in advance and that it be delegated to the Clerk and Cllr Toms to fix dates, **seconded** Cllr Toms. **Agreed.**
- 8.2** Grant request from the Visitor & Tourism Group to cover the costs of meeting room hire, £165. Cllr Lloyd declared an interest as a member of the partnership. Councillors noted the benefits that the V&T Group had provided to the community.
Cllr Bowell **proposed** that the V&T Group receive the grant, but should not be given priority over any organisation paying full hire price, **seconded** by Cllr Hopkinson. **Agreed.**
- 8.3** Grant request from the Steyning Music Society toward the cost of the Steinway grand piano service in 2015. Councillors noted past grants and the needs of the Music Society in 2015. The Clerk will write to the Music Society and advise that the request will be held over until May 2015, in order that the new Parish Council can consider the grant request.

- 8.4 Grant request from Steyning in Bloom.
Cllr Lloyd **proposed, seconded** by Cllr Bowell that £1000 be granted as agreed in the 2015 / 15 budget. **Agreed.**
9. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
- 9.1 The Clerk reported that she had attended a meeting of the Horsham Association of Local Councils (HALC) on 11th November. Speakers had included Chris Lyons, HDC Director of Planning who confirmed that communication and staffing issues are being addressed, concern was expressed regarding Enforcement and the CIL process will be clarified and placed on the HDC website. Paul Cummins spoke regarding the recording of meetings and confirmed that Neighbourhood Plan meetings would not need to be included in the list of meetings to be recorded. Tom Crowley spoke regarding the HDC move to County North buildings, which is due to take place in June 2015. Paper files will be reduced.
- 9.2 Joint Burial Board – Cllr Bowell reported that additional land purchase is being considered and discussed with SDNPA and HDC.
10. **FINANCE MATTERS AND STATEMENT OF ACCOUNTS**
- 10.1 Cllr Lloyd **proposed, seconded** by Cllr Bowell that the Finance & Expenditure Report for November 2014, Payments List for November totalling £23,376.49, and Petty Cash payments for November 2014 be accepted. **Agreed.**
- 10.2 Councillors discussed a revised draft of the Finance & Community Committee budget. Further revision will take place. Chairs of Committees will meet with the Clerk prior to Full Council meeting of January in order that the budgets can be agreed.
- 10.3 Interim report from the Internal Auditor. The auditor had advised that the list of payments total should always be recorded in the F&C minutes. He also advised that there were revised model Standing Orders and Financial Regulations available. The Clerk will obtain copies and circulate to committee members.
- 10.4 Contract with the Parish Council website provider. Cllr Bowell **proposed, seconded** by Cllr Toomey that the contract be signed. **Agreed.**
- 10.5 Contract with Kestrel Alarms for Steyning Centre CCTV maintenance. Cllr Toomey **proposed, seconded** by Cllr Willett that the contract be signed. **Agreed.**
11. **ISOLATION & LONELINESS / PRIDE OF PLACE**
Cllr Rogers will lead another working party meeting in January 2015.
12. **RISK ASSESSMENT**
- 12.1 Steyning Parish Council Guide to Risk Assessments

- 12.2 Risk Assessment Outline Document
- 12.3 Risk Assessment regarding use of the Steyning Centre
- 12.4 Risk Assessment regarding use of MPF and changing rooms
- 12.5 Risk Assessment regarding use of allotments
- 12.6 Risk Assessment regarding use of public toilets and High Street bus shelter
- 12.7 Risk Assessment regarding Finance and Internal Control.
- 12.8 Steyning Parish Council Health & Safety Policy
Cllrs. noted that these were working documents and could be amended from time to time and subject to agreed amendments and additions, Cllr Bowell **proposed, seconded** by Cllr Willett, that the Risk Assessments, Financial Risk Assessment and Health & Safety Policy be adopted. **Agreed.**

13. **COMMUNITY INFRASTRUCTURE LEVY** – none for this meeting.

Cllr Muggridge left the meeting at 20.57pm

14. **STAFFING MATTERS**

The Chairman **proposed, seconded** by Cllr Bowell that the item be discussed confidentially under Standing Orders 1d). **Agreed.**

15. **DATE OF NEXT MEETING:** Tuesday 6th January 2015 at 7.30pm.

The meeting closed at 21.15pm

Signed: Date: 6th January 2015
Chairman

NEXT MEETING 6TH JANUARY 2015

ACTIONS FOR F&C MEETING 02/12/14

Q1. Q –cost of the skate park is up to date?
A – we will let you have that in writing. **Clerk**

Q2. The **Clerk** will look into the existing swimming pool contract.

8.3 Grant request from the Steyning Music Society toward the cost of the Steinway grand piano service in 2015. Councillors noted past grants and the needs of the Music Society in 2015. The Clerk will write to the Music Society and advise that the letter will be held over until May 2015, in order that the new Parish Council can consider the grant request.

8.4 Grant request from Steyning in Bloom.
Cllr Lloyd **proposed, seconded** by Cllr Bowell that £1000 be granted as agreed in the 2015 / 15 budget. **Agreed.**

10.3 Revised model Standing Orders and Financial Regulations available. The **Clerk** will obtain copies and circulate to committee members.