

Steyning Parish Council



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

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TO ALL MEMBERS OF STEYNING PARISH COUNCIL

YOU ARE HEREBY SUMMONED TO A FULL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 13th MAY 2019 AT 7.30 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 plugged into the main electrical power supply of the Steyning Centre must be PAT tested.

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

Please note that due to the length of the agenda there will be no public question time at the meeting.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2019/20** (by paper ballot)
- 2.1** To receive nominations for the position of Chairmen of the Council.
- 3.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2019/20** (by paper ballot)
- 3.1** To receive nominations for the position of Vice Chairmen of the Council.
- 4.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meeting held on the 15th April 2019
- 6.0 NEIGHBOURHOOD WARDEN'S REPORT**
- 6.1** To receive Neighbourhood Wardens report (See supporting paper)
- 7.0 NEIGHBOURHOOD PLAN**
- 7.1 Update from Clerk**
- 8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
- 8.1** Finance & General Purposes {F&GP} (9)
- 8.2** Amenities (7)
- 8.3** Planning (7)
- 8.4** Premises (7)
- 8.5** To agree that Committee Chairmen will be ex officio members of the F & GP Committee.



Locum Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 9.0 CONFIRM COMMITTEE TERMS OF REFERENCE** (See supporting papers)
- 9.1** Finance & General Purposes Committee
- 9.2** Amenities Committee
- 9.3** Planning Committee
- 9.4** Premises Committee
- 9.5** Steyning Neighbourhood Plan steering committee – This is a Non-Council committee with two representative Councillors
- 9.6** Working Practices Working Groups

- 10.0 ASSET AND LAND REGISTERS** (See supporting papers)
- 10.1** To agree and approve Steyning Parish Council Asset register
- 10.2** To agree and approve Steyning Parish Council Land register

- 11.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME** – (See supporting papers).
- 11.1** Adoption of Standing Orders
- 11.2** Adoption of Financial Regulations
- 11.3** Adoption of the Code of Members Conduct
- 11.4** Adoption of the Dispensation Scheme

- 12.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** – (See supporting papers)
- 12.1** To adopt the Steyning Parish Council breach notification policy (Data Protection)
- 12.2** To adopt the Publication of information scheme (Data Protection)
- 12.3** To adopt the Complaints procedure
- 12.4** To adopt the Data retention and disposal policy (Data Protection)
- 12.5** To adopt the Subject access request policy (Data Protection)
- 12.6** To adopt the CCTV policy and code of practice (Data protection)
- 12.7** To adopt the Dignity at work / Bullying and Harassment Policy
- 12.8** To adopt the Members Allowance policy
- 12.9** To adopt the Freedom of information & Environmental Information Regulations Requests policy

- 13.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES**
- 13.1** South Downs National Park (SDNP) – one rep.
- 13.2** Joint Parishes Youth Committee (JYPC) – two reps.
- 13.3** HALC / SALC / NALC - two reps
- 13.4** Local Action Team (LAT) – one rep.
- 13.5** Joint Parishes Cemetery Committee (JPCC) – two reps.
- 13.6** Isolation & Loneliness representative – one rep.
- 13.7** Representatives on Neighbourhood Plan Steering Committee – two reps.
- 13.8** Tree Warden for Steyning Parish Council
- 13.9** Patient Participation group (PPG) – one rep.
- 13.10** Neighbourhood Wardens steering group – three reps.
- 13.11** To consider the addition of an SPC councillor representative on the ‘Greening Steyning’ group

- 14.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** (Supporting paper)
- 14.1** Sussex Association of Local Councils (SALC)
- 14.2** Horsham Association of Local Councils (HALC)
- 14.3** Society of Local Council Clerks (SLCC)

- 15.0 JOINT PARISH YOUTH COMMITTEE**
- 15.1** Update from Clerk

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

17.0 TO REVIEW AND CONFIRM A LIST OF BANK SIGNATORIES

- 17.1** Up to 6 Councillors are required to assist the RFO by being able to counter sign cheques, BACS, Salaries and other financial documentation from time to time.
- 17.1** To discuss and agree to allow existing Bank signatories {if those signatories agree} to maintain their position of responsibility as a signatory, even if they are no-longer a Councillor, for up to six months or until such time as new signatory representation is sanctioned by the Bank.

18.0 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS – (See supporting papers)

- 18.1 Planning Committee** – To receive and adopt the minutes of the meeting held on the 29th April 2019
- 18.2 Amenities Committee** – To receive and adopt the minutes of the meeting held on the 23rd April 2019
- 18.3 Premises committee** – None currently needing to be adopted
- 18.4 Finance and General Purposes Committee** – to receive and adopt the minutes of the meetings held on the 9th April 2019

19.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES / FOI PANEL.

- 19.1** Policy Committee – 5 Reps.
- 19.2** Personnel Committee – 4 Reps.
- 19.3** SPC Neighbourhood Plan Steering Committee – 2 Reps.
- 19.4** FOI Panel – 5 Reps.

20.0 CORRESPONDENCE AND INFORMATION ITEMS

- 20.1** Respect and Remember letter from SALC (supporting paper)
- 20.2** Notice of May Fair event – road closure (supporting papers)
- 20.3** The West Sussex Civilian Military Partnership Board Briefing (supporting papers)
- 20.4** Official Opening of Fletchers Croft 'Fit Zone' – update from Clerk

21.0 DATE OF NEXT MEETING: 18th JUNE 2018 at 7.30pm

John Fullbrook
Clerk to the Council