MINUTES OF THE MEETING OF THE FINANCE & COMMUNITY COMMITTEE HELD ON TUESDAY 6th AUGUST 2013 AT 7.30 P.M

PRESENT: Cllr Lloyd - chairman
Cllrs Bowell, Alexander, Toms, Ness-Collins, & Hoare
8 members of the public were present
Cllr Bbarling S.O 3(c)
1 member of the press
The Clerk was in attendance.

1 APOLOGIES

1.1 There were apologies for absence from Councillors Devlin, Toomey & Rogers

2. DECLARATIONS

2.1 There were no declarations of interest from Councillors.

3. REQUESTS FOR DISPENSATIONS

Cllr Lloyd asked if any requests for dispensations had been received.
There were none.

4. MINUTES

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Ness-Collins that the minutes of the meeting held on 3rd July 2013 be agreed as a true record of the meeting. **This was Agreed.**

5. MATTERS ARISING AND ACTIONS

5.1. An energy certificate for the Steyning Centre is arranged.
5 .2 Check Section 106 funding for water boiler**.** Ongoing.
5.3 Contact with the Grammar School for contribution with the Wardens is ongoing.
5.5 Showcase event is an agenda item.
5.6 The Deputy clerk is in liaison with HDC regarding registering the Police Station as a community asset.
5.7 Community Asset working group has not yet met.
5.8 A working group for the Neighbourhood Plan has not yet met.
5.9 Compass Bus company have been notified of discontinuation of grant.
5.10 Review of Procedures is an agenda item.
5.11 Grants for Pat Town's reception and Food Festival have been paid.

6. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT

6.1 The Neighbourhood Wardens report was circulated to councillors and is attached to these minutes.
There was no LAT meeting this month.

7. QUESTIONS FROM THE FLOOR

The meeting was suspended to allow questions from members of the public.

- Can we make sure there is a questions session for the public to make comments in the Planning meeting.

You are able to write in with a question and comment is usually allowed by the chair if someone is present for a planning application they have made and has a particular interest in an application. We will look at this under our review of procedures.

- Proposed picnic on MPF is welcomed by the Friends of Memorial Playing Field great opportunity for whole community to come together for friendly discussions. If the council grants consent will it do so on the condition that it is promoted as an event for whole community and make sure that any press release make this plain and is not just for supporters of the skateboard facility which would be contrary to the Village Green status.

We will be looking at this and this is purely to give permission or not to the supporters to hold this event.

- Can you make sure that the PCSO's and Wardens are on duty for the event. There are certain elements of the community, not the youngsters, its mature people that should know better, and we don't want any friction on the day.

Wardens don't usually work on a Sunday. We will pass this on to them and the PCSO's.

- Expenditure not on website.

Not yet done.

- Can we have an update on Chairman's message on website. This is an old one.
- To eleviate any fears of any so called 'football violence' at the picnic event I do not think there will be any trouble, hopefully a lot of people will be talking to each other, and this for the whole community in Steyning and is worded as such on our website.

The meeting was reconvened.

8. INFORMATION ITEMS

8.1 A letter has been received from HDC regarding the renewal of the premises licence for Steyning Town Community Football Club, now merged with Steyning Strikers and are a community club incorporating a women's team. The licence is for the sale of retail alcohol and the provision of late night refreshment. All activities to conclude at 23.00 hrs.

Carol Swain from the STCFC was invited to speak and said that the change of name has come about as we have actually merged with Strikers and we are now not just an adult team but a whole community club and because we have renamed we have to re-apply for our licence.

8.2 The only available date in February for the next showcase event is on 8th February 2013.

Would this include a junior showcase event. No, as we cannot be any bigger than we currently are, this would need to be a separate event.

It was **Agreed** to progress the event on this date.

9. STEYNING CENTRE MANAGEMENT GROUP

9.1 Cllr Toms reported that the management group are looking at replacement of the lapel mikes in Coombe Court. Are the mikes going to be significant cost. No, should be able to use free channel for frequency and then just cost of equipment.
Energy certificate should be ready in approximately 2 weeks.
Audit of building to see any works that needs doing, and there will be some paintwork.

9.2 Viridor Credits have done their inspection and monitoring of the Solar Panels as they provided the grant and have confirmed there will be no further monitoring. They were very impressed with the Centre generally.

