

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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Published 29th June 2019

**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO
AN EXTRAORDINARY MEETING OF THE STEYNING FULL PARISH COUNCIL
TO BE HELD ON MONDAY 3rd JUNE 2019
AT 7.30PM 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 plugged into the main electrical power supply of the Steyning Centre must be PAT tested. During confidential sessions there is no recording permitted.

A G E N D A

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence.
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest (personal, prejudicial and disclosable pecuniary) in items on the agenda and consider any dispensations,
- 3.0 CHAIRMANS STATEMENT**
- 4.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
 - 4.1** To complete and agree final arrangements for committee membership to fill the two remaining vacancies within the four main committees (supporting paper)
 - 4.2** To discuss and agree membership to the Neighbourhood plan steering committee – This includes 8 residents and 4 representative members of the Council
- 5.0 ADOPTION OF STEYNING PARISH COUNCIL POLICIES** (supporting papers)
 - 5.1** To adopt the Steyning Parish Council breach notification policy (Data Protection)
 - 5.2** To adopt the Publication of information scheme (Data Protection)
 - 5.3** To adopt the Complaints procedure
 - 5.4** To adopt the Data retention and disposal policy (Data Protection)
 - 5.5** To adopt the Subject access request policy (Data Protection)
 - 5.6** To adopt the CCTV policy and code of practice (Data protection)
 - 5.7** To adopt the Dignity at work / Bullying and Harassment Policy
 - 5.8** To adopt the Members Allowance policy
 - 5.9** To adopt the Freedom of information & Environmental Information Regulations Requests policy
 - 5.10** To adopt the Health and safety policy
 - 5.11** To adopt the Equality policy
 - 5.12** To adopt the Social media policy
 - 5.13** To adopt the Community engagement policy
 - 5.14** To adopt the Grant awarding scheme



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- 5.15** To adopt the Privacy notice under GDPR
- 5.16** To adopt the Model Hiring Agreement for The Steyning Centre
- 5.17** To adopt the Data protection Policy

- 6.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES**
- 6.1** South Downs National Park (SDNP) – one rep.
- 6.2** Joint Parishes Youth Committee (JYPC) – two reps.
- 6.3** HALC / SALC / NALC - two reps
- 6.4** Local Action Team (LAT) – one rep.
- 6.5** Joint Parishes Cemetery Committee (JPCC) – two reps.
- 6.6** Isolation & Loneliness representative – one rep.
- 6.7** Representatives on Neighbourhood Plan Steering Committee – two reps.
- 6.8** Tree Warden for Steyning Parish Council
- 6.9** Patient Participation group (PPG) – one rep.
- 6.10** Neighbourhood Wardens steering group – three reps.
- 6.11** To consider the addition of an SPC councillor representative on the ‘Greening Steyning’ group

- 7.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** (Supporting paper)
- 7.1** Sussex Association of Local Councils (SALC)
- 7.2** Horsham Association of Local Councils (HALC)
- 7.3** Society of Local Council Clerks (SLCC)

- 8.0 PARISH COUNCIL INSURANCE COVER.** To note that the Council’s insurance policy expires on 31st August ‘19

- 9.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL.**
- 9.1** FOI Panel – 5 Reps.

- 10.0 TO REVIEW THE COUNCILS POSITION ON FINANCIAL ITEMS UNDER SECTION 5 - STANDING ORDERS**
- 10.1** To review and agree the council’s position in terms of expenditure incurred under s137 of the Local government Act 1972
- 10.2** To review and agree the Council’s position in terms of becoming eligible to exercise the general power of competence in the future

- 11.0 CORRESPONDENCE AND INFORMATION ITEMS**
- 11.1** Respect and Remember letter from SALC (Supporting paper)
- 11.2** Communication from Vintage Years club representative (Supporting papers)
- 11.3** The West Sussex Civilian Military Partnership Board Briefing (Supporting papers)

- 12.0 DATE OF NEXT FULL COUNCIL MEETING – 17th June 2019 at 7.30pm**

Rodney Goldsmith
Chairman of Steyning Parish Council