

# Steypning Parish Council



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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

Telephone: 01903 812042

---

Published 5<sup>th</sup> July 2018

**TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
Cllr Pearcey, Cllr Howell, Cllr Northam, Cllr Lloyd, Cllr Willett, Cllr Muggridge, Cllr Goldsmith,  
Cllr G Sullivan and Cllr Syred.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE  
TO BE HELD ON TUESDAY 10<sup>TH</sup> JULY 2018 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 the 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 in to the main electrical power supply of the Steyning Centre must be PAT tested.*

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

# **AGENDA**

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR - PUBLIC PARTICIPATION.** Up to 15 minutes (2 minutes per person), will be allowed for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meetings held on 15<sup>th</sup> May 2018 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** F&GP/18/6.2.1 Email reply to question posed at previous meeting relating to Budgets – Actioned,
  - 5.2** F&GP/18/8.2 CCTV – Ongoing
  - 5.3** F&GP/18/8.4 Bowls Lease agreement – Ongoing
  - 5.4** F&GP/18/8.5 Remembrance garden Bin replacement – Actioned
  - 5.5** F&GP/18/9.1 I & E For April and May – See Agenda item 6.1
  - 5.6** F&GP/18/9.3.1 Distribute Swimming pool agreement to F&GP Councillors, Write to Parishes, – Actioned / See Agenda item 6.3
  - 5.7** F&GP/18/9.3.2 Collect latest Swimming Pool timetable and contact Swimming pool manager – Actioned / See Agenda item 6.3



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel@steyningpc.gov.uk](mailto:hazel@steyningpc.gov.uk)

- 5.8** F&GP/18/10.1 Encourage Festival representatives to apply for a Council Grant and to then record Council's support - Actioned
- 5.9** F&GP/18/11.1 Clerk to rearrange Councillor GDPR training and to provide options  
– See Agenda item 8.1
- 5.10** F&GP/18/11.2 Clerk to purchase of new .gov.uk email addresses – Arranged for week beginning 9<sup>th</sup> July - Actioned
- 5.11** F&GP/18/11.3 Data protection privacy information to Allotment Holders – Actioned
- 5.12** F&GP/18/11.4 ID Cards and Badges for Councillors and Steyning Staff – See Agenda item 8.3
- 5.13** F&GP/18/12.1 Street cleaning contract back onto Amenities Agenda – Actioned
- 5.14** F&GP/18/13.2 Standing Orders Policy taken to Full Council for approval – Actioned
- 5.15** F&GP/18/13.3 Code of conduct policy taken to Full Council for approval – Actioned
- 5.16** F&GP/18/13.4 Freedom of information & Environmental information taken to Full Council –  
See Agenda item 8.1
- 5.17** F&GP/18/13.5 Dignity at work policy taken to Full Council for approval – Actioned
- 5.18** F&GP/18/13.6 Dispensation scheme and Councillor allowances to be dealt with at next Working party meeting – See agenda item 9.1
- 5.19** F&GP/18/16.1 Clerk to speak with British legion about 'Remembered' grants promotion  
- Actioned

## **6.0 FINANCIAL MATTERS**

- 6.1** To agree Income & Expenditure Report for April and May 2018 (supporting paper)
- 6.2** To agree Income and expenditure report for June 2018 (supporting paper)
- 6.3** To approve list of payments for April, May and June 2018 (supporting papers)
- 6.4** To review and discuss Insurance renewal options and agree cover for 2018/19 (Supporting paper)
- 6.5** Swimming pool contract and payment review – Update from Clerk
- 6.6** External audit – All documents completed and sent. Additional notes regarding Accounting and Governance statements attached as supporting paper for information (See supporting paper)
- 6.7** Book Vouchers Grant for Local school – To discuss and agree whether to allow grant (supporting paper)
- 6.8** Horsham and District Food festival grant - To discuss and agree whether to allow grant (supporting paper)

## **7.0 ANY ITEMS FROM COMMITTEE MEETINGS**

Items requiring financial approval or actions from this Committee

- 7.1 Premises Committee** – Meeting dated 3<sup>rd</sup> July 2018.
- 7.2 Amenities Committee** – Meeting dated 26th June 2018.

## **8.0 DATA PROTECTION**

- 8.1** To consider date for Councillors Data protection training – Update from Clerk
- 8.2** To clarify implementation process of new Councillor email addresses in line with Data protection  
- Update from Clerk
- 8.3** To discuss and agree implementing identification cards and badges to be used for formal events or meetings or to aid with Communications for Councillors and Steyning staff (Supporting papers)

## **9.0 POLICY WORKING PARTY**

- 9.1** To agree date/s of next Policy working party and attendees

**10.0 RAISING THE PROFILE OF THE COUNCIL**

**10.1** To discuss and agree how to raise the profile of the Council in the run up to next year's elections (Supporting papers) – Report from Clerk

**11.0 BROADBAND IN STEYNING**

**11.1** To look at a recent communication and discuss and agree a way forward (Supporting paper)

**12.0 INFORMATION/CORRESPONDENCE ITEMS**

**12.1** None at time of publication

**13.0 DATE OF NEXT MEETING – 11<sup>th</sup> September 2018 @7.30pm.**

**John Fullbrook**  
**Clerk to the Parish Council**