10. ITEMS FROM COMMITTEE MEETINGS

10.1 This item is being taken at this committee as an urgent item as there is no Playing Fields until 20th August and not in time for the organisers to arrange the event.
A request has been received from the Skateboard facility supporters group to hold a Steyning picnic for all residents on the MPF on Sunday 8th September 2013.

- The event to be from 12.00 – 4.00 p.m.
- They wish to have an ice-cream van parked on the car park.
- They wish to have the wood fired pizza van parked on the car park.
- The temporary skateboard facility from HDC.
- A small P.A system.

They will do a litter pick after the event and dog fouling patrol prior to the event.
This is open to entire community.
Excellent idea.
No parking on the field or general car parking in the car park with the other organised facilities there. The organisers to control this.
The Clerk to speak to the Wardens and PCSO's.
Temporary skateboard facility to go on existing strip. Vehicle to deliver and move not to park on field.
To check with Cricket club whether there is a match on that day.
People bringing Alcohol to be discussed with the organisers.
To set up a meeting Cllrs Lloyd, Ness-Collins and Bowell with organisers to cover some of the above points.
Cllr Toms **proposed** agreement to the event **seconded** by Cllr Ness-Collins. This was **Agreed**.

11. NEIGHBOURHOOD PLAN

Cllr Bowell updated on progress that we have now communicated with Upper Beeding, Bramber, Ashurst and Wiston and a meeting is arranged with HDC on 14th August. HDC are keen to progress with a cluster approach. Cllrs Alexander, Ness-Collins, Bowell and Lloyd to attend meeting.
The Clerk informed the meeting that Tom Warder from AiRS is also working on a cluster approach with other parishes and he would like to meet with us to offer their service.

12. REVIEW OF PROCEEDURES

12.1 Cllr Lloyd reported that councillors had been sent a policy document for approval regarding the Local Government Pensions Scheme discretions. We are required to do this as part of our membership of the LGPS scheme. The policy document produced is in line with the WSCC document and the statutory scheme.

It was **proposed** by Cllr Alexander and **seconded** by Cllr Ness-Collins to delegate to Cllrs Bowell and Lloyd to look at this in more detail with the clerk and submit to WSCC. This was **Agreed**.

12.2 Cllr Lloyd reported that he is working with the Clerk to review and produce a complaints procedure, review our financial regulations and in due course Standing Orders to reflect any changes. As previously reported the Publication Scheme will be reviewed in line with new guideline produce by the ICO.

Cllr Lloyd proposed that a Chairs group be written into Standing Orders to be able to deal with standard administrative issues. The Clerk has certain powers as part of her job and this would be to give more support via a chairs group meeting to answer and make some decisions as part of this role and the management and administration of the Council. The group to informal and to meet as and when required when there are issues to help in making decisions necessary. It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms to form a Chairs group and to incorporate this into Standing Orders. This was **Agreed.**

Cllr Lloyd also asked for committee's view on streamlining what the Council records in its minutes, what information is produced on the website and what account information is published.

Minutes are not a verbatim report but were to reflect what was agreed at the meetings. Would like to look at this as part of the chairs group.

Will look at accounts and what we wish to produce for publication. The clerk is already looking at this but may be restricted by the software.

To look at how long items stay on the website and when to take things off and to try and produce more information so as to avoid so many instances of FOI requests and other requests and if we put the right information on the website this may avoid some of this. Problem with this could be the more information goes on the website, capability in accessing it becomes as issue and we could then need to spend a lot of money and time upgrading it.

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Alexander to delegate to Cllrs Lloyd and Bowell to look at all these areas and procedures with the clerk, to discuss as a chairs group if necessary and bring back to this committee. This was **Agreed**.

13. APPLICATIONS FOR GRANT AID

13.1 A letter has been received from Steyning in Bloom requesting an increase in the grant they receive. Next year is the 400th Anniversary of the Grammar School and the Steyning festival. They estimate they will need approximately an additional £5,000 for next year to be able to put back all the hanging baskets. Currently SPC fund SiB £600 per annum.

Cllr Barling suggested an application to the CLC for a grant. SiB to make contact direct with him.

Need to review budget first before committing any further funds from this meeting.

Would like to see us supporting groups in Steyning rather than national organisations.

£5k is beyond our capabilities at present.

Could look at sponsorship from a larger company.

To bring back to committee when next years budgets are in progress – October.

To find out how Bramber do their watering. To get a budget from Upper Beeding and Bramber to see what they pay.

