

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 Trundle, and Cllr Syred.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 15TH MAY 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 March 2018 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/17/138.1 Chairs and Clerks training – Actioned, and update from Clerk
 - 5.2** F&GP/17/138.2 Cleaning grant – Update from Clerk
 - 5.3** F&GP/17/138.4 CCTV – Ongoing
 - 5.4** F&GP/17/138.7 Obtaining planning consent for Steyning Centre Windows – D. Clerk- Actioned
 - 5.5** F&GP/17/138.12 Setting up personnel sub-committee – See Agenda item 13.1
 - 5.6** F&GP/17/139.2 Large payments and receipts requiring extra explanation – see Agenda item 6.1
 - 5.7** F&GP/17/140.2 Updated plans and more detailed quotes for proposed Playground development to be provided for next Amenities Meeting – Clerk Actioned
 - 5.8** F&GP/17/141.1 Year End Finance figures to be presented - See Agenda item 6.1
 - 5.9** F&GP/17/141.2 Swimming pool services contract and payment review –See Agenda item 6.3



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.10 F&GP/17/142.2 Bowls Lease agreement – ongoing
 - 5.11 F&GP/17/143.1 Cleaning Contract meeting report by Cllr Pearcey – See Agenda Item 9.1
 - 5.12 F&GP/17/143.3 Bin replacement – See Agenda item 6.2
 - 5.13 F&GP/17/145.1 Local Plan review publicity - Actioned
- 6.0 FINANCIAL MATTERS**
- 6.1 To consider Year End 2017/18 Annual return figures as Audited by Rialtus Business Solutions (See supporting papers) – report from Clerk
 - 6.2 Remembrance garden Bin replacement – To approve purchase of proposed Litter Bin (see supporting papers) – report from Clerk
 - 6.3 Swimming pool contract and payment review – report by Clerk and Cllr Pearcey
 - 6.4 To consider and approve new salary staffing pay settlement (see supporting papers) – report from Clerk
- 7.0 ANY ITEMS FROM COMMITTEE MEETINGS**
- Items requiring financial approval or actions from this Committee
- 7.1 **Premises Committee** – Meeting dated 8th May 2018 (see supporting paper)
 - 7.2 **Amenities Committee** – Meeting dated 24th April 2018
- 8.0 DATA PROTECTION**
- 8.1 To consider Data protection Audit papers and Policies, and make recommendation to Full Council for approval (See supporting papers) – Report from Clerk
- 9.0 STREET CLEANING CONTRACT MONITORING**
- 9.1 Report from Cllr Pearcey
- 10.0 DISPENSATION FOR COUNCILLORS S AND G SULLIVAN**
- 10.1 Under Section 13 of the SPC Standing orders to be granted dispensation on their disclosable pecuniary interest, that is, to be able to answer questions on their planning application should that be required at Steyning Parish Council planning committee meetings
- 11.0 INFORMATION/CORRESPONDENCE ITEMS**
- 11.1 None at time of publication other than that to be discussed under item 14.0
- 12.0 CONFIDENTIAL SESSION**
- 12.1 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 13 and 14 below would be prejudicial in the public interest.
- 13.0 HARASSMENT OF MEMBER OF STAFF**
- 13.1 Cllr Pearcey to report on the findings of the personnel subcommittee on their investigations into the matter discussed following Item FULL/17/172, and to approve the suggested course of action
- 14.0 CORRESPONDENCE SENT TO SPC’S EXTERNAL AND INTERNAL AUDITORS FROM A LOCAL RESIDENT**
- 14.1 Report from Clerk regarding correspondence and to approve nature of content within the reply
- 13.0 DATE OF NEXT MEETING – 12th June 2018 @7.30pm.**

John Fullbrook
Clerk to the Parish Council



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Deputy Clerk: Hazel Roxby

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