

Steyning Parish Council



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

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON TUESDAY 11TH DECEMBER 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 **STATEMENT FROM THE CHAIRMAN**
To discuss procedural items
- 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 meetings held on 30th October and 13th November 2018 as a correct record.(Supporting papers)
- 6.0 **MATTERS ARISING AND ACTIONS**
 - 6.1 F&GP/18/64.1 Minutes being verified subject to 51.1.1 being verified by the Clerk - **Actioned**
 - 6.2 F&GP/18/64.2 Agreement of 30th October minutes deferred to next meeting – Agenda item 5.0
 - 6.3 F&GP/18/65.1 Bowls Lease agreement – Ongoing
 - 6.4 F&GP/18/65.2 Clerk to send invite to SP Councillors re. additional GDPR Training – **Actioned**
 - 6.5 F&GP/18/65.3 Further Section 106 monies to be pursued - Ongoing
 - 6.6 F&GP/18/65.6 BACS payments as viable alternative to cheques – Update from Clerk



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
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- 6.7 F&GP/18/65.10 Swimming pool donation guidance for other Parish Councils – Ongoing
- 6.8 F&GP/18/65.11 SPC Chairman to arrange meeting with other Parish Chairman to discuss
Swimming pool donations – Cllr Lloyd to update
- 6.9 F&GP/18/65.9 Swimming pool meeting with HDC – Ongoing
- 6.10 F&GP/18/66.1.1 Financial queries raised at last meeting to be answered – Agenda item 7.3
- 6.11 F&GP/18/66.3 F&GP Budget figures to be sent ahead of next F&GP Meeting - **Actioned**
- 6.12 F&GP/18/66.4 Steyning and District Partnership Loan request – Update from Clerk
- 6.13 F&GP/18/66.5 Neighbourhood Planning grant -Clerk to ensure application processed - **Actioned**
- 6.14 F&GP/18/66.6.1 SPC / Clerk to write CIL report for end of year - Ongoing
- 6.15 F&GP/18/67.2.3 Amenities Committee's agreement for Tree report payment – Agenda item 7.3
- 6.16 F&GP/18/71.1 CCTV follow up meeting – update from Clerk
- 6.17 F&GP/18/71.2 Street cleaning contract to be discussed within same working party group
meetings - Ongoing

7.0 FINANCIAL MATTERS

- 7.1 To agree Income & Expenditure Report for November 2018 (Supporting papers)
- 7.2 To approve list of payments for November 2018 (Supporting papers)
- 7.3 To discuss and agree Draft F&GP Budget for the next financial year – 2019/20 (Supporting Papers)
- 7.4 To discuss and agree Draft Council Budget for the next financial year – 2019/20 (Supporting Papers)
- 7.5 To discuss and agree grant request from the Steyning Community Orchard group (Supporting papers)
- 7.6 To discuss and agree grant request from the local Age Concern group (Supporting papers)
- 7.7 To discuss and agree support for Clerking assistance for the Neighbourhood Plan Steering
committee meetings – Report from Cllr Lloyd / Clerk

8.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee (Supporting papers)

- 8.1 **Premises Committee** – Meeting dated 4th December 2018.
To include approval of floor works
- 8.2 **Amenities Committee** – Meeting dated 27th November 2018.
To include approval of decisions relating to proposed Playground works

9.0 DATA PROTECTION

- 9.1 Update on any news relating to Data protection from Clerk

10.0 AUDIT REPORTS

- 10.1 To discuss and accept Internal Audit report (Supporting papers)
- 10.2 External Audit report – update from Clerk

11.0 YOUTH PROVISION

- 11.1 To discuss and agree Amended MOU (Supporting papers) - Report from Cllr Muggridge
- 11.2 To discuss and agree amendments and additional costs within Horsham Matters contract
(Highlighted within supporting papers) – Report from Cllr Muggridge

12.0 NEIGHBOURHOOD WARDENS

- 12.1 To discuss and agree current work pattern of Neighbourhood Wardens (Supporting papers)

13.0 INFORMATION/CORRESPONDENCE ITEMS

13.1 None at time of publication

14.0 DATE OF NEXT MEETING – 15th January 2018 @7.30pm.

John Fullbrook
Clerk to the Parish Council