

Steyping Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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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 Trundle, and Cllr Syred.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 13TH MARCH 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 13th February 2018 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/17/108.2 Chairs and Clerks training – Update from Clerk
 - 5.2** F&GP/17/108.4 Cleaning grant – Update from Clerk
 - 5.3** F&GP/17/108.7 Barclays Account signatory to change- Actioned
 - 5.4** F&GP/17/108.14 CCTV – Update from Clerk (See supporting paper)
 - 5.5** F&GP/17/108.15 Setting up Personnel sub-committee terms of reference – See Agenda item 12.1
 - 5.6** F&GP/17/109.2 Additional information re Finance – See Agenda item 8.1
 - 5.7** F&GP/17/110.1 Joint Parishes Cemetery Draft minutes on web site – Actioned
 - 5.8** F&GP/17/112.2 Bowling club lease agreement – Clerk to update
 - 5.9** F&GP/17/112.3 Steyning Festival request – Clerk to respond - Actioned



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: spccclerk@btconnect.com
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- 5.10** F&GP/17/113.1 Data Protection – What other Councils are doing – See Agenda Item 9.1
- 5.11** F&GP/17/114.1 Street Cleaning Contract – See Agenda Item 10.1
- 5.12** F&GP/17/115.1 Steyning Council Web site developments – See Agenda Item 11.1

6.0 PAYMENTS 2017/18

- 6.1** To approve list of payments made by the council 1.02.18 – 28.02.18 (Supporting paper)

7.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee

- 7.1** Premises Committee – Meeting dated 6th March 2018
- 7.2** Amenities Committee – Meeting dated 27th Feb. 2018

8.0 FINANCIAL MATTERS

- 8.1** To agree Income & Expenditure Report for February 2018 (supporting paper)

9.0 DATA PROTECTION

- 9.1** The initial work required and being undertaken (see supporting paper) – Update from Clerk
- 9.2** Change of Email contact arrangements for Clerks and Councillors, and agreement for purchase of new email addresses, set up costs and software – Report from Clerk (See Supporting paper)
- 9.3** To agree in principle to cover the cost of outsourcing the Data Protection Officer service (See supporting paper)

10.0 STREET CLEANING CONTRACT MONITORING

- 10.1** Update from Clerk

11.0 STEYNING COUNCIL WEB SITE AND TELEPHONE DEVELOPMENTS

- 11.1** Report from Clerk (See supporting paper)
- 11.2** To agree expenditure incurred to date (See supporting paper)

12.0 PERSONNEL SUB-COMMITTEE

- 12.1** Setting up the personnel sub – committee

13.0 STEYNING TOWN CLOCK

- 13.1** To approve payment for remedial works to Town Clock to allow it to chime once more (See supporting paper)

14.0 INFORMATION/CORRESPONDENCE ITEMS

- 14.1** None at time of publication

15.0 DATE OF NEXT MEETING – 10th April 2018.

John Fullbrook
Clerk to the Parish Council



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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