

# Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,  
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**TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
Cllr Goldsmith, Cllr Campbell, Cllr Lloyd, Cllr Saunders, Cllr Taylor, Cllr Cree, Cllr Hanson,  
Cllr S. Sullivan and Cllr G Sullivan.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE  
TO BE HELD ON TUESDAY 11<sup>TH</sup> JUNE 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 the right to film/record the meetings of Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning 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 Steypning 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 accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meeting held on the 9<sup>th</sup> April 2019 as a correct record. (Supporting papers)
- 5.0 MATTERS ARISING AND ACTIONS**
  - 5.1** F&GP/18/124.5 Clerk to chase External auditor for their report – See Agenda item 10.2
  - 5.2** F&GP/18/124.8 'Welcome to Steypning' installation – Update from Clerk
  - 5.3** F&GP/18/124.10 CCTV developments - Ongoing
  - 5.4** F&GP/18/125.3 Chair purchase for Steypning Centre – **Actioned**
  - 5.5** F&GP/18/125.3 Used Chairs from Steypning Centre sold off if possible – Update from Clerk
  - 5.6** F&GP/18/125.4 Bowls Lease agreement and all other agreements to be reviewed – Update from Clerk
  - 5.7** F&GP/18/125.5 Steypning and District partnership's loan request – Update from Clerk



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Deputy Clerk: Hazel Roxby

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- 5.8 F&GP/18/125.6 MOU and contract for wardens – see agenda item 7.6
- 5.9 F&GP/18/125.7 Bank signatories – update from Clerk
- 5.10 F&GP/18/125.10 ATM installation to be discussed at Full Council - **Actioned**
- 5.11 F&GP/18/127.1 Subject Access requests outstanding replies – See agenda item 9.1
- 5.12 F&GP/18/128.1 Meeting dates for appraisals to be confirmed - **Actioned**
- 5.13 F&GP/18/129.1 Financial regs amended n to full council – **Actioned**
- 5.14 F&GP/18/129.2 Meeting quorum – deferred for new council to decide - **Actioned**

## 6.0 FINANCIAL MATTERS

- 6.1 To agree Income & Expenditure Report for April 2019 (Supporting papers)
- 6.2 To agree Income & Expenditure Report for May 2019 (Supporting papers)
- 6.3 To approve list of payments for April 2019 (Supporting papers)
- 6.4 To approve list of payments for May 2019 (Supporting papers)
- 6.5 Parish Council Insurance renewal – Report from Clerk (Supporting paper)
- 6.6 To discuss and agree the new MOU between the Parish councils when considering the Neighbourhood Wardens scheme and the amended Neighbourhood Wardens contract as supplied by Horsham District Council and already agreed by the other two councils – that is Upper Beeding PC and Bramber PC. Report from the (Supporting papers)
- 6.7 ‘Vintage Years’ group request for support – Update from Cllr Goldsmith (Supporting papers)

## 7.0 ANY ITEMS FROM COMMITTEE MEETINGS (Supporting papers)

Items requiring financial approval or actions from this Committee

- 7.1 **Premises Committee** – Meeting dated 4<sup>th</sup> June 2019 (including item on LED Health check)
- 7.2 **Amenities Committee** – Meeting dated 23<sup>rd</sup> April and 28<sup>th</sup> May 2019
- 7.3 **Neighbourhood Plan Steering committee** – No Meetings

## 8.0 DATA PROTECTION

- 8.1 Update on any news relating to Data protection from Clerk
- 8.2 To discuss and agree if Council meetings audio tapes are to be made available via a link on the SPC Web site
- 8.3 Date for next GDPR Training for all new Councillors – 5<sup>th</sup> September 2019

## 9.0 AUDIT ITEMS

- 9.1 To discuss and agree internal audit actions which include ‘Notice of Public Rights’ and Section 1 and 2 of the Annual Governance statements 2018/19 – update by Clerk (Supporting paper)
- 9.2 Update on External Audit process from the Clerk

## 10.0 MEDIA

- 10.1 To Discuss and agree media liaison representation (Supporting papers)
- 10.2 To Discuss and agree possible future Newsletter publications (Supporting paper)

## 11.0 PROJECTS

- 11.1 Prioritising and setting up project team(s). (Supporting papers)
- 11.2 Mobile Banks – Brief report from Cllr Goldsmith

## 12.0 INFORMATION/CORRESPONDENCE ITEMS

- 12.1 Steyning Fair correspondence (Supporting papers)

**13.0 ITEMS FOR NEXT MEETING**

**13.1** To discuss and agree if there are any other items Councillors would like to see on next month's Agenda

**14.0 DATE OF NEXT MEETING – 9<sup>th</sup> July 2019 @7.30pm.**

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