

# Steypning Parish Council



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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)

Telephone: 01903 812042

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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 K. Taylor  
and Cllr G Sullivan.

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE  
TO BE HELD ON TUESDAY 10<sup>TH</sup> MARCH 2020 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 Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning 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 Steypning 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 Draft minutes of the meetings held on the 11<sup>th</sup> February and 25<sup>th</sup> February 2020 as a true record.
- 5.0 PROGRESS STATEMENT - MATTERS ARISING AND ACTIONS**
  - 5.1** F&GP/19/19.3 Bus Shelter Lease to be reviewed by working party (Cllrs Campbell & Goldsmith) - **Ongoing**
  - 5.2** F&GP/19/43.17 Emergency plan to be reviewed by Clerk - **Actioned**
  - 5.3** F&GP/19/44.3 Clerk to revisit Swimming pool payments on next Agenda – **See item 6.4**
  - 5.4** F&GP/19/19.6 Financial Matters training for Councillors – further dates required - **Ongoing**
  - 5.5** F&GP/19/25.1 Future Newsletter publication to be drafted – **See Agenda item 10.2**
  - 5.6** F&GP/19/53.1 Clerk to organise FOI panel to convene - **Actioned**
  - 5.7** F&GP/19/55.1 Clerk to obtain Newsletter quotes – **Update from Clerk**
  - 5.8** F&GP/19/67.1 Motion on code of conduct to be deferred – **See item 13.1**
  - 5.9** F&GP/19/55.2 Cllr Saunders to write briefing note regards SPC Facebook page – **See item 10.1**
  - 5.10** F&GP/19/108.15 Clerk to distribute details of licence agreement with WSCC which covers 'Welcome sign' - **Actioned**
  - 5.11** F&GP/19/108.16 Clerk to contact Chamber of trade regarding possible Christmas decoration upgrade – **See item 6.3**
  - 5.12** F&GP/19/108.21 Potential defamation proceedings to be discussed at a future F&GP meeting – **Ongoing**



Parish Clerk: John Fullbrook  
Deputy Clerk: Hazel Roxby

Email: [clerk@steyningpc.gov.uk](mailto:clerk@steyningpc.gov.uk)  
Email: [hazel@steyningpc.gov.uk](mailto:hazel@steyningpc.gov.uk)

- 5.13 F&GP/19/109.4.1 Clerk to amend Bowls Lease to a six-year period. It being agreed subject to solicitor's confirmation  
- **Ongoing**
- 5.14 F&GP/19/109.4.2 Clerk to check other leases to prepare for questions over ownership be determined before renewal  
- **Update from Clerk**
- 5.15 F&GP/19/109.7 £200 Festival grant to be sent to Steyning and District partnership - **Actioned**
- 5.16 F&GP/19/109.8 Premises committee to receive monthly details of hiring's - **Actioned**
- 5.17 F&GP/19/112.1 Conduct protocols meeting on the 19<sup>th</sup> Feb to be reported back to F&GP – **See item 9.4**
- 5.18 F&GP/19/112.2 Clerk to report back on staffing vacancy position – **See item 9.1**
- 5.19 F&GP/19/113.3 New requirements for the SPC website to be in place for September 2020 - **Ongoing**
- 5.20 F&GP/19/114.1 Clerk to liaise with Vintage Years to organise payment preference – **Clerk to report**
- 5.21 F&GP/19/114.2 Youth service contract and MOU to be taken to Full Council for approval - **Actioned**
- 5.22 F&GP/19/114.3 Clerk to communicate support for the HALC letter reference HDC's housing allocation - **Actioned**
- 5.23 F&GP/19/116.2.2 Clerk to send off AGAR to external Auditors including amended Governance statement - **Actioned**
- 5.24 F&GP/19/117.2 Whether residents having option to remain anonymous when asking questions to be discussed by working practices group - **Ongoing**
- 5.25 F&GP/19/118.1 Street cleaning contract tenders to be opened and a recommendation sought from working party  
– **See item 6.7**
- 5.26 F&GP/19/119.1 CCTV system coverage to be taken to Full Council for further discussion - **Ongoing**

## 6.0 FINANCIAL MATTERS

- 6.1 To approve list of payments for February 2020 (Supporting paper)
- 6.2 To agree Income & Expenditure Report for February 2020 (Supporting paper)
- 6.3 To discuss and agree what the Council's position is in terms of suggestions to put to the Business Chamber  
In the forthcoming meeting in regard to the High street Christmas decorations
- 6.4 To discuss and agree a way forward in consideration of the Steyning Swimming Pool
- 6.5 To discuss and agree funding request from the Steyning for Trees group
- 6.6 Clerk to report on current Earmarked reserves and General reserves status (Supporting papers)
- 6.7 Clerk to update on costs associated with HR Staff project
- 6.8 To discuss and agree the delegation of responsibility to the JPYC Team regarding the use (expenditure) of the funds raised via the sale of the Bongo Bus

## 7.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee

- 7.1 **Premises Committee** – Meeting dated 3<sup>rd</sup> March.
- 7.2 **Amenities Committee** – Meeting dated 25<sup>th</sup> Feb.

## 8.0 DATA PROTECTION AND FREEDOM OF INFORMATION

- 8.1 Discuss and approve/instruct as appropriate concerning FOI/EIR/SAR requests and receive report from Clerk concerning any data protection issues or outstanding requests

## 9.0 STAFFING MATTERS

- 9.1 Vacant position at the Steyning centre – update from the Clerk
- 9.2 To discuss and agree the setting up of a working party to look into the delegation arrangements for employing staff and other employment related decisions – Cllr Goldsmith to report

## 10.0 SPC PROMOTION / PUBLICATIONS

- 10.1 Cllr Saunders to update on possible Facebook page development
- 10.2 Cllr Goldsmith to update on possible Newsletter publications
- 10.3 SPC's Website consistency – Report from Cllr Goldsmith

## 11.0 INFORMATION/CORRESPONDENCE ITEMS

- 11.1 HDC's communication ref. Body worn camera consultation. (supporting paper)
- 11.2 Coronavirus – HALC updates regarding Council business (supporting paper)

**12.0 CONFIDENTIAL SESSION**

**12.1** To resolve, under the Public Bodies (Admissions to Meetings) Act 1960 and in accordance with Standing Order 3d to exclude the press and public on the ground that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**13.0 SPC's POLICY DOCUMENTS** (Supporting papers)

**13.1** To consider recommendations from the Working Practices Group concerning the following policies and to recommend to Full Council either:-

1. To adopt any or all of them.
2. To adopt any or all of them with amendments as the committee recommends; or
3. To refer any or all of them back to the WPG for further discussion and recommendations:-

*i. - Email Policy*

*ii. - Complaints Procedure*

*iii - Unacceptable Behaviour Policy*

*iv - Dignity at Work Policy*

*V - Social Media Policy*

*Vi - Overarching Protocol for Conduct*

**14.0 CONTRACTS**

**14.1** Street Cleaning contract – To discuss and agree recommendations from the working party – Report from Cllr Goldsmith

**15.0 DATE OF NEXT MEETING – 14<sup>th</sup> April 2020 @7.30pm.**

**John Fullbrook**  
**Clerk to the Parish Council**