

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 Goldsmith, Cllr Campbell, Cllr Cree, Cllr Hanson, Cllr Lloyd, Cllr Saunders, Cllr S. Sullivan, Cllr G Sullivan
and Cllr Taylor.

YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON TUESDAY 9TH JULY 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
- 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, ask questions or give evidence in accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meeting held on the 11th June 2019 as a correct record. (Supporting papers)
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/19/5.2 'Welcome to Steyning' installation – Update from Clerk
 - 5.2** F&GP/19/5.5 Used Chairs from Steyning Centre sold off if possible – Update from Clerk
 - 5.3** F&GP/19/5.6 Sports Club Lease renewals to be reviewed by Working party - Ongoing
 - 5.4** F&GP/19/5.7 Steyning and District partnership's loan request – See Agenda item 6.8
 - 5.5** F&GP/19/5.9 Bank Signatories application – Update from Clerk
 - 5.6** F&GP/19/6.1 Financial Matters training for Councillors with Clerk - Update
 - 5.7** F&GP/19/6.3 Payments to precede I&E on future Agenda's - **Actioned**
 - 5.8** F&GP/19/6.5 Parish council insurance renewal – See Agenda item 6.5



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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- 5.9 F&GP/19/6.6 MOU and contract for wardens – see Agenda item 6.6
- 5.10 F&GP/19/6.7 ‘Vintage Years’ group request for assistance – See Agenda item 9.1
- 5.11 F&GP/19/8.2 Audio tapes to go on Web site or be accessed via links - **Actioned**
- 5.12 F&GP/19/9.2 External Auditor 2017/18 final review (Supporting papers) – Update from Clerk
- 5.13 F&GP/19/10.1 Media liaison representation deferred – See Agenda item 10.2
- 5.14 F&GP/19/10.2 Cllr Goldsmith to draft Newsletter for next meeting – See Agenda item 10.1
- 5.15 F&GP/19/11.1 Prioritising projects – Clerk to update list – See Agenda item 11.1

- 6.0 FINANCIAL MATTERS**
 - 6.1 To approve list of payments for June 2019 (Supporting papers)
 - 6.2 To agree Income & Expenditure Report for June 2019 (Supporting papers)
 - 6.3 Earmarked reserve 2019/20 update from Clerk (Supporting paper)
 - 6.4 Steyning Food and Drink festival – To discuss and agree grant request (Supporting paper)
 - 6.5 Parish Council Insurance renewal – Report from Clerk (Supporting paper)
 - 6.6 To discuss and agree the new MOU between the Parish councils when considering the Neighbourhood Wardens scheme and the amended Neighbourhood Wardens contract as supplied by Horsham District Council. Report from Cllr Campbell (Supporting papers)
 - 6.7 To discuss and agree possible additional training course for Cllr Rudkin (Supporting papers)
 - 6.8 Proposed Loan to Steyning and District Partnership – To discuss and agree whether SPC agrees for the Loan to go ahead. (Supporting papers)

- 7.0 ANY ITEMS FROM COMMITTEE MEETINGS** (Supporting papers)
Items requiring financial approval or actions from this Committee
 - 7.1 **Premises Committee** – Meeting dated 2nd July 2019
 - 7.2 **Amenities Committee** – Meeting dated 25th June 2019
 - 7.3 **Neighbourhood Plan Steering committee** – No Meetings where finance discussed.

- 8.0 DATA PROTECTION**
 - 8.1 Update on any news relating to Data protection from Clerk

- 9.0 COMMUNITY GROUP ASSISTANCE PROJECT**
 - 9.1 ‘Vintage Years Update – Report from Cllr Goldsmith (supporting paper)

- 10.0 MEDIA**
 - 10.1 To discuss and agree possible future Newsletter publications (Supporting paper)
 - 10.2 To discuss and agree media liaison representative (Supporting papers)

- 11.0 PLANS AND PROJECTS** (Supporting papers)
 - 11.1 Prioritising and setting up project team(s) and to view latest project list.
 - 11.2 Business Plan to discuss and agree a plan for the next 5 years
 - 11.3 Emergency plan review

- 12.0 INFORMATION/CORRESPONDENCE ITEMS**
 - 12.1 None at time of publication

- 13.0 ITEMS FOR NEXT MEETING**
 - 13.1 To discuss and agree if there are any other items Councillors would like to see on next month’s Agenda

14.0 CONFIDENTIAL SESSION

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 item 15.1 below would be prejudicial in the public interest as it is a discussion relating to the terms of a contract.

15.0 CONTRACTS OF EMPLOYMENT, WORKING PRACTICES AND APPRAISALS

15.1 To delegate to two/three councillors to undertake a review of the contracts of employment and of working practices, to have authority to give appropriate advice and instructions to employees of the Council concerning matters of practice, and to undertake appraisals

16.0 DATE OF NEXT MEETING – 10th Sept 2019 @7.30pm.

John Fullbrook
Clerk to the Parish Council