Need to advise SiB that we cannot do this in one step.
To advise SiB.

13.2 The Royal British Legion has asked for the release of their grant towards the maintenance of the Memorial Garden. They will produce an invoice. The Mayberry Garden Centre is providing plants at no cost.
Next year is the centenary of the First World War.
It was **proposed** by Cllr Lloyd and **seconded** by Cllr Toms to pay this grant. This was **Agreed**.
The RBL also informed us that they are running their Art Competition again this year in 5 primary schools.

14. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

14.1 Burial Board AGM appointed new chair from Bramber. Vacancy for Burial Board volunteer needed from Steyning. Cllr Bowell will volunteer.

15. FINANCIAL REPORT AND STATEMENT OF ACCOUNTS

15.1 There were no petty cash payments in June or July.

15.2 The Income & Expenditure statement for July was circulated to councillors. It was **proposed** by Cllr Bowell and **seconded** by Cllr Toms that the expenditure and accounts for the period be agreed. **This was Agreed**.

15.3 Cllr Lloyd reported that Steyning Parish Council has recently been served with two claims for judicial review in relation to its planning application submitted to Horsham District Council for a skateboard facility on the Memorial Playing Fields, to which Steyning Parish Council filed a robust Grounds of Defence in response.
Steyning Parish Council has now been notified that on considering the papers the court has refused permission in respect of both claims for judicial review.
However, Steyning Parish Council understand that the Claimant has made a request for the decision to be reconsidered at a hearing. A court date is awaited.
Further our insurers have confirmed that it will cover the legal costs for the JR's up to a specified amount which will either cover or partly cover our costs depending on whether the appeal is granted and the case goes forward. The amount of this cover will not to be released at this time. We will be putting out a press release on this.

15.4 The Clerk reported that the final invoice for the by-election has come in at £3,511.20. One of the highest unexpected costs here was £750 on postal voting. Horsham District Council, as agreed, has funded £1,815. This means the total cost of a by-election is now over £5,000.
It was **proposed** by Cllr Lloyd and **seconded** by Cllr Bowell to approve this expenditure of an additional £1k from reserves. **This was Agreed**.

15.5 The CCTV system in MPF is now just over a year old. There are two quotes for maintenance:
Standard maintenance – annual check, access to 24 hour service plus discounted call-outs, part and labour. £276 plus VAT per annum
Bespoke Maintenance cover – annual check, access to 24 hour service, free call-outs and labour to attend faults. This does not include callouts for training, extracting footage or anything that does not constitute a breakdown or failure of the equipment, or damage caused by fire, storm, lightning, vandalism, theft etc. Replacement parts would still be chargeable. £748 plus VAT.
It was **proposed** by Cllr Lloyd and **seconded** by Cllr Ness-Collins to initially accept the Standard quote at £276. **This was Agreed**.

The clerk to check with our insurers what level of coverage we already have and possibly upgrade if necessary. Also to find out what an average call out will costs.

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Alexander to delegate to Cllr Bowell, Lloyd and the Clerk to look at the above information and bring back to committee. **This was Agreed**.

15.6 The Council is currently in a 3 year deal through our brokers for insurance and the final year is now due for payment at £7,298.53. The insurers are offering a further 3 year deal, to start now, at a reduced cost of £6,933.60 p.a. However, the Clerk has obtained a quote for a 3 year deal (to start in 2014) at a cost of £4,659.13 for a similar level of cover.

It was **proposed** by Cllr Lloyd and **seconded** by Cllr Hoare to continue with our current 3 year deal and to renew the quotes from both companies in 2014. This was **Agreed.**

16. COMMUNITY INFRASTRUCTURE LEVY

There was nothing to add to the list this month.

17. PRIDE OF PLACE

This item is for all committees to think about at meetings to consider older people in the community.

Dropped kerbs is an item that we are looking at under this heading. This is being dealt with at Highways committee.

Cllr Barling has gone through the list of priorities for Highways and the dropped kerbs project is high priority on this list. Will go to CLC 15th September. Anything else for the list needs to go to Cllr Barling asap.

18. CONFIDENTIAL – due to the nature of the business the Chairman proposed that the next item be taken under Standing Order 1(d) and that the press and public be excluded. This was seconded by Cllr Bowell and Agreed.

19. DATE OF NEXT MEETING: The next meeting will be held on Tuesday 3rd September 2013 at 7.30 pm.

The Chairman closed the meeting at 8.50 p.m.