

Steyning Parish Council



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

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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 11TH SEPTEMBER 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 10th July 2018 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/18/23.2 CCTV – See Agenda item 12.0
 - 5.2** F&GP/18/23.3 Bowls Lease agreement – Clerks update
 - 5.3** F&GP/18/24.1.1 Clerk to check Budget items 4025, 1008 and 4073 – See Agenda item 6.1
 - 5.4** F&GP/18/24.3 Insurance renewal – See Agenda item 6.3
 - 5.5** F&GP/18/24.4.1 HDC Response regarding Swimming pool contract questions– See Agenda item 6.4
 - 5.6** F&GP/18/24.4.2 Clerk to write formal donation requests to adjacent Parishes – Actioned
 - 5.7** F&GP/18/24.4.3 Steyning PC writes to HDC to investigate restructuring of contract –
See Agenda item 6.4
 - 5.8** F&GP/18/24.6 SPC supplies Book Vouchers for school competition – Actioned
 - 5.9** F&GP/18/24.7 Grant for Steyning and District Partnership agreed – Clerk to reply – Actioned



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.10 F&GP/18/26.1 Clerk to rearrange Councillor GDPR training – Actioned
- 5.11 F&GP/18/26.2 Clerk to implement new .gov.uk email addresses for Councillors - Actioned
- 5.12 F&GP/18/26.3 ID Cards and Badges for Councillors and Steyning Staff – Clerk to update
- 5.13 F&GP/18/27.1 Policy working party dates – See Agenda item 9.1
- 5.14 F&GP/18/28.1 Raising the Profile of the Council – Update from Clerk
- 5.15 F&GP/18/29.1 Clerk to ask Cllr Barling to report on Broadband supply at next Full Council
– Actioned
- 5.16 F&GP/18/30.1 Steyning Festival grant request to go forward to next meeting
- See Agenda item 6.11

6.0 FINANCIAL MATTERS

- 6.1 To agree Income & Expenditure Report for July and August 2018 (Supporting papers)
- 6.2 To approve list of payments for July and August 2018 (Supporting papers)
- 6.3 Update on the insurance cover provision 2018/19 – Clerk to report
- 6.4 Swimming pool contract and payment review – Update from Clerk
- 6.5 External audit – Update from Clerk
- 6.6 Grand Piano – To discuss and agree proposal from Music society – Clerk to report
- 6.7 To discuss and agree training session for Clerk and Deputy Clerk entitled ‘Election and Co-opting briefing’ on 26th February - Cost £40 per delegate for 2 Hours
- 6.8 Wilson Memorial Trust Applications – Update from Clerk (Supporting papers)
- 6.9 Section 106 Application for Funds to assist Playground development – Report from Clerk
- 6.10 Royal British Legion request for Grant to hold annual dinner and AGM meeting – To discuss and agree (Supporting papers)
- 6.11 Steyning Festival Grant application – To discuss and agree (Supporting paper)
- 6.12 Steyning Partnership request for ‘information board’ agreement – To discuss and agree (Supporting paper)

7.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee

- 7.1 Premises Committee – Meeting dated 4th July 2018.
- 7.2 Amenities Committee – Meeting dated 26th July 2018.

8.0 DATA PROTECTION

- 8.1 Update on any news relating to Data protection from Clerk

9.0 POLICY WORKING PARTY

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

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1 None at time of publication

11.0 CONFIDENTIAL SESSION

- 11.1 To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3e to exclude the press and public on the grounds that the confidential matters to be discussed under items 12 and 13 below would be prejudicial in the public interest.

12.0 CCTV DEVELOPMENTS

- 12.1 Report from clerk (Supporting papers to be tabled)

13.0 CONTRACTS

- 13.1** Street Cleaning contract – Report from Cllr Pearcey (Supporting paper)
- 13.2** Grass Cutting contract – Update from Clerk
- 13.3** Neighbourhood Wardens Contract – To outline and agree possible future options to be discussed in next open committee session.
- 13.4** Staff salary update – To discuss and agree the need to amend a member of staff's terms and conditions of employment
- 13.5** Agree a date for the Personnel committee to meet to discuss probationary period completion of a Caretaker

14.0 DATE OF NEXT MEETING – 9th October 2018 @7.30pm.

John Fullbrook
Clerk to the Parish Council