

Steyning Parish Council



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

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Telephone: 01903 812042

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 12TH JUNE 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 ELECTION OF CHAIRMAN** - to elect a Chairman for the forthcoming year 2018/19
- 2.0 ELECTION OF VICE-CHAIRMAN** – to elect a vice-chairman for the forthcoming year 2018/19
- 3.0 STATEMENT FROM THE CHAIRMAN**
Brief statement from Chairman relating to Questions from the Floor
- 4.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 5.0 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.
- 6.0 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.
- 7.0 MINUTES.** To accept the minutes of the meetings held on 15th May 2018 as a correct record.
- 8.0 MATTERS ARISING AND ACTIONS**
 - 8.1** F&GP/17/151.1 Chairs and Clerks training – Actioned,
 - 8.2** F&GP/17/151.3 CCTV – Ongoing
 - 8.3** F&GP/17/151.6 Large payments and receipts requiring extra explanation – see Agenda item 9.1
 - 8.4** F&GP/17/151.10 Bowls Lease agreement – Ongoing



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 8.5 F&GP/17/152.2 Remembrance garden Bin replacement – Update from Clerk
- 8.6 F&GP/17/152.3 Swimming pool services contract and payment review – See agenda item 9.3
- 8.7 F&GP/17/153.1 MPF changing room boiler and system failure - Actioned
- 8.8 F&GP/17/154.1 Data protection documents approval at full council - Actioned
- 8.9 F&GP/17/156.1 Dispensation for Councillors - Actioned
- 8.10 F&GP/17/157.1 Check correspondence items going onto web site – Actioned
- 8.11 F&GP/17/159.1 Reporting findings of Personnel committee to Full Council – Actioned

- 9.0 FINANCIAL MATTERS**
- 9.1 To agree Income & Expenditure Report for April 2018 (supporting paper)
- 9.2 S106 monies available for parish application – Is the committee in agreement that the playground working party access all available funds on offer.
- 9.3 Swimming pool contract and payment review – report by Clerk and Cllr Pearcey
- 9.4 Internal audit – undertaken 6th June. To accept the content and recommendations from the internal Audit report 2017/18 (See supporting papers)
- 9.5 Annual Accounting statements 2017/18. To consider the Annual Accounting statement which is to be submitted to Full Council for approval. (See supporting paper)
- 9.6 Annual Governance Statement 2017/18. To consider the Annual Governance statement which is to be submitted to Full Council for approval. (See supporting paper)
- 9.7 To agree funds to carry forward to 2018/19 (See supporting paper)
- 9.8 Notice of Public rights and Publication of unaudited Annual Governance & Accountability return – To agree date of announcement (See supporting paper)

- 10.0 ANY ITEMS FROM COMMITTEE MEETINGS**
- Items requiring financial approval or actions from this Committee
- 10.1 **Premises Committee** – Meeting dated 5th June 2018. – One item regarding minute PR 18/08.1 recommending that profit from latest film showing ‘Greatest Showman’ go to the Steyning Festival is to be agreed by F&GP.
- 10.2 **Amenities Committee** – Meeting dated 29th May 2018

- 11.0 DATA PROTECTION**
- 11.1 To consider date for Councillors Data protection training – proposed for 1 hour prior to September Full Council meeting – Report from Clerk
- 11.2 To agree to implement new Councillor email addresses in line with Data protection officer’s proposal and supplied quote (See supporting papers)
- 11.3 Update from Clerk on latest admin procedures relating to Data protection implementation.
- 11.4 To consider identification badges to be used for formal events or meetings by Councillors and Steyning staff

- 12.0 STREET CLEANING CONTRACT MONITORING**
- 12.1 Update from Clerk

- 13.0 WORKING PARTY REPORT ON POLICY DOCUMENT MEETING**
- 13.1 To accept the findings of the working parties review of policy documents for approval at Full Council

14.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES

14.1 Sussex Association of Local Councils (SALC). {Cost - £1743.58}

14.2 Horsham Association of Local Councils (HALC). {Cost - £15.00}

14.3 Society of Local Council Clerks (SLCC). {Cost - £208}

15.0 STEYNING ROUND HILL ROMP APPLICATION

15.1 To receive correspondence from Steyning Athletic Club regarding their request for permission to stage the annual Round hill romp – 4th July 2018 (see supporting paper)

16.0 INFORMATION/CORRESPONDENCE ITEMS

16.1 None at time of publication

16.0 DATE OF NEXT MEETING – 10th July 2018 @7.30pm.

John Fullbrook

Clerk to the Parish Council