

Steyning Parish Council



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

www.steyningpc.gov.uk

Telephone: 01903 812042

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TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
Cllr Bowell, Cllr Northam, Cllr Lloyd, Cllr Willett, Cllr Muggridge, Cllr Goldsmith and Cllr G Sullivan.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 9TH APRIL 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 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
- 3.0 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.
- 4.0 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.
- 5.0 MINUTES.** To accept the minutes of the meeting held on the 12th March 2019 as a correct record. (Supporting papers)
- 6.0 MATTERS ARISING AND ACTIONS**
 - 6.1** F&GP/18/114.1.3 Clerk to amend Youth provision MOU and check new contract and send to other Parishes for agreement - **Actioned**
 - 6.2** F&GP/18/114.3 Clerk to take new Youth provision documents to Full Council for approval - **Actioned**
 - 6.3** F&GP/18/101.2.1 Bowls Lease agreement – See Agenda item 7.4
 - 6.4** F&GP/18/90.4 Swimming Pool discussions with Parish Chairs – Update from Cllr Lloyd
 - 6.5** F&GP/18/115.11 Clerk to chase External auditor for their report – Update from Clerk
 - 6.6** F&GP/18/115.13 ATM installation to be discussed at Premises – See Agenda item 7.10
 - 6.7** F&GP/18/116.3 Earmarked reserves decisions requiring more explanation – See Agenda item 7.3



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel@steyningpc.gov.uk

- 6.8** F&GP/18/116.5 'Welcome to Steyning' installation – Update from Clerk
- 6.9** F&GP/18/116.7 Steyning and District partnership's loan request – See Agenda item 7.5
- 6.10** F&GP/18/107.1 CCTV developments – Clerk to return to original Risk Assessments
– Update from Clerk
- 6.11** F&GP/18/117.1 Purchase of Steyning centre chairs – Update from Cllr Lloyd
- 7.0 FINANCIAL MATTERS**
- 7.1** To agree Income & Expenditure Report for March 2019 (Supporting papers)
- 7.2** To approve list of payments for March 2019 (Supporting papers)
- 7.3** To discuss and agree Earmarked reserves for the next financial year – 2019/20 (Supporting Papers)
- 7.4** To discuss and agree the Bowls Lease agreement document (Supporting papers)
- 7.5** The Loan for the Steyning and District partnership – Update from Clerk
- 7.6** To discuss and agree if there is a necessity for an MOU between the Parish councils when considering the Neighbourhood Wardens scheme, and update on progress of new contract
- 7.7** To discuss and agree that should the need arise due to elections and possible loss of existing Bank signatories, that provision be put in place to extend the authority of certain current signatories for an extended period of 3 months.
- 7.8** To discuss and agree new BACS payment procedure (Supporting papers)
- 7.9** Bank reconciliations and Bank statements checked by F&GP Chairmen for the Year 2019 – Report by Cllr Howell
- 7.10** ATM installation in the High street- Plans and options to be discussed further to those aired at 2nd April '19 Premises meeting (Supporting papers)
- 8.0 ANY ITEMS FROM COMMITTEE MEETINGS**
Items requiring financial approval or actions from this Committee
- 8.1 Premises Committee** – Meeting dated 2nd April 2019
- 8.2 Amenities Committee** – Meeting dated 26th March 2019 – including update on Playground project donations / grant applications / payments (Supporting paper).
- 8.3 Neighbourhood Plan Steering committee** – Meeting dated 27th March 2019
- 9.0 DATA PROTECTION**
- 9.1** Update on any news relating to Data protection from Clerk
- 10.0 STAFFING MATTERS**
- 10.1** Staff appraisals to be organised for all Steyning centre staff with Clerk to be appraised by personnel Committee – Meeting date to be decided.
- 11.0 POLICY AMENDMENTS**
- 11.1** To discuss and approve the recommendations from the Policy working party meeting – 27th Feb. regarding amendments to Standing Orders and financial Regulations (See Supporting papers)
- 12.0 INFORMATION/CORRESPONDENCE ITEMS**
- 12.1** None at time of publication
- 13.0 DATE OF NEXT MEETING – 11th June 2019 @7.30pm.**

John Fullbrook
Clerk to the Parish Council



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Deputy Clerk: Hazel Roxby

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