

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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Published 5th September 2019

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 10TH SEPTEMBER 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 meetings held on the 9th July 2019 and the 19th August as a correct record (supporting papers)
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1 F&GP/19/17.1.1** Fire Brigade leaflets highlighting parking indiscretions to be distributed - **Actioned**
 - 5.2 F&GP/19/19.1** 'Welcome to Steyning' Sign– Clerk to send previous information to Cllrs - **Actioned**
 - 5.3 F&GP/19/19.2** Used Chairs from Steyning Centre sold off – Clerk to attend transaction - **Actioned**
 - 5.4 F&GP/19/19.3** Toilet Block Lease to be reviewed by working party - **Ongoing**
 - 5.5 F&GP/19/19.5** Bank Signatories application - **Update from Clerk**
 - 5.6 F&GP/19/19.6** Financial Matters training for Councillors – further dates required - **Ongoing**
 - 5.7 F&GP/19/19.12** External Auditor 2017/18 final review - **Update from Clerk**
 - 5.8 F&GP/19/21.1** Financial Assistance for 'Vintage Years Group be taken to Full Council - **Ongoing**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
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- 5.9 F&GP/19/22.2 Steyning Food and Drink Festival grant award paid - **Actioned**
- 5.10 F&GP/19/22.3 Steyning and District Partnership Loan Request - **Concluded / Not Agreed**
- 5.11 F&GP/19/22.7 SPC Insurance Renewal to be completed by Clerk with Council Approval - **Actioned**
- 5.12 F&GP/19/22.8 MOU and Contract for Wardens to be signed and taken for approval to Full Council - **Actioned**
- 5.13 F&GP/19/22.9 Agreed training course for Cllr Rudkin to proceed - **Actioned**
- 5.14 F&GP/19/25.1 Future Newsletter publication to be drafted - **Update from Cllr Goldsmith**
- 5.15 F&GP/19/26.1 Project list to be prioritised - **See Agenda item 11.1**
- 5.16 F&GP/19/26.2 Business plan to be removed from the Web Site - **Actioned**
- 5.17 F&GP/19/26.3 Emergency plan to be reviewed by Clerk - **Ongoing**
- 5.18 F&GP/19/27.1 The Gifting of the Grand Piano - **Update from Cllr Hanson**
- 5.19 F&GP/19/27.2 CLC Survey to be considered - **See Agenda item 9.2**
- 5.20 F&GP/19/27.3 Minutes of the OPCC meeting to be attached to minutes of 9th July F&GP - **Actioned**
- 5.21 F&GP/19/35.3 Increased Earmarked reserves agreement to be approved at Full Council and Consultant informed to continue work – **Actioned**
- 5.22 F&GP/19/35.4 Squires to inform Clerk when further £2,500 markers had been reached - **Actioned**
- 6.0 FINANCIAL MATTERS**
 - 6.1 To approve list of payments for July 2019 (Supporting papers)
 - 6.2 To approve list of payments for August 2019 (Supporting papers)
 - 6.3 To agree Income & Expenditure Report for July 2019 (Supporting papers)
 - 6.4 To agree Income & Expenditure Report for August 2019 (Supporting papers)
 - 6.6 Requests from British Legion for funding assistance – To discuss and agree (Supporting paper)
 - 6.7 To discuss and agree New Bowls Club Lease Agreement 2018 – 2039 (Supporting papers)
- 7.0 NEIGHBOURHOOD PLAN FINANCE**
 - 7.1 Earmarked reserves 2019/20 - Summary and update from Clerk (Supporting paper)
 - 7.2 Neighbourhood plan 2019/20 Expenses – Review and update from Clerk, and to discuss and agree any further actions (Supporting paper)
 - 7.3 To discuss and agree authorisation for Regulation 14 notification letter for printing and distribution to Steyning residents at a maximum cost of £1,500 and to discuss and agree authorisation for Banner (x2) Promotion at a maximum cost of £120
- 8.0 ANY ITEMS FROM COMMITTEE MEETINGS** (Supporting papers)
Items requiring financial approval or actions from this Committee
 - 8.1 **Premises Committee** – Meeting dated 3rd September 2019
 - 8.2 **Amenities Committee** – Meeting dated 23rd July 2019
 - 8.3 **Neighbourhood Plan Steering committee** – Meetings dated 1st July '19, 20th August '19 and 29th August '19
- 9.0 DATA PROTECTION**
 - 9.1 Update on any news relating to Data protection from Clerk
- 10.0 COMMUNITY RELATED ITEMS**
 - 10.1 'Vintage Years' - Update from Cllr Goldsmith (supporting paper)
 - 10.2 County Local Committee survey action to be agreed – (supporting papers)

11.0 MEDIA

11.1 To discuss and agree possible future Newsletter publications

11.2 To discuss and agree media liaison representative

12.0 PLANS AND PROJECTS

12.1 Prioritising and setting up project team(s) and to view latest project list.

13.0 INFORMATION/CORRESPONDENCE ITEMS

13.1 None at time of publication

14.0 ITEMS FOR NEXT MEETING

14.1 Millennium Awards

14.2 To discuss and agree if there are any other items Councillors would like to see on next month's Agenda

15.0 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.

15.1 STREET CLEANING CONTRACT & BIN EMPTYING IN THE HIGH STREET & ON THE MPF CONTRACT

16.0 DATE OF NEXT MEETING – 15th October 2019 @7.30pm.

John Fullbrook

Clerk to the Parish Council