

**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO A MEETING OF
THE FULL PARISH COUNCIL TO BE HELD ON
MONDAY 13th July 2015 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.

QUESTIONS FROM MEMBERS OF THE PUBLIC:

A G E N D A

- 1. APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 2. DECLARATIONS OF ABSENCE AND DISPENSATIONS** – to receive Councillors' declarations of interest on items on the agenda and agree dispensations.
- 3. MINUTES OF THE PREVIOUS MEETING** – to agree and sign the minutes of the meeting of 8th June 2015.
- 4. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meetings.
- 5. TO AGREE COMMITTEE MEMBERSHIP AND REPRESENTATIVES**
 - 5.1** The Chairman will propose the following motion: 'due to the significantly changed structure of the Parish Council, with the addition of 4 co-opted members, that the committees elected in May be disbanded and re-elected'.
 - 5.2** Subject to 5.1 being agreed, to consider and agree the following:
 - a) That each Councillor shall be elected to two committees and
 - b) The Chair and Vice Chair shall be elected to sit upon all Committees as per Standing Order 5. j. vii.
 - 5.3** Subject to 5.1 and 5.2 being agreed;
To consider and agree that the members elect 'interim' Committees as per the proposed committee structure prepared by the Chair, Vice-Chair and the Clerk. When each Committee has elected its Chair, who as per Standing Orders 5.j.vii. will sit on the F&C Committee, any vacancies created by 5.2 a) above shall be filled at the Full Parish Council meeting on 1st September 2015.
 - 5.4** Should members not agree to disband the existing committee structure, the Parish Council shall:
 - a) Consider and agree that each Councillor shall be elected to two committees and,

b) The Chair and Vice Chair shall be elected to sit upon all Committees as per Standing Order 5. j. vii.

and,

c) Consider and agree to fill the vacancies on each committee by voting individually the newly co-opted councillors into the vacant committee places.

- 5.5** To consider and agree a Parish Council representative to attend Chamber of Business meetings and report back.

6. POLICE AND NEIGHBOURHOOD WARDEN REPORTS

To receive updates on current issues.

7. NEIGHBOURHOOD PLAN

- 7.1** To receive an update on progress.

- 8. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – to receive and adopt Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.

8.1 Finance & Community Committee – meeting of 7th July 2015.

8.1 a) To receive SAYS agreed accounts for 14/15.

8.1 b) To review and agree the scope of Internal Audit for 15/16.

8.1 c) To consider and agree a SPC Training Statement

8.1 d) To consider and agree a SPC Grant Awarding Policy

8.1 e) To consider and agree the DRAFT SPC Business Plan (draft (10) 07.07.15), prior to the document being circulated to WSCC, HDC and SDNPA for consultation.

8.2 Highways & Lighting Committee – meeting 23rd June 2015.

8.3 Planning Committee – meetings of 16th June and 7th July 2015.

8.4 Playing Fields Committee –meeting of 26th May 2015

9. RECORDINGS OF PARISH COUNCIL MEETINGS

To consider and agree placing recordings of meetings on the SPC website (as recommended by F&C 02.06.15).

10. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

11. REPORTS FROM OUTSIDE BODIES

12. ITEMS FOR PRESS RELEASE

13. INFORMATION – to report on any information items.

13.1 Electoral Boundary Review of West Sussex County Council.

Any Parish Council comments should be received by 31st August 2015.

13.2 SDNPA report May 2015.

13.3 Horsham District Police monthly crime figures by Parish for June 2015.

13.4 Police Inspector Howard Hodges district report for June 2015.

13.5 Fire Drill report.

14. CORRESPONDENCE – to note items of correspondence.

15. MEETING DATES

15.1 Date of next Full Parish Council Meeting – Monday 10TH August 2015.

Rebecca Luckin

Clerk to the Council

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