

TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 6th January 2015 AT 7.30 PM AT 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 a 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 used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

QUESTIONS FROM THE FLOOR:

A G E N D A

- 1. APOLOGIES** – to receive and consider apologies for absence.
- 2. DECLARATIONS** – to receive Councillors' declarations of interest in items on the agenda.
- 3. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from the last meeting.
- 4. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**
 - 4.1** To receive the Neighbourhood Wardens report
 - 4.2** To receive Local Action Team (LAT) report
- 5. INFORMATION ITEMS**
- 6. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
- 7. GRANT REQUESTS**
 - 7.1** To consider a grant request from the Steyning Music Society toward the cost of the Steinway grand piano service in March 2015 (further clarification of grant application made in December 2014).
 - 7.2** To consider a grant request from Steyning Allotments Association toward the costs of meeting room hire and photocopying.
- 8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- 9. FINANCE MATTERS AND STATEMENT OF ACCOUNTS**
 - 9.1** To receive and agree details of the Income & Expenditure Report, and Payments List for December 2014 (no Petty Cash payments made during December 2014).)
 - 9.2** To consider and agree the draft budgets for the Finance & Community, Playing Fields, Steyning Centre and Highways & Lighting Committees prior to recommendation to Full Council.
- 10. ISOLATION & LONELINESS / PRIDE OF PLACE**
- 11. RISK ASSESSMENT**
 - 11.1** To review and agree draft Risk Assessment for Caretaking Staff.
- 12. COMMUNITY INFRASTRUCTURE LEVY**
- 13. WORKING PRACTICES WORK GROUP**
 - 13.1** Clerk to recommend the formation of a Working Practices Group.
- 14. ONLINE BANKING / PARISH COUNCIL DEBIT CARD**
 - 14.1** Clerk to ask Councillors to consider online banking and the use of a Parish Council debit card.
- 15. MINUTES of the previous meeting CONFIDENTIAL-** to agree and sign the minutes of 2nd December 2014.
Under Standing Order 1d), the Chairman will propose that the minutes are discussed and agreed in confidence, since they include an item regarding staff salaries.
- 16. DATE OF NEXT MEETING:** Tuesday 3rd February 2015 at 7.30pm.

Rebecca Luckin
Clerk to the Council

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING