

Steypning Parish Council



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MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 18th MAY 2020 AT 7.30PM

Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Goldsmith (Chairman at commencement of meeting), Campbell, Cree, Lloyd, Young
Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, and Alexander.

Clerk: John Fullbrook

Members of the Public: 5 (including District Cllr Bob Platt)

Meeting commenced 7.30 pm

DRAFT MINUTES

		ACTIONS
FULL/20/1 1.1	APOLOGIES No Apologies received. Cllr Taylor absent.	
FULL/20/2 2.1.1	ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021 (Voting by show of hands) Cllr Alexander proposed, seconded Cllr Northam that Cllr Hanson serve as Chairman – 7 Votes {SA, GSa, SN, JN, LT, TL, DH}.	
2.1.2	Cllr Rudkin proposed, seconded Cllr Young that Cllr Cree serve as Chairman – 7 Votes {TC, SSu, GSu, TR, RG, PC, CY}	
2.1.3	Cllr Goldsmith as sitting Chair used his casting vote in support of Cllr Cree's nomination and therefore Cllr Cree elected as Chairman. Agreed	
FULL/19/3 3.1	ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2020/2021 (Voting by show of hands) Cllr Norcross was nominated by Cllr Alexander; Cllr Norcross declined the nomination. Cllr Cree proposed, seconded Cllr Goldsmith that Cllr Young serve as Vice Chairman – 13 Votes, 1 Abstained {CY}, therefore Cllr Young elected as Vice Chair. Agreed	
FULL/20/4 4.1	DECLARATIONS OF INTEREST AND DISPENSATIONS None received.	
	The Chairman under S.O. 1a deferred items 5.0 and 6.0 and moved to Agenda item 7	



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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FULL/20/5 5.1	REVIEW & CONFIRM COMMITTEE MEMBERSHIP, APPOINT CHAIRS AND VICE –CHAIRS The Clerk had collected committee membership preferences previous to the meeting and the Chair then agreed the following by first voting in en block the committee membership, then voting in Chair and Vice chair positions for each committee.	CLERK
5.2.1	To confirm the Amenities committee membership (7), as being Cllrs Lloyd, Campbell, Norcross, Young, S. Sullivan, Alexander and Goldsmith were proposed by Cllr Cree, seconded by Cllr Alexander. Unanimously Agreed	
5.2.2	Cllr Cree proposed , the Chairman for Amenities Committee for the municipal year 2020/21 should be Cllr Campbell, seconded by Cllr S. Sullivan. For 11, 3 Abstained {DH, LT, SN}. Agreed	
5.2.3	Cllr Cree proposed the Vice Chairman for Amenities Committee for the 2020/21 municipal year be Cllr S. Sullivan, seconded by Cllr Rudkin. For 10, 4 Abstained {DH, SN, TL, LT}. Agreed	
5.3.1	To confirm the Premises committee membership (7), as being Cllrs Cree, Hanson, G. Sullivan, Taylor, Trundle and Alexander (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were proposed by Cllr Cree, seconded by Cllr Alexander. 13 For, 1 Abstained. Agreed	
5.3.2	Cllr Cree proposed Cllr Hanson for Chairman of Premises committee Cllr Hanson declined. Cllr Alexander proposed , the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Alexander, seconded by Cllr Northam. 6 For {SA, GSa, DH, TL, LT, SN}. Cllr Cree proposed , the Chairman for Premises Committee for the municipal year 2020/21 should be Cllr Cree, seconded by Cllr Goldsmith. 7 For {TR, TC, SSu, GSu, CY, PC, RG}, 1 Abstained {JN}. Agreed that Cllr Cree be Chairman.	
5.3.3	Cllr G. Sullivan proposed the Vice Chairman for Premises Committee for the 2020/21 municipal year be Cllr Hanson, seconded by Cllr Cree. 13 For, 1 Abstained {JN}. Agreed	
5.4.1	To confirm the Planning committee membership (7), as being Cllrs S. Sullivan, Young, Rudkin, Taylor, Saunders and Trundle (Cllr Northam was nominated for the seventh position but declined to serve on Committee's for this municipal year) were proposed by Cllr Cree, seconded by Cllr Goldsmith. Unanimously Agreed	
5.4.2	Cllr Trundle was nominated for Chairman, Cllr Trundle declined the position. Cllr Cree proposed , the Chairman for Planning Committee for the municipal year 2020/21 should be Cllr S. Sullivan, seconded by Cllr Goldsmith. For 11, 3 Abstained {JN, TL, DH}. Agreed	
5.4.3	Cllr Young proposed the Vice Chairman for Planning Committee for the 2020/21 municipal year be Cllr Trundle, seconded by Cllr Hanson. For 13, 1 Abstained {JN}. Agreed	
5.5.1	F&GP Committee membership (9). – The Chair explained there were three councillors who were automatically members of this committee– Cllrs Cree, Young and Campbell (ex officio). The remaining 6 vacancies were voted for in turn by show of hands.	
5.5.2	For the first vacant position. Cllr Campbell nominated Cllr Lloyd for position 4. Agreed unanimously that Cllr Lloyd takes position 4.	
5.5.3	For the second vacant position. Cllr Alexander nominated Cllr Norcross for position 5. 5 For {LT, SN, GSa, DH, SA}.	

- 5.5.4** For the second vacant position. Cllr Campbell nominated Cllr Goldsmith for position 5.
8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}, 1 Abstained {JN}. Agreed- Cllr Goldsmith takes position 5
- 5.5.5** For the third vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 6.
6 For {PC, RG, GSu, SSu, TR, TC}.
- 5.5.6** For the third vacant position. Cllr Young nominated Cllr Norcross for position 6.
8 For {LT, SN, GSa, DH, SA, CY, TL, JN}. Agreed Cllr Norcross takes position 6
- 5.5.7** For the fourth vacant position. Cllr Goldsmith nominated Cllr G. Sullivan for position 7.
6 For {PC, RG, GSu, SSu, TR, TC}.
- 5.5.8** For the fourth vacant position. Cllr Alexander nominated Cllr Hanson for position 7.
8 For {GSu, SSu, TC, TR, PC, RG, CY, TL}. Agreed- Cllr Hanson takes position 7
- 5.5.9** For the fifth vacant position. Cllr Campbell nominated Cllr G. Sullivan for position 8.
13 For, 1 Abstained {LT}, Agreed- Cllr G. Sullivan takes position 8
- 5.5.10** For the sixth vacant position. Cllr Lloyd nominated Cllr Rudkin for position 9.
Agreed unanimously that Cllr Rudkin takes position 9
- 5.5.11** Cllrs Norcross, Hanson, Lloyd and Young were nominated for Chairman of F&GP but all declined. Cllr Cree **proposed**, the Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Goldsmith, **seconded** by Cllr S. Sullivan. **12 For, 2 Abstained {LT, SN}. Agreed**
- 5.5.12** Cllr Lloyd was nominated for Vice Chairman but declined. Cllr Cree **proposed**, the Vice Chairman for Finance and General Purposes Committee for the municipal year 2020/21 should be Cllr Campbell, **seconded** by Cllr Rudkin.
12 For, 2 Abstained {LT, SN}. Agreed
- FULL/20/6** **CONFIRM COMMITTEE TERMS OF REFERENCE**
6.1 Cllr Cree **proposed, seconded** by Cllr Goldsmith that (SPC) agree to re-adopt the terms of reference en bloc for all the committees listed {8.1 to 8.4 on the Agenda and as per the circulated supporting papers}, subject to the recommendations from the working practices group. {Cllr Hanson requested minor changes to the Planning Committee Terms of Reference which was agreed to be referred to the working practices group}.
14 For. Agreed
- Cllr Cree proposed under S.O.1a to bring forward item 12.*
- FULL/20/7** **REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON SUB COMMITTEES /**
FOI PANEL AND CONFIRM TERMS OF REFERENCE. **CLERK**
- 7.1** The FOI Panel. – Cllr Cree **proposed, seconded** by Cllr Hanson that the existing FOI panel members be reappointed {Cllrs Cree, Campbell, Goldsmith, Lloyd, and G. Sullivan} with the existing terms of reference and procedures. The question of (future) membership numbers and terms of reference and procedures be referred to the working practices group for them to report back as soon as possible. **Agreed 12 For, 2 Abstained {JN, SA}**

7.2	Working Practices Group. – Cllr Cree proposed, seconded by Cllr Hanson that the existing members { of the working practices group - Cllrs Goldsmith, Cree, Hanson, Norcross, Campbell, Young and Lloyd} are reappointed on the existing terms of reference. Agreed	
FULL/20/8	ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME	CLERK
8.1	Cllr Cree proposed, seconded by Cllr G. Sullivan that the Council (SPC) readopts the existing Standing Orders, Financial Regulations, the Code of Conduct and Dispensation scheme and that the working practices group be tasked to work with the Clerk on recommendations for any amendments if required. Agreed	
FULL/20/9	ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES	CLERK
9.1.1	Cllr Cree proposed, seconded by Cllr Alexander that the Council re-adopts the existing policies listed as Agenda items 10.1 to 10.6 { Breach Notification Policy, Data protection policy, Data Retention and Disposal Policy, Subject Access Request Policy, CCTV Policy and Code of Practice and the Freedom of Information & Environmental Information Regulations Requests policy} and that the working practices group be tasked to work with the Clerk on recommendations for any amendments on these. Agreed	
9.1.2	<i>Cllr Cree proposed that the council adopts policies 10.7 to 10.12 in accordance with the recommendations of the WPG and the F and GP decisions of 10 March and 12 May 2020. Proposal not carried.</i>	
9.2	Dignity at Work/Bullying and Harassment Policy - The Clerk voiced concerns that this policy in its current format (supporting papers) could replace the Code of conduct- Specifically points 35 and 36. Cllr Campbell said the policy would run in parallel and provide an alternative. Cllr Northam proposed, seconded by Cllr Lloyd that this policy be deferred. Agreed	CLERK
9.3.1	The Email policy. Cllr Alexander proposed, seconded by Cllr Trundle that the policy be taken to the GDPR officer. Not Agreed 5 For {SA, DH, LT, GSa, JN}, 8 Against {PC, TR, RG, GSu, SSu, TC, CY, TL}, 1 Abstained {SN} Proposal not carried.	
9.3.2	The Email policy. Cllr Lloyd proposed, seconded by Cllr Campbell that the Email policy goes back to the working practices group. Agreed 13 For, 1 Abstained {SSu}	CLERK
9.4.1	SPC Complaints policy. Cllr Campbell proposed, seconded by Cllr Lloyd that the SPC Complaints policy be adopted. Agreed 13 For, 1 Against {GSa}	
9.5	Social Media policy. Cllr Goldsmith proposed, seconded by Cllr Cree that the policy is accepted for adoption. Agreed 10 For {JN, LT, PC, RG, TR, CY, TL, TC, GSu, SSu}, 2 Against {GSa, SA}, 2 Abstained {DH, SN}	
9.6	Unacceptable Behaviour policy. Cllr Northam proposed, seconded by Cllr Campbell that this policy is directed back to the working practices group. Agreed	CLERK
9.7	Overarching Protocol for Conduct. Cllr Campbell proposed, seconded by Cllr Lloyd that this policy goes back to the working practices group. Agreed	CLERK
9.8	It was noted that there are other policies that could not be included in the agenda because of anticipated time constraints. Cllr Campbell proposed that they be adopted 'en bloc'. Cllr Northam stated that this could not be actioned	

because they were not on the agenda and it was agreed that the decision be deferred until the next full Council meeting.

FULL/20/10	REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES	CLERK
10.1	South Downs National Park (SDNP). Cllr Campbell proposed, seconded by Cllr S. Sullivan that the councillor representative for the SDNP is Cllr Cree. Agreed	
10.2.1	Joint Parishes Youth Committee (JYPC). There were 3 nominations for 2 vacancies, Cllrs Saunders was nominated by Cllr Alexander, Cllr Alexander was nominated by Cllr Saunders, Cllr Taylor was nominated by Cllr Campbell. Cllr Saunders was nominated for vacant position 1 as councillor representative for the JYPC - Agreed. 14 For.	
10.2.2	Cllr Alexander for vacant position 2 as councillor representative for the JYPC. 8 For Agreed	
10.3	HALC / SALC / NALC. Cllr Goldsmith proposed, seconded by Cllr Campbell that the councillor representatives for the HALC meetings are Cllrs Goldsmith and Cree. Agreed	
10.4	Local Action Team (LAT). Cllr Goldsmith proposed, seconded by Cllr Cree that the councillor representative for the LAT meetings is Cllr Goldsmith. Agreed	
10.5	Joint Parishes Cemetery Committee (JPCC). Cllr Goldsmith proposed, seconded by Cllr Campbell that the councillor representatives for the JPCC meetings are Cllrs Rudkin and Cree. Agreed 13 For, 1 Abstained {SN}	
10.6	Isolation & Loneliness representative. Cllr Campbell proposed, seconded by Cllr Cree that the councillor representative for Isolation & Loneliness is Cllr Young. Agreed	
10.7	Tree Warden for Steyning Parish Council. Cllr Campbell proposed, seconded by Cllr Northam that Simon Zec continue as the SPC Tree warden. Agreed	
10.8	Patient Participation Group (PPG). Cllr Hanson proposed, seconded by Cllr Northam that the councillor representative for PPG is Cllr Young. Agreed	
10.9	Neighbourhood Wardens Steering Committee. Cllr Hanson proposed, seconded by Cllr Cree that the councillor representatives for the Neighbourhood Wardens Steering Committee meetings are Cllrs Campbell, Goldsmith and Alexander. Agreed	
10.10	SPC councillor representative on the 'Climate Action group. Cllr Alexander proposed, seconded by Cllr Cree that the councillor representatives for the 'Greening Steyning' group are Cllrs Saunders, Trundle, Northam and Alexander. Agreed	
FULL/20/11	TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES	CLERK
11.1	Cllr Cree proposed, seconded by Cllr Northam that SPC approves the annual subscriptions {for Sussex Association of Local Councils (SALC), Horsham Association of Local Councils (HALC), Society of Local Council Clerks (SLCC), Open Spaces Society (OSS)} . Agreed	
FULL/20/12	JOINT PARISH YOUTH COMMITTEE	
12.1	The Clerk updated that the last quarterly invoice had been agreed for payment by F&GP. This agreement was sought because the youth service staff had been furloughed for a short period and the service stopped. Now a system of remote workshops /sessions are being undertaken and the weeks lost are being tagged onto the end of	CLERK

the service period. The next JPYC meeting was provisionally booked for week beginning June 1st, 2020.

**FULL/20/13
13.1**

PARISH COUNCIL INSURANCE COVER.

The Clerk noted that the Council's insurance policy expires on 31st August '2020

CLERK

**FULL/20/14
14.1**

COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

Planning Committee – Cllr S. Sullivan **proposed, seconded** by Cllr Cree to receive the planning notice dated 27th April '2020. **Agreed**

FULL/20/15

DATE OF NEXT ANNUAL MEETING: 15th June 2021 at 7.30pm

Meeting closed at 10.02pm

Signed Date 15th June '20 (Next Full Council Meeting)

Chairman

A Video Recording of this meeting is available at <https://archive.org/details/2020-05-18-full-council-video>

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MEETING OF FULL PARISH COUNCIL

HELD ON MONDAY 20th JANUARY 2020 AT 7.30PM
IN THE STEYNING CENTRE

Present: Cllrs Goldsmith (Chairman), Campbell, Cree, Hanson, Lloyd, Rudkin, Saunders, S Sullivan,
G. Sullivan, Trundle, Northam, Norcross, Alexander, Taylor and Young.

Clerk: John Fullbrook

Members of the Public: 28 (including Cllr Barling, Cllr Platt and Wardens, Mike Pearce and Paul Conroy)

Meeting commenced 7.30 pm

DRAFT MINUTES

FULL/19/142 APOLOGIES

142.1 Apologies received from Cllr Lloyd as he was at a Horsham DC Meeting and stated he was liable to be late arriving, if at all.

ACTIONS

FULL/19/143 DECLARATIONS OF INTEREST AND DISPENSATIONS

143.1 There were declarations of interest from S. Sullivan as lives adjacent the MPF and serves on the Steyning Community Orchard committee.

FULL/19/144 QUESTIONS FROM THE FLOOR

144.1.1 **Q** – Phil Bowell - I notice in 130.2.2 last week, the answer to the question about earmarked reserves which states there are sufficient reserves and therefore we will not be touching emergency reserves. The last council handed over to this council a project to replace the CCTV around the town in a number of key locations and the clerk was able to secure an advantageous price because technology has advanced and we can now get away with wireless cameras, I've been through all the paperwork and there does not seem to be any progress on that at all and no discussion and I'm wondering why especially in view of the 2 recent incidents in the high street this last week.

144.1.2 **A** – Chairman - Well obviously there have been the incidents in the high street and although it was not on the budget for this year for various reasons we are going to be looking at it again at the next F and GP meeting to see how we can move it forward.

CLERK

144.1.3 **Q** – Phil Bowell, reply - You were on the last council chair, you will recall we had it on the agenda there, we passed it to this council to fulfil with funds in the budget to advance it and I'm very surprised it has not been discussed



Parish Clerk: John Fullbrook
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- 144.1.4** **A – Chairman -** *We had alternative/ other expenses like the neighbourhood plan which we had to fund extra neighbourhood planning so unfortunately it was put on the side, it has not been forgotten we've had these 2 incidents.*
- 144.1.5** **A – Cllr S. Sullivan -** *As the member of the public will recall one of the problems with CCTV is that we don't have anybody who has sufficient time to view the recordings, so if an incident happens the first thing you will be asked is can you give an accurate time when the incident happened because we just don't have anybody who can trail through several hours of CCTV footage.*
- 144.1.6** **Q – Phil Howell, reply,** *there was a lot more activity in the past council outside of meetings and 3 councillors went to Lewes police station to watch the system and the councillor in question will recall that when we came back we said on the basis of the understanding that we couldn't see it live and we did not want to see it live because the police could not respond and therefore the 30 day recording process would be ok. If there was an incident, we could refer the police to our recording and that was more than sufficient. If the current council want to come in and review it I'm sure the police would be very grateful to assist.*
- 144.1.7** **A – Chairman, yes, there were other queries, if you recall you were on that council and the police did do a very good offer for us, putting in a system which the council at the time refused to carry on. It was a very good deal which we won't get again.**
- 144.1.8** **Q – Phil Howell, reply,** *-We will recall also that the clerk went out and got a price for a complete system at less than 25% of the price of the police system and that's why we went with it. Because we did not want live and did not need live.*
- 144.1.9** **A – Chairman, I'm just going to say to that, it's all right making those sorts of comments, but that particular system wouldn't of been good enough, the images were not good enough for prosecution purposes.**
- 144.2.1** **Q -** *Are these microphones for show or do they actually work because you can't hear a thing over here? The lady in the corner, it was just a mumble. Can you speak into the thing so we can hear?*
- 144.2.2** **A – Chairman, they are working**

FULL/19/145 MINUTES OF PREVIOUS MINUTES

- 145.1** Cllr Goldsmith deferred the minutes of the meeting held on the 27th November 2019 until the next meeting
- 145.2** Cllr Goldsmith **proposed**, Cllr Cree **seconded** the minutes of the meeting held on the 16th December 2019 be agreed as a true and accurate record of proceedings. **Agreed**

CLERK

FULL/19/146 MATTERS ARISING AND ACTIONED

- 146.1** FULL/19/111.1 SBUP email address link to be uploaded to Web site – **Actioned**
- 146.2** FULL/19/95.1 Soft Sands review meeting to be convened, date to be arranged – **Actioned – See item 147.1**
- 146.3** FULL/19/99.3 October 8th Premises Minutes adopting deferred – **On agenda** - but ran out of time
- 146.4** FULL/19/112.1 'Improving Local Places' document to be distributed to all Councillors – **Actioned**
- 146.5** FULL/19/113.1 Cllr Campbells NP report to be uploaded to Web Site - **Actioned**
- 146.6** FULL/19/113.2 Clerk to arrange for Full Council EOM on 27th November – **Actioned**

CLERK

146.7	FULL/19/114.1 Bowls Club Lease review – Actioned	
146.8	FULL/19/114.2 Clerk to further new Youth provision contract and MOU process and report back to Full Council – See item 150.2	
146.9	FULL/19/114.3 Clerk to Earmark £5,000 reserves to cover further NP expenses – Actioned	
146.10	FULL/19/116 Clerk to establish new Councillor representation on appropriate committees – Actioned	
146.11	FULL/19/117.1 Climate emergency item deferred to next Full Council Meeting – See item 152.10	
146.12	FULL/19/118.2 Clerk to undertake an investigation regarding GDPR breach – To be brought to F&GP Meeting	CLERK
146.13	FULL/19/125.2 Clerk to send out SPC Neighbourhood plan documentation as per Regulation 15 submission as per agreed motion to Horsham District Council before 30 th November 2019 – Actioned	
146.14	FULL/19/125.3 Clerk to post the Full text of the agreed motion the same evening on Notice Boards and then on web site - Actioned	
	MATTERS ARISING AND ONGOING FROM THE MINUTES OF THE PREVIOUS MEETING	
146.15	FULL/19/72.1 Working party to be convened to discuss policies by Cllr Goldsmith – Ongoing	Cllr Goldsmith
146.16	FULL/19/72.4 Working party to be convened to discuss committee terms of reference by Cllr Goldsmith - Ongoing	Cllr Goldsmith
146.17	FULL/19/110.1 Clerk to re-establish up-to-date FOI details on website - Ongoing	CLERK
146.18	FULL/19/72.14 Article 4 Working party to be convened by Cllr Goldsmith - Ongoing	Cllr Goldsmith
146.19	FULL/19/73.1 PCSO to attend next Full Council meeting – Ongoing	CLERK
146.20	FULL/19/77.2 Full working parties list to be prioritised by Chair and Vice Chair – Ongoing – Clerk to send out email sent in September again as reminder	Cllr Goldsmith / Campbell
146.21	FULL/19/91.12 FOI Panel to meet – Ongoing	CLERK
146.22	FULL/19/101.2 Code of Conduct policy amendments - Ongoing	All
146.23	FULL/19/112.1 Cllr Barling to back the idea of a TRO for yellow lines adjacent Fletchers Croft Access road – See item 149.4	Cllr Barling
146.24	Cllr Campbell suggested for consideration at the next meeting ought to be the proposed 20 mile per hour speed limit, and membership to the Inter-Parish group	CLERK
FULL/19/147	PROPOSED SOFT SANDS EXTRACTION AT HAM FARM	
147.1	Cllr Hanson updated that the group were attempting to meet up soon, so that an appropriate representation could be put together. Other external parties will be invited to help the process at a latter date and that will be decided at the meeting.	CLERK

FULL/19/148 NEIGHBOURHOOD WARDENS REPORT

- 148.1** The Wardens reported that their monthly report covers the period up to or nearest to the first of the month **{The Full report summary is available on the Web Site}**
- 148.2** They also updated on more recent events including a matter raised by Cllr Barling – The recent ‘smash and grabs’ at Steyning’s Martins Newsagents, the Steyning football club and Bramber pharmacy. The Wardens reported that local CCTV footage and other evidence seems to have incriminated some local suspects, but the investigations are continuing. The Wardens also reported that with the recently augmented PCSO’s service in place they are working more closely once more.

FULL/19/149 REPORT FROM COUNCILLOR BARLING {County Councillor representative}

- 149.1** Major on-going re-structuring at Steyning Grammar School, with Church street premises becoming vacant and sixth form moving to the ‘Towers’ at Upper Beeding. The proposed sale of Church Street buildings gaining funds for the school for other developments
- 149.2** In terms of Budget from the County perspective, the precept rise will be 3.9%, which relates to a new cost to Band D properties of £1,400.
- 149.3** A group of residents from Kings Barn lane had been in contact about flooding issues relating to a blocked culvert, and now a contractor has been organised to clear this issue next month (February)
- 149.4** Yellow lines issues – there has been a meeting with Steyning primary school and a highways engineer, as there is a strip for free parking on the access route to the school causing problems because of antisocial parking. This and other beforementioned local antisocial parking hot spots (such as the Fletchers Croft access) are going to be highlighted by Cllr Barling as a group ‘tagged together’ as a future TRO application. **Cllr Barling**
- 149.5** Castle Lane request for grass to be cut – that has been actioned.
- 149.6** 20 mph speed restrictions discussion – There needs to be a major consultation if this is to be moved forward. The Chair suggested the Climate Working Party considers this.
- 149.7** The Chairman asked about permit fee structures – Cllr Barling to find out information. Also, the poor Cobblestone maintenance on the High street Roundabout was highlighted, with again Cllr Barling to find out if this repair to be reconsidered. **Cllr Barling**
- 149.8** Amenities committee to consider a resolution regarding the Potholes on the By-pass. **CLERK**

FULL/19/150 FINANCIAL MATTERS

- 150.1.1** To approve the recommendations from the Finance and General Purposes Committee and agree the Steyning Parish Council 2020/2021 budget and associated precept request to HDC for 2020/2021. Cllr Goldsmith gave an overview on precept increases in comparison to other councils, and in comparison, to the overall Council tax figure, suggesting the proposed SPC rise is relatively small. **CLERK**
- 150.1.2** The Chair went on to explain in answer to questions raised by Councillors why some maintenance budget lines had increased by a higher percentage than in recent years and that it was because of this council’s willingness and desire to move beyond a largely reactive maintenance regime towards a planned preventative maintenance scheme of works. Also, that new funding for HR services was to help professionalise the management function of the role taken on by Councillors.

- 150.1.3** The Chair explained that rather than fund projects in 20/21 out of existing budget lines or from SPC reserves that have been accrued over a number years of prudent budgeting, this council preferred to designate funds specifically for these works at the beginning of the year and fund them separately to the normal budget lines – hence the amount set aside in this budget of £12,700 to cover the following projects – Bin relocation on the MPF; Notice board renewal on the high street; LED lighting installation at the Steyning Centre; MPF/Allotment access improvements and disused concrete plinth removal on the MPF {Details in supporting papers}
- 150.1.4** The Chair stated that each committee had had at least two meetings to agree their own budget before in turn the overview of the full budget was discussed and unanimously agreed at F&GP committee on the 14th January '20
- 150.1.5** Cllr Goldsmith **proposed, seconded** by Cllr Campbell to agree the Steyning Parish Council 2020/2021 budget and associated precept request to HDC for 2020/2021, as recommended by F&GP of a 26.56% precept rise, this being a precept request for £322,305. {Equating to an increase for a Band D property of 49 pence /week, to £124.60 for the year}. **Agreed, 8 For {PC, KT, TC, TR, RG, SSu, GSu, CY}, 4 Against {SN, LT, JN, SA}, 2 Abstained {DH, GSa}**
- 150.2** Council discussed the current Youth Service provider's letter of intent. The Solicitor has now supplied suggested amendments to the MOU, Contract and content of the letter.
- 150.3** Cllr Saunders **proposed, seconded** by Cllr Goldsmith to agree to 'Ring Fence' monies gained via sale of Bongo Bus to be spent on Equipment for Youth service provision. **Agreed.** **CLERK**
- FULL/19/151** **COMMUNITY MATTERS**
- 151.1** To discuss and agree community engagement projects as proposed by Cllr Alexander. It was suggested that Cllr Alexander provides a more detailed briefing paper for Councillors to consider in terms of providing a regular SPC surgery for local residents, and that other Councillors channel their ideas on this matter to Cllr Alexander. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that Cllr Alexander be a one-man working party to explore this matter further and come back to the next F&GP when he can manage to do it, for further discussion. **Agreed** **Cllr Alexander**
- 151.2** Cllr Goldsmith **proposed, seconded** by Cllr Cree that Cllr Alexander be a one-man working party to explore SPC setting up a quarterly business forum and come back to the next F&GP, when he can manage to do it, for further discussion. **Agreed** **Cllr Alexander**
- 151.3** Council discussed the revision of the titles 'Chairman' and 'Vice-Chairman', to be replaced with the gender-neutral terms 'Chair' and 'Vice-Chair'. Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Cllr Saunders provides a briefing paper for Councillors, and to speak with SALC to check any advice they may have on this matter. **Agreed, 13 For, 1 Abstained** **Cllr Saunders**
- FULL/19/152** **REPORTS FROM OUTSIDE BODIES / DISTRICT COUNCILLORS**
- 152.1** Cllr Bob Platt – (HDC) updated a possible change of use of the Drill Hall in Horsham from community use and the plan to convert it into affordable housing and divert the community users to a new development in Highwood. Also, Warnham nature reserve are spending money on an expanded visitor centre.

- 152.2** Cllr Rodney Goldsmith – Nothing to report from LAT, HALC, SALC & NALC.
- 152.3** Cllr Chris Young – Isolation and Loneliness / PPG update – Horsham older peoples forum want to engage more with local older community – their next meeting is on the 4th March at 10am in Shipley – details to go on web site **CLERK**
- 152.4** Cllrs Trundle/ Cllr Saunders – The next ‘Steyning Greening’ group meeting due to be on the 28th January at the Football club - discussing progress.
- At this point the Chair left the room for a brief comfort break and returned for item 152.10 – The Clerk chaired in his absence*
- 152.5** Cllrs Cree and Rudkin – Joint Parishes Cemetery Committee – Nothing to report
- 152.6** Cllr S. Sullivan – SCO Updated on a successful Wassail event and that two more memorial trees are to be planted in February and also one or two in March
- 152.7** Cllrs Saunders – Joint Parishes Youth Committee - Next meeting – 6th February
- 152.8** Cllr Campbell – Update on Wardens Steering group - Next Meeting – 29th January. Cllr Campbell requested any information or questions from Councillors or residents to be sent to him or the Clerk in preparations for this meeting
- 152.9** Cllrs Cree and Young – South Downs National Park No meeting and nothing to report
- 152.10** Cllrs Saunders, Alexander, Trundle and Northam – The Climate Change Emergency Working Party met for a preliminary meeting and discussed ‘Terms of Reference’ for the working party, and their draft agreed terms were provided for Council as a supporting paper. Cllr Campbell outlined some issues he had with them. Cllr Campbell **proposed, seconded** by Cllr Young that we (SPC) adopt these Terms of Reference (as per supporting paper) for this [working party] subject to the deletion of the words ‘additional members may be co-opted’ and from the final sentence on page one, to delete – ‘this period may be extended by the parish council for an agreed period.’ **Agreed** **CLERK**
- FULL/19/153 COUNCILLOR ATTENDANCE**
- 153.1** Council were to agree remaining representation on the FOI panel. There were three spaces available and there were the following candidates stated an interest: - Cllrs Cree, Norcross, Hanson, Young, Alexander, S. Sullivan, G. Sullivan. Unfortunately, the meeting ran out of time to complete the voting process, and so the Chair deferred this item and all other items not discussed from the Agenda to the next meeting. **CLERK**
- FULL/19/154 DATE OF NEXT MEETING: 17th February 2020 at 7.30pm**
- Meeting closed at 9.58 pm**

Signed **Date 17th February 2020**

Chairman

Steyning Parish Council



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

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www.steyningpc.gov.uk

www.thesteyningcentre.co.uk

MEETING OF FULL PARISH COUNCIL (via Zoom video conferencing platform)

HELD ON MONDAY 20th APRIL 2020 AT 7.30PM

Hosted by Hazel Roxby – Deputy Clerk

Present via video link : Cllrs Goldsmith (Chairman), Campbell, Cree, Hanson, Rudkin, Saunders, S. Sullivan, G. Sullivan, Norcross, Northam, Trundle, Lloyd, and Alexander.

Clerk: John Fullbrook

Members of the Public: 7 (including District Cllr Bob Platt and WSCC Cllr David Barling)

Meeting commenced 7.30 pm

DRAFT MINUTES

FULL/19/172 CHAIRMAN'S ANNOUNCEMENTS

172.1

The Chairman reported on the huge changes that had occurred since the last Full Council meeting in February with the Steyning Centre closed, and Parish Council forced to change its habits. He praised fellow councillors Campbell and Cree for their assistance in ensuring Zoom remote meetings could be undertaken. He updated on the SPC Neighbourhood plan consultation process, the numbers of historic 'Freedom of information' responses and the range of Covid-19 information available on the SPC web site. The full transcript is appended to these minutes.

ACTIONS

CLERK

FULL/19/173 APOLOGIES

173.1

Apologies received from Cllrs Young and Taylor. Cllr Northam had sent apologies by email saying his attendance would be delayed but this was only picked up after the meeting.

FULL/19/174 DECLARATIONS OF INTEREST AND DISPENSATIONS

174.1

None received.

FULL/19/175 QUESTIONS FROM THE FLOOR

175.1.1

Q – Russell Barnes – Are our Parish Council prepared to discuss and agree – to withdraw our neighbourhood plan and to take this opportunity to add additional policies and enhance/review those that exist already?

175.1.2

A – Cllr Campbell responded with a written reply. In it and in response to this question and its preamble he said - The point is that the Government putting back of the referendum to May 2021 is exactly that. A postponement of any referendums. All the other stages still have to be completed in the meantime. So,



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Deputy Clerk: Hazel Roxby

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there is a lot to be done and it is precisely because it is so hard to do anything during the Covid-19 lockdown that more time has been given by the Government. It is unrealistic for Mr Barnes to think that this time of lock-down can be used to develop Housing Policies, High Street Business Policies, Sport and Recreation Policies, and Schools Policies while we are all confined to our homes. Cllr Campbell listed the work needing to be completed and also the potential disadvantages of effectively restarting the process.

175.1.3 **Q – Summary of Reply by Russell Barnes – I did not request for housing, or suggesting overthrowing LGS, so Cllr Campbells statement is inaccurate – could these points please be redacted?**

175.1.4 A – Cllr Campbell – (In summary and in response to this response) - Under Mr Barnes chairmanship the plan ran out of time to be able to incorporate a housing component by the November submission deadline.

The Full transcript of both Question and reply will be appended to these minutes

CLERK

175.2.1 **Q – Mr Phil Bowell - What is Steyning Parish Council doing for the isolated and lonely in the community - I haven't heard anything at all**

175.2.2 A – Cllr Goldsmith replied – In summary - We are leaving it to the experts at the upper Beeding Hub, backed by WSCC and HDC to request anything we can provide. In the meantime, the neighbourhood wardens who are largely funded by the SPC have been assigned to assist with covid-19 related community work as detailed in their report.

175.2.3 **Q – Cllr Norcross –Are we are giving our unequivocal support for the work being undertaken by the Hub**

175.2.4 A – Cllr Goldsmith - Yes, we are

175.2.5 **Q – Cllr Alexander- Where did the signpost go publicising the Hub's work and why was it removed from the web site**

175.2.6 A – Cllr Goldsmith – you have seen the emails so you should know

FULL/19/176 MINUTES OF PREVIOUS MINUTES

176.1 Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that the Amended version of the draft minutes of 27th November '19 (as per supporting papers) be approved as an accurate record. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 6 Against (JN, TL, G.Saun, LT, DN, SA). The Chairman used his casting vote to carry the proposal.**

176.2 Cllr Goldsmith **proposed , seconded** by Cllr Campbell to defer the minutes from the 20th January '20 so that greater detail be added to the discussion regarding the Precept. **Agreed. 6 For {S.Sull, G.Sull, TC, PC, RG, TR}, 3 Against (SA, TL, G.Saun), 2 Abstained (JN, DH). Cllr Trundle had dropped offline during the vote and did not vote.**

CLERK

178.3 Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that the draft minutes for 17th February be approved as an accurate record. **Agreed 11 For. Cllr Trundle still offline**

FULL/19/177 EMAIL DECISIONS

177.1 Whilst the government had determined social distancing had to be observed during the Covid-19 crisis, the SPC had determined to make decisions via email votes. Now the Council were confirming these decisions.

To confirm the decision of 3 April 2020 that:-

1. For an experimental period (and so not bound by the "six-month rule"), all further meetings by SPC and its committees be virtual ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule.

2. Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way.
3. Any councillor not able to use Zoom shall not be excluded from the process and all reasonable steps must be taken via the Clerk and relevant Chair to enable them to participate by phone and/or email, and in particular to vote -though having due regard to the need not to be predetermined and therefore the need to have regard to all relevant matters before voting.

177.2 And to resolve that the decisions now be varied and supplemented to provide as follows:-

- 177.2.1** 1. - Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that- For the period authorised by The Local Authorities and Police and Crime Panels (Coronavirus) Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and not bound by the "six-month rule", all further meetings by SPC and its committees be remote ones using, so far as practicable, Zoom conferencing and abiding by the existing meetings schedule and the said Regulations. **Agreed 7 For (S.Sull, G.Sull, TC, PC, RG, TR, JN), 3 Abstained (DH, SA, TL), Cllr Saunders and Trundle had fallen offline during the vote and did not vote.**
- 177.2.2** 2. - Cllr Goldsmith **proposed, seconded** by Cllr Cree that - Such meetings to be scheduled and notified not less than three clear days in advance and in all respects, so far as practicable, abiding by existing Standing Orders and terms of delegation -to include agenda documents being drawn up by the Clerk in consultation with the relevant chairs and being responsible for circulating and uploading both agendas and supporting documents in the usual way. **Agreed 10 For (S.Sull, G.Sull, TC, PC, RG, TR, DH, SA, TL, G. Saun), 1 Abstained (JN). Cllr Trundle offline and did not vote.**
- 177.2.3** 3. – Cllr Goldsmith **proposed, seconded** by Cllr Campbell that - For the period of the remote meetings all agendas must carry a summons and a GDPR notice in substantially the same terms as the wording used at the head of this agenda. **Agreed - Unanimous**
- Cllr Northam joins the meeting at this point***
- 177.2.4** 4. – Cllr Goldsmith **proposed, seconded** by Cllr Cree that - It is resolved that for GDPR purposes the lawful basis for processing the data in the Parish Council's recording of the meeting are:-
- a. Consent
 - b. Legal obligation; and
 - c. Public task
- (Supporting Papers re GDPR and re Regulations). **Agreed, 11 for, 1 Abstained (SN) and Cllr Trundle still offline.**
- 177.3** Cllr Goldsmith **proposed, seconded** by Cllr Cree that - To confirm the decision of 23 March 2020 that the public toilets on the High Street and at Fletchers Croft are closed forthwith to avoid transmission of the Covid-19 disease.
- Also, To confirm the decision of 23 March 2020 that the Clerk is instructed forthwith:-
1. To affix a notice on all SPC Playground gates / access points and in the vicinity of the adult gym equipment confirming the relevant facility is closed until further notice as a precaution against Covid – 19 virus spread.

2. If practicable the gates and gym equipment should be taped off until further notice
3. The caretakers be tasked to make a daily inspection and if it is necessary to reattach any notices and/or tape. **Agreed 11 For, Abstained (SN). Cllr Trundle offline.**

FULL/19/178 NEIGHBOURHOOD WARDENS REPORT

178.1

The report as per supporting papers was discussed by Councillors. It was suggested that the Wardens report distinguishes between the drugs and alcoholism joint total. The Clerk to ensure this is discussed at the next wardens Steering group.
{The Full report summary is available on the Web Site}

CLERK

FULL/19/179 REPORT FROM COUNCILLOR BARLING {County Councillor representative}

179.1

i, Sand quarry consultation latest news – Cllr Barling to report back
 ii, WSCC has set up its own Hub to help the more vulnerable members of the community - which continues to be busy
 iii, 820 confirmed hospital cases of Covid-19 in West Sussex
 iv, 20% of Care homes have cases of Covid-19 in the County
 v, The Cases are due to peak in mid-May
 vi, Children's scrutiny committee meetings via Zoom have gone very well
 vii, Chris Stark, the Highways Manager has moved on and the new incumbent is Mike Thomas
 ix, Drainage problem in Tanyards lane and Kings Barn lane have now been resolved
 x, Cyclists on Footpaths complaint from a resident being dealt with at present

Cllr Barling

FULL/19/180 REPORT FROM HDC COUNCILLORS PLATT AND LLOYD

180.1

Cllr Lloyd reported that HDC are to start their remote meetings soon.
 Cllr Platt reported that the Budget which was sorted and in good shape before the crisis, now has like most other Councils, serious financial issues. Works to establish Community hubs has gone particularly well, and Recycling is going particularly well at present.

FULL/19/181 COMMUNITY MATTERS

181.1

The Clerk's office are ensuring up to date information on Covid 19 is being posted on the web site. Cllr Alexander requested again that the Hub signpost be put back onto the web site so that SPC can ensure it is informing the community about the help that's available. The Chair will speak with the Clerk regarding this.

**CLERK /
Cllr Goldsmith**

FULL/19/182 COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS

182.1

Planning Committee – Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan to receive the minutes of the meeting held on the 24th February 2020. **Agreed**

182.2

Amenities Committee – Cllr Goldsmith **proposed, seconded** by Cllr Campbell, to receive the draft minutes of the meeting held on the 25th February 2019. **Agreed**

182.3.1

Premises Committee – Cllr Goldsmith **proposed, seconded** by Cllr Campbell to receive the minutes of the meeting held on the 3rd March 2020. **Agreed**

182.3.2

Premises Committee – Cllr Cree **proposed, seconded** by Cllr Alexander to receive the draft minutes of the meeting held on the 7th April 2020. **Agreed**

182.4.1

Finance and General Purposes committee – To receive the minutes of the meeting held on the 10th December 2019. Cllr Goldsmith **proposed, seconded** by Cllr Cree. **Agreed**

- 182.4.2 Finance and General Purposes committee** – To receive the minutes of the meeting held on the 11th February 2020. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd. **Agreed**
- 182.4.3 Finance and General Purposes committee** – To receive the minutes of the meeting held on the 10th March 2020, and to defer discussion on the recommendations until the next Full Council meeting. Cllr Campbell **proposed, seconded** by Cllr Goldsmith **Agreed** **CLERK**
- FULL/19/183 183.1 CORRESPONDANCE AND INFORMATION ITEMS**
Nothing to report
- FULL/19/184 184.1 CONFIDENTIAL SESSION**
Cllr Goldsmith **proposed, seconded** by Cllr Cree 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 grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted because it concerns employment and contractual matters. **Agreed**
- FULL/19/185 185.1 STAFFING MATTERS**
Cllr Northam **proposed, seconded** by Cllr Lloyd to as per working party recommendation pay staff a monthly average amount based on their salary for the last year, this would be for the month of April only. That is, caretaking staff, should continue to be paid their average monthly income, but with the proviso that Steve, Matthew and Rob could be set tasks which would accumulate a minimum of 10 hours per week working but only if strict guidelines via risk assessments were put into place and followed. **Agreed Unanimous** **CLERK**
- 185.2** Cllr Lloyd **proposed, seconded** by Cllr Cree that the working party reconvene as soon as possible having taken advice from NALC. **Agreed 10 For, 2 Against, 1 Abstention.** Cllr Campbell had suggested the advice be sought from HR services and wanted this fact noted as the reason he voted against. **CLERK**
- 185.3** Cllr Goldsmith **proposed, seconded** by Cllr Lloyd for HR services to provide the Council with professional advice on the contracts of the staff as the existing agreements are now somewhat out of date for up to a sum of £2,000. **Agreed 12 For, 1 Abstained** **CLERK**
- FULL/19/186 DATE OF NEXT MEETING: 18th May 2020 at 7.30pm**
- Meeting closed at 9.51pm**

Signed Date 18th May 2020

Chairman

A Video Recording of this meeting is available at https://archive.org/details/steyping-parish-council_202004



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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STEYNING PARISH COUNCIL PLANNING COMMITTEE COMMITTEE TERMS OF REFERENCE

In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager

Planning Committee Main functions: To consider and make recommendations to Horsham District Council (HDC) and/or South Downs National Park Authority (SDNPA) on local planning applications and on other planning issues which may impact on the Parish.

To make recommendations to the Council on any matters it deems necessary

- a. To be responsible for and make decisions on any matter delegated to it by the Council or any other committee or any matter deemed appropriate for this committee.
- b. To delegate authority to the Proper Officer and/or councillors such actions as it deems necessary to ensure the Committee's decisions are carried out efficiently and expediently and to ensure the Proper Officer and/or councillors report back to the Committee on what actions have been taken on its behalf.
- c. To ensure that the Proper Officer complies with any delegated authority that they may be given from time to time by the Committee.
- d. The making of representations to the Local Planning Authority on applications for planning permission.
- e. The making of representations in respect of appeals against the refusal of planning permission.
- f. To make recommendations regarding street naming.
- g. To consider and monitor the Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- h. To keep under review the Steyning Area Conservation Character Appraisal and Management Plan.
- i. To make recommendations to HDC regarding new tree preservation orders and concerning proposed work on trees in the Conservation Area
- j. To monitor the Conservation Area and seek to ensure that the style of development and general decoration, including signage, shop fronts and street furniture is in keeping with those Listed Buildings situated therein, in accordance with national or local Conservation Area requirements.
- k. To seek additional protection for the Conservation Area, such as Article 4 Directions, as appropriate.
- l. To seek to ensure that the general environment within the Parish is monitored, and to report to the appropriate authority any potential hazards, breaches etc.
- m. To give due consideration to all environmental aspects and the SDNP purposes (where appropriate) when considering planning applications

- n. To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- o. To consider and respond to various environmental statutory documents.
- p. To ensure positive and constructive input to HDC and/or SDNPA in respect of all planning applications submitted.
- q. To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- r. Work to retain public open space, including playing fields whenever possible.
- s. The making of representations on all applications for public entertainment licence or liquor licenses.
- t. The making of representations on all applications to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.

Membership. The maximum membership of the committee shall be seven, the quorum to be three councillors.

Adopted by Steyning Parish Council on

Approved by Working Practices Group

4 June 2020

Steyping Parish Council Dignity at Work / Bullying and Harassment Policy

Purpose and Scope

1.1 Statement:

1. In support of our value to respect others, Steyping Parish Council will not tolerate bullying or harassment by, or of, any of its employees, councillors, contractors, visitors to the council or members of the public from the community which we serve.
2. The Council is committed to the elimination of any form of intimidation in the workplace.
3. This policy reflects the spirit in which the Council intends to undertake all of its business and outlines the specific procedures available to all employees and councillors in order to protect them from bullying and harassment and create a working environment where they have the confidence to raise a complaint.
4. It should be read in conjunction with the Council's policies on Grievance and Disciplinary handling, the Councillors' Code of Conduct and the Council's Social Media Policies.
5. The Council will issue this policy to all employees as part of their induction and to all councillors as part of their Welcome Pack. The Council may share this policy with contractors, visitors and members of the public.

1.2 Definitions:

6. Bullying "Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of the use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."
7. Harassment is "unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age. These definitions are derived from the ACAS guidance on the topic.
8. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.
9. Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, staff or councillor turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows:

10. Spreading untrue or inflammatory claims, malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their

family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

11. Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It can be verbal, non-verbal or physical in nature. It may occur on or off work premises, during work hours or non-work time.

1.4 Penalties/Sanctions:

12. Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the Council.
13. If a councillor is bullying or harassing employees, contractors, other councillors or others then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct will be the appropriate measure if any formal action with a potential sanction is considered appropriate.
14. If an employee or a councillor is experiencing bullying or harassment from a third party the Council will act reasonably in upholding its duty of care towards its own employees and its duty to enforce this policy concerning councillors.
15. Harassment can constitute a criminal offence or give rise to a damages claim and the Council will take appropriate legal advice, often available from the Council's insurer, if such a matter arises.

1.5 The Legal position:

16. Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.
17. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.
18. Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the Council and the perpetrator(s) as individual named Respondents. Any individual bringing a claim does not have to have the specific characteristic themselves.
19. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim.
20. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

21. A 'course of conduct' needs to be established under the 1997 Act. This can include linking incidents which are separated by long time periods. Damages for personal injury and distress can be awarded.
22. While the Council does not have the same statutory duty of care towards its councillors it has resolved to apply the principles of this policy to councillors.

1.6 Process for dealing with complaints of Bullying and Harassment

Informal approach

23. Anyone; employee, councillor, contractor or visitor, who feels they are being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort as it is possible that the person is not aware that their behaviour is unwelcome. This may be explained verbally, or in writing if this is more comfortable.
24. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

Formal approach

All complaints will be investigated sensitively, fairly and objectively in strict confidence in order to uphold the rights of the complainant and the alleged perpetrator. The outcome, and in particular any sanction, may not be kept confidential, however the views of a successful complainant will be given great weight before any information is disclosed.

- 25 **Employees:** Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Staffing/Personnel committee, their line manager, or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which he/she is complaining. If the employee is seeking any sanction against an individual councillor then this must be dealt with through the Members' Code of Conduct process administered by Horsham District Council HDC)
- 26 **Councillors:** Any councillor, who feels he or she is being bullied or harassed whether by another councillor, an employee or a member of the public should raise their complaint with the Council if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The Council will give appropriate support and guidance to enable the complainant to refer the matter to HDC under the Code of Conduct process if it concerns a councillor and may use its disciplinary procedure in the case of an employee.
- 27 **A member of the public** who feels he/she has been bullied or harassed by any councillor or officer of the Council should use the Council's official Complaints Procedure if it concerns an employee, or the Code of Conduct procedure administered by HDC in the case of a councillor. A formal approach to the Clerk or to the Chairman, as appropriate, is encouraged first in the hope of achieving informal resolution.

- 28 **Grievance –Employees only.** A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the Council’s Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting.
- 29 A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the Finance and General Purposes Committee. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality.
- 30 The hearing panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required, and the Council should contact NALC, an employer’s body or ACAS to this effect, or the Council may offer counselling. The employee will have a right of appeal.
- 31 At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full Council without prior approval by the aggrieved party.
- 32 The Council commits not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded however, if during the investigation a complaint is found to be vexatious, made with malicious intent and/or not made in good faith, then a grievance may be brought against that person in accordance with the Council’s Grievance Procedure or under its employment disciplinary procedures.
- 33 **Disciplinary Action** Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.
- 34 **For an Employee** found to have been bullying/harassing others this will follow the Council’s Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.
- 35 **For Councillors** If informal resolution satisfactory to the other party cannot be achieved then any investigation and potential action must use the Code of Conduct procedure administered by HDC.
- 36 In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. on a voluntary basis may be more appropriate than a referral under the Code of Conduct process for investigation and possible penalty. Resolution may include (but are not limited to) voluntarily accepting an admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, surrendering opportunities to further harass/bully such as resignation from a committee(s) where direct contact with the complainant or other affected parties or decision-making about that complainant may take place, or resigning from representation on any outside bodies where there may be contact with the complainant or other affected parties.
- 37 A referral under the Code of Conduct is usually the appropriate step.
- 38 A referral to the Police or civil action under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

39 **For members of the Public** The allegation will be dealt with under the SPC Unacceptable Behaviour Policy

False or malicious allegations of harassment or bullying which damage the reputation of another employee/councillor will not be tolerated and will be dealt with as potentially serious misconduct

Approved by Working Practices Group

4 June 2020

EMAIL POLICY

1.0 INTRODUCTION

1.1 The Council recognises that email is an important communication system for use during the course of Council business. This policy provides guidelines and procedures to protect users and the Council.

1.2 This policy applies to all employees emailing via Council computers and to all councillors in their correspondence with employees and/or other councillors, members of the public and external organisations.

1.4 The Council owns the email facility, and emails that employees or councillors produce, send, or receive are the property of the Council.

1.5 The Council's email facility should be used for sending SPC related communications and associated attachments.

1.6 Council email addresses should not be used to register for non-SPC-related online services and/or forums.

2.0 SENDING AND RECEIVING EMAILS

2.1 All internal emails (and other internal communications) are confidential unless the contrary is clearly expressed. This means that they should never be disclosed to third parties unless with the consent of the author and any parties identifiable. If in doubt, councillors and employees should check with the Clerk and the author. Breach of this principle will likely mean a breach of the confidentiality provision in the Code of Conduct in the case of a councillor, and may lead to disciplinary action in the case of an employee.

2.2 Emails should be regarded as written documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000, the Environmental Information Regulations, the Data Protection Act and similar legislation. Personal information should be kept and processed in accordance with the principles established in the Data Protection Act 2018.

2.3 Councillors and employees should be aware that the Council as a body always has the right to open any email file stored on the Council's computer system and, while that is delegated to the Clerk on a day to day basis, there may be circumstances in which, after an appropriate resolution of Full Council or court order, other councillors, employees or third parties may be entitled to open and view same, subject to the fair processing provisions of the Data Protection Act (GDPR).

2.4 Councillors and employees should always have in mind whether when sending an email, it is:

- In fulfilment of a process delegated to the councillor or employee by the Council and accordingly is being written on SPC's behalf,
- As an individual councillor or employee representing his or her own views as a councillor or employee which may not reflect the views of their colleagues or SPC; or
- As a private individual.

In all cases councillors and employees should make this clear to the recipient and should always use their official SPC email address for the first two, and never for the third.

2.5 Councillors and employees should always have in mind the principles of the Data Protection Act so, for example, generally they should use the BCC field when writing to several recipients who have not consented to their email details being shared and should have in mind that whatever is written is potentially disclosable under the Freedom of Information Act and similar legislation.

2.6 Councillors and employees should have in mind that what is written may be defamatory.

2.7 If in doubt, councillors and employees should consult the Clerk, and always copy him in when writing on behalf of SPC.

3 EMAIL GUIDANCE

NB This Guidance should be used as that – it is not a set of rules and while some principles should never be breached (such as never to threaten), others such as the two emails per day limit are subject to common-sense departures.

All emails:

- 3.1.1 Should comply with common codes of courtesy, decency and privacy
 - 3.1.2 Should use appropriate language to avoid unintentional misunderstandings
 - 3.1.3 Should respect the confidentiality of information contained within emails, even if encountered inadvertently
 - 3.1.4 Should not pass off personal views as those representing the Council
 - 3.1.5 Should never be used to criticise, threaten, tell off, be rude to, bully, harass, intimidate or blame any person. If an individual has a problem with someone else's actions, behaviour or performance, they should pick up the telephone and/or arrange to meet in person
 - 3.1.6 Should meet the criteria of being dignified and respectful, so should be kept in draft format and re-read and then modified if required, before sending
 - 3.1.7 Should not be cc'd to other people, unless agreement is secured from the original sender.
 - 3.1.8 Should only be copied to the Clerk where the email contains important Council related information that the Clerk needs to be aware of
 - 3.1.9 Should not be sent to multiple persons, unless there is a genuine (non-controversial) piece of information to share that is official 'need to know'
 - 3.1.10 Should be limited so that the time it takes to write and read them, should be no longer than half a page of A4, and preferably much shorter and use concise language and bullet points. If the intended communication requires more space than this to set out, a telephone call or one to one meeting should be arranged instead.
 - 3.1.11 Should only be sent during normal business hours and up to 7.30pm on weekdays and up to 1.00pm on Saturdays, and not during holiday periods; and
 - 3.1.12 Should be no more than two per day sent by one individual to another
- 3.2 Any person who receives an email from an employee or another councillor that is clearly in breach of any of the above points has the right to ignore the email.

4 SECURITY:

- 4.1 Check with the sender if there is any doubt regarding the authenticity of a message
- 4.2 Avoid introducing computer viruses by not opening any attachment unless certain of the authenticity of the sender and if there are concerns the email should be deleted immediately

5 REPORTING AND SANCTIONS

- 5.1 If a councillor receives an email from an employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.2 If an employee receives an email from another employee which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the Council's formal disciplinary procedure
- 5.3 If an employee receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the employee is entitled to consider use of the Council's grievance policy and/or reporting the issue through the procedures outlined in the councillors' Code of Conduct.
- 5.4 Serious or persistent breaches of this protocol could amount to breach of the Council's Dignity at Work Policy or the Code of Conduct.

Approved by Working Practices Group

4 June 2020

(subsequent minor editing amendments made by TL and PSC)

Social Media Policy

What is Social Media?

'Social media' is the term commonly given to websites and online tools allowing users to interact with each other in some way – by sharing information, opinions, knowledge and interests. This interaction can be through computers, mobile phones and tablets.

Examples of social media websites include:

- social networking (e.g. www.facebook.com)
- video sharing (e.g. www.youtube.com)
- blogs (e.g. www.london2012.com/blog)
- micro-blogging (e.g. www.twitter.com)
- wikis (e.g. www.wikipedia.org)
- social bookmarking (e.g. www.delicious.com)
- Commenting on online news sites (e.g. <https://www.wscountytimes.co.uk/>)

Council Use of Social Media

Principles

NB The principles of this policy apply to parish councillors and Council staff and also apply to others communicating with the Steyning Parish Council (SPC)

- SPC supports the appropriate use of social media as a means of publishing and promoting its work to a wider audience.
- To support, guide and protect councillors and staff members with regards to their own privacy and professional reputations and the reputation of SPC.
- Councillors should refrain from entering into online debates on the work of the SPC.
- With the exception of placing vacancy advertisements, social media must not be used in the recruitment process for employees or councillors as this could lead to breaches of privacy, potential discrimination claims and also data protection issues
- The use of social media does not replace existing forms of communication
- The policy sits alongside relevant existing policies which need to be taken into consideration
- SPC's Code of Conduct applies to online activity in the same way it does to other written or verbal communication
- Individual councillors and council staff are responsible for what they post either in a council or a personal capacity and should always make it clear in which capacity they are doing so.

Advice for Councillors using Social Media

The HDC Monitoring Officer's advice concerning the criteria / threshold to look at with regard to when a member is acting in that capacity is : -

- *A member is acting in his or her capacity as a member when he or she is clearly conducting authority business, when attending authority meetings and functions, and when dealing with constituents as ward councillor.*
- *A member is probably acting in his or her capacity as a member when blogging, tweeting, commenting in newsletters and the like and the member uses the word “councillor” or equivalent in a heading or by signature.*
- *A member is probably acting in his or her capacity as a member when he or she makes use of information obtained as a member, especially if the information could not have been obtained elsewhere.*

Approved Council Social Media

- Parish Council website www.steyningpc.gov.uk
- In accordance with the SPC’s adopted standing orders, the Parish Clerk is the SPC’s nominated Press Officer authorised to issue press releases. No other member of staff (except for the Deputy Clerk deputising for the Parish Clerk) is permitted to issue public statements on behalf of SPC.

Guidance for Councillors and Council Employees on the Use of Social Media

- The key to whether a councillor’s online activity is subject to the Council’s Code of Conduct is whether they are, or even appear to be, acting in their capacity as a councillor rather than as a private individual
- If a councillor is not, or may not be, acting as councillor but in their private capacity then posting, hosting or moderating concerning council matters using social media could still amount to breach of SPC’s Dignity at Work Policy.
- When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.
- Online content should be accurate, objective, balanced, informative and transparent, and all persons posting should know the terms of use on third party websites, e.g. Facebook
- While councillors and council staff are free to communicate in appropriate contexts, they should be careful not to say anything that they would not be comfortable justifying at a public meeting
- Be mindful that this information may stay in the public domain indefinitely.

Councillors and Council employees should:

- not post in haste.
- not hide their identity by using false names or pseudonyms.
- not present personal opinions as those of the Council.

- not publish an untrue statement about a person which is damaging to their reputation, as that could result in libel action against the Council or the councillor.
- not post any information that infringes the copyright of others without obtaining permission, as it is likely to breach copyright laws.
- not publish the personal data of individuals without having their express permission.
- not say anything through social media (or indeed anywhere) when involved in making any decisions which suggests predetermination on an issue that is due to be formally decided on.
- not use social media to make personal attacks or indulge in rude, disrespectful, inflammatory, offensive or defamatory comments.
- not post offensive language.
- comply with equality laws relating to race, sexuality, disability, age, gender, religion and belief.
- not bully, harass or intimidate anyone – including not saying anything, particularly if it is part of similar comments about a person or on a theme, that might be construed as bullying or intimidation, whether the comments relate to a SPC employee, another councillor or anyone else.
- not publish anything that could reasonably be perceived as bringing SPC in general into disrepute.
- not disclose information given in confidence by anyone, or information acquired which it is believed, or ought reasonably to be aware is of a confidential nature. This includes all internal emails unless the reverse is expressly stated.
- not publish or report on conversations internal to SPC without permission.
- not publish photographs or videos of minors without parental permission.
- not conduct any online activity that violates laws, regulations or which constitutes a criminal offence.
- not reference other organisations without their approval. When making a reference, link back to the source where possible.
- not publish SPC related information that is not already in the public domain, e.g. already available on the SPC's website or disclosed at a meeting held in public.
- not publish anything that would not be acceptable in the workplace.
- not use SPC's facilities for personal or political blogs.

Councillors and council employees should

- set appropriate privacy settings for any blog or networking site where a councillor or employee is responsible as publisher, controller or moderator.
- remove threatening, defamatory, obscene, abusive or inflammatory posts made by others as soon as possible to avoid the perception that such views are condoned, while councillors and employees should never make such postings themselves.

- be aware that the higher the profile as a councillor or employee, the more likely it will be seen as acting in an official capacity when blogging or networking, hosting or moderating.
- when using an SPC provided blog site or social networking area councillors and employees should ensure the facilities are used appropriately as any posts are likely to be viewed as made in an official capacity.
- be aware that by publishing information that could not have been accessed without being in the position of a councillor or employee they are likely to be seen as acting in an official capacity
- When making political points they should be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful or worse, whereas general comments about another party or genuine political expression is less likely to be viewed as disrespect.

Code of Conduct

SPC has adopted a Code of Conduct and if using social media in an official capacity as a parish councillor, or when it may be being perceived to be acting in an official capacity, any author should be mindful of the seven Nolan principles of the public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

If posting in a personal capacity it is important for any author to have proper regard to the Council's Dignity at Work and Unacceptable Behaviour Policies.

Approved by Working Practices Group

4 June 2020

With minor amendments by Tim Lloyd and Paul Campbell 6 June 2020

Unacceptable Behaviour Policy

1.Introduction

1.1 This policy sets out the Council's approach to dealing with unacceptable behaviour by members of the public

It is anticipated the application will be minimal. However, the Council has a duty to safeguard its employees from unacceptable behaviour. It will similarly protect its councillors

2.Policy Aims

2.1 SPC aims to:

2.1.1 Deal fairly, respectfully and consistently with all. Employees of the Council and its councillors have the right to expect this to be reciprocal.

2.1.2 Manage an individual's contact with SPC's employees and/ or councillors where it is considered that a person's behaviour or actions are unacceptable.

2.1.3 Ensure that employees and councillors each enjoy the same level of protection.

3.Definition

3.1 Unacceptable Behaviour

3.2.1 This includes the use of language (oral or written - including on social media) or behaviour that may cause employees or councillors to feel afraid, threatened, abused, bullied or the subject of harassment. Examples include threats, physical aggression, abuse, rudeness and the use of insulting and offensive remarks. Untrue or inflammatory statements and unsubstantiated allegations can also be abusive behaviour.

3.2.2 The Council has a zero-tolerance policy with regards to racist, sexist, ageist, homophobic or other prejudicial conduct related to 'protected characteristics' as defined in accordance with the Equality Act (2010).

4. Managing Unacceptable Behaviour

4.1 A person should almost always be given an opportunity to rectify their behaviour.

4.1.1 Employees or councillors should explain (through a third party if necessary) that they find someone's behaviour or language unacceptable and allow the person a chance to remedy, moderate or change the behaviour.

4.2 If the behaviour continues, employees and councillors should:

- End telephone calls if the caller is considered aggressive, abusive or offensive.
- Report the matter to the Clerk to decide whether the police need to be contacted or to consider how to manage contact with the person.
- Refuse to meet with someone/take a telephone call
- Block an email address
- Ask the person to leave the premises.

4.3 It may be appropriate to manage an individual's contact with the Council. This is a very serious step. Accordingly, the Policy must not be implemented by the Clerk without first consulting with the

Chairman of the Council and in most cases securing a formal resolution from the F and GP Committee.

4.4.1 After proper consultation, the Clerk may be authorised by the F and GP Committee or Full Council to write to the perpetrator advising them of the way(s) in which contact with employees and/or councillors will be restricted. The perpetrator will be advised of the period the restriction(s) will be in place - which in exceptional cases may be indefinite.

4.4.2. The following are examples of possible restrictions. The list is not exhaustive:

- Restricting telephone calls to specified days/times/duration.
- Requiring any personal contact to take place in the presence of an appropriate witness.
- Requiring contact to take place with one named member of staff or councillor only.
- Requiring contact to take place in a specified process or manner, for example, only by telephone, only by email, or only by letter.
- Informing the perpetrator that the Council will not reply to or acknowledge any further contact from them on the specific topic (in this case, a designated member of staff should be identified who will read future correspondence).
- Restricting the perpetrator from making contact by telephone except through a third party, for example, a solicitor, a councillor or a friend acting on their behalf.
- Restricting the perpetrator from sending emails to an individual and/or all council officers/councillors and insisting they only correspond by letter or in an identified way.
- Restricting the perpetrator from using certain council's services, for example The Steyning Centre or Council owned open spaces such as allotments.
- Restricting the perpetrator from entering any Council building except by appointment.

4.4.3 Where restrictions are not complied with or where the behaviour may threaten the immediate safety and welfare of others the Council may report the matter to the police or take other safeguarding action including proceedings in the civil courts. In such cases the Council may not give the perpetrator warning of the action to be taken.

5. Appealing and Reviewing a Decision to Manage Contact

5.1 It is important that a person has an opportunity to appeal a decision to manage contact. Any appeal should be made in writing to the Clerk. The appeal should be made within ten working days of the decision to manage contact unless there are exceptional circumstances as to why an appeal cannot be raised within this timeframe. The procedure to be adopted thereafter will be the same as the review procedure in the SPC Complaints Policy and will be undertaken by a panel of councillors.

5.2 A decision to manage contact may be reconsidered if the perpetrator demonstrates a more acceptable manner or if the circumstances that led to the original decision have changed.

Overarching Protocol for Councillors' Personal and Official Conduct
Including Social Media, Emails and Meetings

Purpose

The Code of Conduct and its sanctions applies only when a councillor is, or appears to be, acting as such.

In contrast, this Protocol offers guidance to conduct which may not be regulated by the Code, but is distressing to staff, other councillors, or members of the public and/or the conduct risks bringing the Council or the councillor into disrepute.

Dignity at Work

The Council has an adopted Dignity at Work Policy. This applies to everyone, including staff, councillors and members of the public.

It applies to all interactions including social media, emails and meetings.

Depending on the circumstances, an alleged breach of this can be dealt with as: -

- a grievance (by a member of staff only)
- a disciplinary issue (against a member of staff only)
- a Code of Conduct issue (against a councillor acting or giving the impression of acting as such); or
- under SPC's Unacceptable Behaviour Policy (against a member of the public).

Please refer to SPC's Dignity at Work Policy and to SPC's Unacceptable Behaviour Policy for details of the procedures and potential consequences.

Social Media Policy

The Council has an adopted Social Media Policy. Breach of its principles may give rise to a breach of the Dignity at Work policy and hence to a Code Complaint.

Email Policy

The Council has an adopted Email Policy. Breach of its principles may also give rise to a breach of the Dignity at Work Policy and hence to a Code Complaint.

HIGH STREET TRAFFIC CALMING

12 June 2016

1. The cars parked on the East side (Truffles side) although not liked, being on a single yellow line, do act as a: -

- a. Speed restriction in the High Street and slows the traffic down considerably to a single-lane through-route.
- b. The parked cars provide a buffer to prevent pedestrians stepping off the narrow pavement (when busy) into the path of moving vehicles.

2. The proposed build-out (into the road) outside the HSBC Bank can be as wide or as narrow as desired.

A WSCC Highway designer would advise on the most efficacious shape of the build out and tabletop, with the assistance from the H&L committee.

3. A narrow build-out would allow cars entering the car park to veer off the High Street into the car park entrance, like a slip-lane, leaving the main High Street clearer.

But the corner would still be protected by bollards and an extended pavement with kerb.

4. The florist (Clock Tower) Truck does add to the occasional chaos in the High Street.

But this only adds to a slowing-down of vehicles trying to negotiate it, and pass it.

As we know the Clock Tower bus waits only a few minutes here and also acts as a calming influence on the traffic.

5. As stated on the drawing there are two options in this scheme: -

- a. Tabletop speed reducer and protected build-out on the corner of the car park entrance.

or

- b. Just a protected pavement build-out on the corner of the car park entrance.

It might be considered that the tabletop speed restriction is superfluous considering the other traffic-calming due to car parking/buses/delivery trucks.

Just a protected pavement build-out though would greatly enhance pedestrian safety at this point in the mouth of the busy car park.

6. Maybe WSCC could be persuaded to put a temporary experimental barrier (with a couple of gaps for pedestrians) along the line of the proposed build out using the water-filled plastic barrier product, similar to that which is shown below, to make sure it works.



Water filled temporary barriers

7. Another thought provoking suggestions:-

a. A further slightly radical idea.

If the area by the car park is made much safer to cross with the raised table maybe the pedestrian crossing outside Sussex Produce becomes redundant.

Ten extra parking spaces for shoppers? Or six(?) plus loading bay for the lorry could be introduced?

This might be quite popular with traders?

Certainly getting rid of the crossing at Sussex Produce could provide additional "hop in" shopping/parking in the High Street as suggested.

My comment on this for further thought:-

b. Perhaps the bus markings outside Cobblestones could be extended for the flower truck parking, and then form another build out in front of "The Countryman", opposite the HSBC build-out.

This would allow pedestrians to bunch ready to cross the road on top of the tabletop.

This Countryman build out would also allow vehicles to egress, and turn right (North) from Elm Grove Lane more safely?

8. The funding for this work could come from the recently announced £2m budget that David Barling has through the WSCC "Apply for a community highways scheme" budget.

Extract from the WSCC web site

<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-active-communities/apply-for-a-community-highways-scheme/>

Apply for a community highways scheme

Find out how to raise concerns about highways within your area and apply for a community scheme.

Overview

We encourage communities to identify any highway concerns they may have. Each year we deliver community-driven schemes through the Integrated Works Programme (IWP).

Examples of schemes we have delivered include:

- *traffic calming features*
- *town/village centre enhancements*
- *cycling facilities*
- *crossing facilities*
- *speed limits/zones*
- *junction improvements*



High Street View looking South



High Street View looking North



IMAGE 1 LOOKING SOUTH

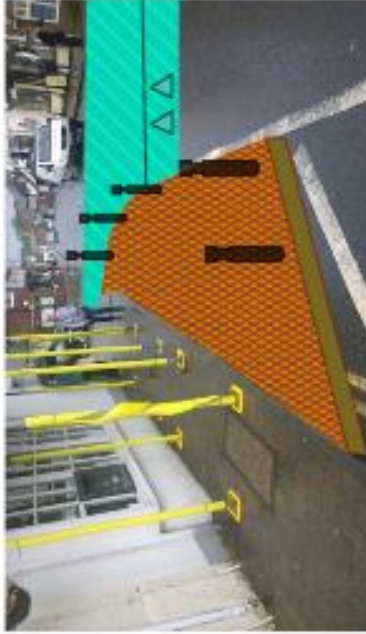


IMAGE 2 LOOKING NORTH

IMAGES OF HIGH STREET WITH POSSIBLE TABLE-TOP DETAILS TO SLOW TRAFFIC SPEED, AND WITH WIDER BUILT-OUT PAVEMENT TO ACCOMMODATE THE CRUSH OF PEOPLE USING THE CAR PARK



PHOTO 1 TAKEN OUTSIDE HSBC BANK, LOOKING SOUTH PHOTO 2 TAKEN OUTSIDE HSBC BANK, LOOKING NORTH



PHOTOGRAPHS OF EXISTING HIGH STREET CAR PARK ENTRANCE IN STEYNING



**POSSIBLE SPEED TABLE AT HIGH STREET
CAR PARK JUNCTION, STEYNING**



LOCATION OF SPEED TABLE AND PAVEMENT BUILT-OUT AT MOUTH OF HIGH STREET CAR PARK.

KERB BUILD-OUT & BOLLARDS ARE TO REDUCE PEDESTRIAN BUNCHING AND INCREASE THEIR SAFETY ON THIS BUSY LOCATION

TWO OPTIONS IMPROVEMENTS:-

1. TABLE-TOP SPEED REDUCER AND PROTECTED BUILT-OUT ON THE CORNER OF THE CAR PARK ENTRANCE.
- OR
2. JUST PROTECTED BUILD-OUT ON THE CORNER OF THE CAR PARK ENTRANCE.

Working Party Thursday 11th June 2020

NB This is Paul Campbell's draft and has not yet been approved by the WP or the Council

Present: Cllrs Trevor Cree, Paul Campbell, Deborah Hanson and Rod Goldsmith. Apologies from Tim Lloyd.

Reina Alston from the Community Partnership discussed a few issues on the phone.

The WP initial task was to discuss the requests submitted to HDC by the Partnership in conjunction with the Chamber of Trade and two Traders. The details as follows.

The WP also briefly talked about the 'long term' future for the High Street taking into account the comments and points the Traders meeting had highlighted. It was felt that once the grant requests had been accepted by HDC (hopefully), further discussions could take place and then the Working Party could meet on a regular basis and discuss all the ideas and thoughts being put forward and of course bearing in mind, the High Street is a 'moving situation' project.

Thoughts put forward from the Team to attract funding:

The working party's comments in blue. It is assumed grant funding for these projects will be via HDC.

- a. One way system for each of the High Street pavements allowing more room for pedestrians. i.e. one heading North and vice versa. People would be able to cross the road to access businesses they want to visit, without travelling the length of the High Street. Maybe one extra temporary zebra crossing to assist the crossing of road.

Not supported. Not considered practicable now that traffic volumes are returning to normal levels.

However, as an alternative it was considered that two things might be funded which, if they became permanent, might lead in the longer term to a much more radical scheme for future discussion with all interested parties.

- 1/ An experimental 20 mph speed limit starting on the Horsham Road just before the Leisure Centre and extending along the High Street through to the new Welcome sign at Penlands.

2/ An experimental build out of the pavement in the High Street adjacent the car park outside Chalcraft Funerals, broadly following the existing hatching. Thus providing an extended pedestrian refuge to assist crossing the road. Details in attached Comber2016 ideas document submitted to SPC at that time. This shows the build-out details for the refuge including the temporary barrier materials and includes site photos.

The attachment also shows the table-top idea which could be part of the scheme in the next paragraph. Probably the table-top if it ever became a reality would be more extensive than illustrated.

In the longer term after wide consultation and if supported, shared raised table-top pedestrian and vehicular surface and road space in the central area of the High Street similar to Bramber. The reduced speeds this would encourage would probably mean that one or both zebra crossings could go, freeing up kerb space for pavement build-outs and/or more kerbside short-term parking.

Funding needed for: Street/pavement stickers/information signs suitable for use outside in order to indicate the pedestrian one way system. Temporary Zebra Crossing.

Temporary water-filled barriers delineating the pavement build-out. 20mph signage.

- b. Hand sanitizer gel stations at various spots within the High Street.

Supported

Funding needed for: Purchase of dispensers suitable for outside, together with extensive stocks of sanitizer (we must not run out, like so many other offerings do) plus an allowance to employ a Hand Sanitizer Marshall to go round refilling. (Again, we do not know how long this first phase of “opening up” will take, but maybe this operation should allow for at least 6 months).

- c. A Deep Clean of the High Street to make sure everything looks squeaky clean before the “re-opening”.

Supported. SPC currently do two contracted out pressure washes per year and the new street cleaner has already brought the standard up noticeably

Funding needed for: Increase of the hours usually worked by the company that cleans Steyning High Street.

- d. Waiving of car parking charges for perhaps the first hour – more hours if possible.
Supported

Funding needed for: Compensation to HDC for loss of earnings.

- e. Business Education – HDC representatives to visit each of the Steyning High Street, Bramber High Street & Upper Beeding Square businesses and give them a short briefing on essentials to create a “safer shopping” environment. HDC Certificate to go in the window saying they have completed this briefing. We need to create a feeling that Steyning is a caring, comfortable, safe & happy place to shop.

Funding needed for: HDC staff wages to carry out briefings; cost of producing certificates.

Supported

- f.Emphasis on our nearness to the SDNP and other wonderful walks. Flyers promoting how to access relevant websites for more detail. Also emphasising the tie between using the local amenities/shops etc.,and enjoying the countryside.

Supported

Funding needed for: Production of flyer – design & print costs.

- g. Creating a printed programme of events and offers that will run alongside the Steyning & District Food and Drink Festival – giving an extra promotion avenue for businesses in the area.

Supported

Funding required for: Design & Print costs.

- h. Virtual Tour of businesses in Steyning & District. Creating a vital marketing tool to give long term promotion of businesses in the area. Will be added to the website Visit Steyning with links to as many local and further afield websites as possible.

Supported. Car park new digital signs to be used as well.

Funding needed for: Video Production and loading on to website.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Steyping Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.		✓	
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

04/11/19 24/04/20

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Beams

Date

24/04/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Steyning Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Steyping Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	196,618	176,336	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	248,489	254,680	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	205,155	112,452	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	121,956	128,209	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	351,970	249,065	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	176,336	166,194	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	200,372	188,061	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,649,115	2,649,115	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of Steyping Parish Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Dated 4th June 2020

Explanation as to variance above 15% on the Accounts statement for Box numbers 4 and 6.

This years variance in box 3 Total Receipts - (a reduction of 45% on last year – from £205,155 to £112,452) is due to the gaining of grants and donations in 2018/2019 from various other sources to enable Council to spend money renewing two playgrounds and to install a new outdoor adult exercise/ fitness facility.

Total additional monies gained last year 2018/19 equalled £105,932.53

This year's donations and grants received totalled £13,164 which accounts almost entirely for the variance seen.

Likewise, the variance in box 6 – Total other payments, is due to the difference in payments made for the projects (noted above) which were funded by the additional grants and donations. The total cost of these three projects was £125,872.

The variance this year in box 6 therefore is from £351,970 to £249,049 which equals a 29% reduction

Explanation as to the 'No' at box L on page 3 – 'Internal control objectives' of the 2018/19 AGAR.

The 2018/19 AGAR approval by SPC was long-delayed and thus the notice of public rights was also delayed. This was because councillors had significant concerns about the 2018/19 AGAR. They needed evidential documents from the Clerk's office which were delayed with the result that the 2018/2019 was not signed off – and then with caveats- until 11 February 2020. It was lodged on 14 February 2020.

There remain questions raised by the external auditors on 3 March 2020 with the first draft of the response prepared by the Clerk produced to the F and GP Committee on 12 May 2020

Additional information to be submitted with Part 3 AGAR

Basic and Intermediate levels

Item required.	Included Y/N or response
1. State the basis of accounts – Income and Expenditure (I&E) or Receipts and Payments (R&P)	I&E
2. Bank reconciliation	Y
3. Explanations of significant variances: For boxes 2 – 10 in the Accounting Statements, where the 2020 figure is 15% greater than, or 15% less than, the 2019 figure unless the variance is less than £500	Y
4. A reconciliation between boxes 7 and 8 – this must be quantified.	Y
5. An explanation of any 'No' answers in Section 1 (Annual Governance Statement)	N/A
6. An explanation of any 'No' answers in the Annual Internal Audit Report.	Y
7. An explanation of the level of reserves held if more than twice the precept of the Authority.	N/A
8. Whether you use the general power of competence.	N
9. The dates for the period for the exercise of public rights	Y
10. This sheet, duly completed	Y

Smaller authority name: **Steyning Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement 16th June 2020 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to: (b) John Fullbrook - The Clerk Steyning Parish Council Fletchers Croft, BN44 3XZ commencing on (c) Thursday 18th June 2020 and ending on (d) Friday 31st July 2020 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is: Moore (Ref RD/hd) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ 5. This announcement is made by (e) John Fullbrook – Steyning Parish Clerk	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

Steyning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk

MEETING OF AMENITIES COMMITTEE (via Zoom video conferencing platform)

HELD ON 28th April 2020 AT 7.30PM

Hosted by the Deputy Clerk

Present: Cllrs Campbell (Chair), Goldsmith, S. Sullivan, Alexander, Young and Lloyd.

Clerk: John Fullbrook

Members of the Public: 1 {Deputy Clerk also in attendance and hosting the meeting}

Meeting started at: 7.30 pm

Video recording of this meeting can be found using this link: -

<https://archive.org/details/2020-04-28-steyning-parish-council-amenities-committee>

DRAFT MINUTES

ACTION

A/19/112 APOLOGIES FOR ABSENCE

112.1 No apologies received. Cllr Taylor absent

A/19/113 DECLARATIONS OF INTEREST

113.1 Cllr S. Sullivan lives adjacent the MPF and is a committee member of the Steyning Community Orchard Group - agenda item 7.2. Cllr Young declared she lives on the same road as the proposed grit bin installation (in Mouse Lane) – agenda item 8.1

A/19/114 QUESTIONS FROM THE FLOOR

114.1 None

A/19/115 MINUTES OF PREVIOUS MEETING

115.1 Cllr Campbell **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 25th February be agreed and signed as a true and fair record. **Agreed.**

A/19/116 CHAIRS ANNOUNCEMENTS

116.1 None

A/19/117 MEMORIAL PLAYING FIELD and OTHER OPEN SPACE

117.1 Abbey Road planting proposals – The Chair reported that the proposed tree and hedgerow planting events have been postponed to an unspecified date given the Covid – 19 crisis. Regarding the winter pond: Cllr Campbell summarised the supporting paper – 6.1.1. A meeting took place on the 13th March '20 involving two members from the



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

		ACTION
	'Steining for Trees' Group, a member of the 'Steining Community Orchard' Group, a representative from the SDNPA – Craig Daters (Lead Ranger), and Cllrs Campbell and S. Sullivan. Mr Daters advised on the pond's management. He made recommendations which are encapsulated in the following decisions. All to help the pond from drying out. Cllr Campbell proposed, seconded by Cllr Alexander for the Clerk to be given delegated responsibility, with the Chair if necessary because of the sum involved, to instruct a contractor after obtaining up to 3 quotes (all to be liaised with Roger Brown) to : 1. Cut half of the self-rooted trees within the winter pond area, and to treat the stumps with glyphosate and then stash the resulting brash at the rear of the site (by-pass slope). Agreed And 2. To fell the largest of the willows and similarly treat the felled timber and brash. Agreed	CLERK
117.1.2	Based on anticipated enthusiasm from the caretakers, the Clerk and Deputy Clerk also agreed that one or more of the caretakers would be charged with removing the non-native plants from the water margins in liaison with Roger Brown	CLERK
117.2	Clerk reported on sponsored tree situation with particular regard to correspondence with resident who had wanted a memorial tree on the MPF. The resident in question had been informed that the Amenities Committee had decided future memorial tree donations were to be directed towards Abbey Road. Although she was not interested in that option, she is pursuing the purchase of a memorial bench with SPC for an MPF installation instead.	CLERK
117.3	Hedgerow works at the MPF - The Clerk spoke with the chosen contractor to renegotiate the quote. Whilst the price was agreed unfortunately due to other issues at SPC connected with the Covid-19 crisis the contractor was given insufficient time to complete works before nesting season started, so works to be delayed until autumn.	CLERK
117.4	In terms of the plum trees on the MPF the contractor was to meet the Clerk the next day – 29 th April, to ensure work specification agreed. Work to then be completed within the next two weeks. Cllr Campbell proposed, seconded by S. Sullivan that the Clerk to have delegated authority to ensure the work is completed in liaison with Roger Brown. Agreed	CLERK
117.5	Bin rationalisation – The work did not start on this as the MPF was too wet for contractor vehicles in early March. Then, due to Covid-19 compliance factors the contractor has not been available to complete works. Cllr Campbell proposed, seconded by Cllr Lloyd to delegate the Clerk to get the chosen contractor on site in the next three weeks and to simultaneously negotiate with the second contractor to make sure there is a workable alternative if possible. Agreed. 4 for, 2 Abstained.	CLERK
117.6	Concrete removals on the MPF - Clerk has been unable to meet contractors to obtain a third quote due to Covid – 19 lockdown. Cllr Campbell proposed, seconded by Cllr Lloyd to delegate to the Clerk to do everything necessary to implement the scope of works and to proceed (with cost limit of £5,000) and to if possible, use a local tradesperson and recognising that the cheapest quote would not necessarily be the most satisfactory quote. Agreed	CLERK
117.7	Steining Community Orchard – Report by the Clerk . Newsletter coming out soon. No Group work taking place at the moment with just basic maintenance being undertaken.	

		ACTION
	The group is very happy with the current grass cutting and will aim to get orchard plan finalised for the next Amenities meeting.	
117.8	Normans Way Play Area – Cllrs Young and Goldsmith are continuing to chase HDC for a response and Cllr Lloyd said he would assist.	<i>Cllrs Young & Goldsmith & Lloyd</i>
117.9	Planned Preventative Maintenance Schedule for Playgrounds and adult gym equipment. – Clerk to continue to enquire of HDC what maintenance team could be provided and will prepare the schedule for next meeting.	CLERK
117.10	No monthly inspections have been completed by HDC since the last meetings due to Covid-19 lockdown. Clerk to distribute reports when available. Committee members were concerned that a number of ‘medium risk’ work remained uncompleted. Cllr Campbell proposed, seconded by Cllr S. Sullivan to work with the Clerk to, as expeditiously as possible, put in hand all repairs that are needed to be completed above the level of low risk items. Agreed	CLERK
117.11	Basketball court plaques to acknowledge Wilson memorial Trust grants - Clerk reported no progress.	CLERK
117.12	Fletcher’s Croft WP re HDC proposals – Cllr Campbell reported on the problem that the new play equipment and the adult play equipment were installed by the previous council despite SPC’s right to use any of Fletcher’s Croft having expired in 2005 (supporting paper 6.8). This needs to be resolved. Negotiations are continuing with HDC having just indicated that they will not wish to dispose of the freehold but in principle are willing to grant a lease. Clarification is needed over whether they still wish to have a five-yearly break-clause for redevelopment and if so, how much notice they would give as that has serious implications for future capital expenditure by SPC. The extent of the demised area also needs to be clarified.	<i>Cllrs Goldsmith & Campbell</i>
117.13	Tree management strategy and working party meeting with tree surgeon – A meeting was arranged but due to the lockdown it was cancelled. The Clerk has tried to book a meeting via Zoom but the tree surgeons’ business is currently closed. – This item on hold	CLERK
117.14	Monthly report giving running total of grass cuts completed by contractor was reported. Clarification was needed over the number of cuts due on the ‘Wild side’ of Abbey Rd VG.	
117.15	Memorial Gardens signage – working party – no progress due to lock down with the Clerk exploring convening the meeting via zoom platform.	CLERK
117.16	Chandlers Way environmental enhancement proposals – Cllr Saunders through the Clerk had nothing to report due to Covid -19 lockdown	
117.17	Temporary silhouette to honour the NHS at the plinth by the new Welcome sign – Cllr Campbell to telephone the member of the public who had put forward the proposal to see if this item could be progressed.	Cllr Campbell
A/19/118	FINANCE	
118.1.1	The Income & Expenditure reports were discussed for the February 2020 period.	

	Cllr Campbell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for February 2020 be accepted as a true record. Agreed. Requested Clerk to move the MPF changing room electric costs to the Premises Committee budget	ACTION CLERK
118.1.2	The Income & Expenditure reports were discussed for the March 2020 period. Cllr Campbell proposed, seconded by Cllr Lloyd that that the income and expenditure reports for March 2020 be accepted as a true record. Agreed.	
118.2	To discuss and agree a grant request to cover Steyning Community Orchard (SCO) insurance cover. Cllr Goldsmith proposed, seconded by Cllr Young to agree to grant funds to cover the insurance costs for the SCO at £168.00. Agreed	CLERK
A/19/119	HIGHWAYS & LIGHTING	
119.1	Mouse Lane grit bin proposed installation. Cllr Alexander proposed, seconded by Cllr Goldsmith to supply the basic black Grit bin specified within Cllr Alexander's supporting paper 8.1 – costed at £45.89 Ex VAT. Agreed	CLERK
119.2	Public Rights of Way Working Party to compile dossier – Cllr Young reported progress and had supplied supporting papers specifying the paths in question. There was discussion about whether the path off Mouse Lane by “The Stone” has signage indicating that it is permissive. Cllr Young to check. Cllr Campbell indicated that because of the extensive and complex history, the dossier needed to be provided for the Committee, or an enlarged working party as requested by Cllr Young, and he would discuss after the meeting with Cllr Young what might be brought to the next meeting with a view to taking professional advice	Cllr Young / Cllr Campbell
119.3	SSE Light renewal proposal for High Street clock tower – Clerk had spoken with the engineers and asked for them to supply more details of the proposed electric box and conduit to be fixed to the building to allow for the new fitting. The Clerk will then send onto the Steyning Society for their views as it is within the Conservation Area.	CLERK
119.4	Electric charging points – Cllr Alexander reported he is continuing to investigate	Cllr Alexander
119.5	Potholes draft letter – Cllr Goldsmith reported his letter was drafted and would be ready to send soon.	Cllr Goldsmith
A/19/120	ALLOTMENTS	
120.1	Clerk Reported on the allotments via supporting paper 9.3. This included the fact that the Clerk had arranged for the first two skips to be put in place, and these having been filled within hours by plot holders, he has arranged for the service to be replenished via new skip deliveries at both sites	CLERK
120.2	Water supply discussion – The Clerk and Cllr Alexander updated regarding possible borehole and other options. Cllr Campbell proposed, seconded by Cllr Alexander that a working party comprising the Clerk and Cllrs Cree (if willing), Lloyd and Alexander be set up to explore all aspects of water supplies to both Allotments. Agreed	CLERK
120.3	Allotment tenancy agreement- the Clerk reported on the ‘notice to quit’ letter and that advice had been received back from SPC’s Solicitors : Committee agreed that the letter should go out to Allotment holders as soon as possible as per previous decision made.	CLERK

ACTION

A/19/121 INFORMATION / CORRESPONDENCE ITEMS

121.1 Email from local resident: complaint regarding the alleged poor standard of service provided by the Steyning Leisure Centre. AS SPC contributes to the running costs. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the Clerk write a letter to the Leisure Centre supporting his claim. **Agreed**

CLERK

121.2 Notice of 'Steyning Horseshoe' Path temporary closure, to complete tree management – as per supporting paper 10.2.

121.3 Email had come in from a resident praising the new street cleaner's work. Clerk to pass onto the contractor and to ensure it is uploaded as a supporting paper to the website.

CLERK

A/19/122 DATE OF NEXT MEETING – 26th May 2020 at 7.30pm

Meeting closed at 10.01pm

Signed: Date: 26th May 2020

Chairman

Steyning Parish Council



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THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 2ND JUNE 2020 AT 7.30PM

Present Via Video: Cllrs Cree, Hanson, G Sullivan and Alexander

Members of the public attending the virtual meeting None

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

- PR20/01** **Apologies for absence**
1.1 There were apologies for absence from Councillor Trundle
Councillor Taylor was absent with no apologies.
- PR20/02** **Declarations of Interest**
2.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.
- PR20/03.** **Questions from the Floor**
3.1 **None**
- PR20/04** **Minutes of the previous meeting**
4.1 Cllr Cree **proposed, seconded by** Cllr Sullivan that the minutes of the meeting of 5th May 2020 be accepted as a true and fair record of the meeting. **Agreed.**
- PR20/05** Matters Arising and Actions – to consider matters arising and actions from the previous Minutes
5.1-114.3 Wooden barrels for the entrance of Steyning Centre have been ordered and received. Planting will be done by the gardener in the next week.
5.2-115.2 Signage for each seat in the bus shelter – Action Complete
5.3 -112.2 LED Lighting - obtain quotes – see item 7.3.2

Actions to be returned to after COVID 19

5.4-112.1

Barclays Meeting to discuss possible ATM

5.5-114.3.ii

Investigate video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre.

It was noted that the sound system equipment had been requested to be on the agenda to be discussed for upgrading. Cllr Alexander informed that the present system only allows for 3 microphones to be plugged in. He suggested that when meetings can be face to face again that the microphones are placed closer to those councillors that speak the quietest to see if it would help the situation. Councillors thought this was worth trying at the next face to face meetings.

PR20/06

Deputy Clerk's Report and Steyning Centre update – to receive the day to day report on the Steyning Centre and discuss any issues.

6.1

Report for film nights – there is no report for community film night. There have been 3 film nights missed, April, May and as of tomorrow, 3rd June, due the Covid 19 regulations. On average the profit for film nights is £220.00 per month therefore an average loss of £660.00 so far.

6.2

Coffee Machine Report - There is no income for the coffee machine due to Covid 19 regulations. The average income per month for the coffee machine is £67 per month, therefore average loss of £200.00 so far.

6.3

Report on Rates relief and other claims - in a bid to recoup some of the losses that the Steyning centre is having, Deputy Clerk applied for small business rate rebate, however this was refused due to the fact that the council pays rates on 2 properties and the combined rateable value is over £20,000. The Small Business Grant is not applicable to precepting authorities. NALC and SALC are still pushing Government to help parish councils to claim back some of the losses they are experiencing. Deputy Clerk to continue to investigate possible grants for parish councils.

6.4

Update on working party discussions concerning staff working during Covid 19 – a supporting paper was sent out to committee members detailing all the work being carried out by the caretakers to clean and maintained the Steyning centre, changing rooms and High Street toilets and play areas.. Other planned maintenance is for benches in and around the Steyning Centre and the MPF. The office staff have continued to work as usual during the pandemic.

PR/07

Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets– to discuss any issues arising

7.1

High Street toilets

i

A quote for undertaking the required work to the High Street toilet floors was requested from Contractor and the quoted cost was £3,497.41 plus VAT. It was noted that although the work to the floors is required it is not a priority project and therefore is not viable for this year with the current situation and losses of income, unless there is a carry over of money from last year's budget which could be utilised. Deputy Clerk requested to thank the contractor for his time with this quote.

To discuss toilets re-opening and arrangements.

7.2

I

(a) Door opening and closing latest relating to resident. – The resident he is happy to start opening and closing the toilets, on a 3-month trial, as soon as opening is agreed.

ii

(b) Update on HDC or Coevide-19 position on toilet opening – legislation on the opening of public toilets is '*Councils are responsible for public toilets and this decision is up to them. You should avoid using the public toilet where possible. If you need to use any of these facilities, you should practise social distancing and good hygiene (i.e. washing your hands thoroughly)*'. HDC have informed that they have 1 set of public toilets open and 1 set closed. Appropriate PPE of overalls, shoe covers, gloves, masks and goggles have been ordered for the caretaker who will be carrying out the cleaning. It was discussed that signs on the doors to remind people to wash hands, remember to safe distance if having to queue outside – only one person at a time for the urinals would be necessary. Cllrs Alexander and Hanson voiced concerns for opening the toilets at the present time due to risk of further peaks of the virus. Cllr Cree **proposed, seconded** by Cllr Sullivan to open the three High Street toilets and the external toilets at the Steyning Centre be reopened to the public as soon as is practicable once PPE and signage is in place on the understanding that proper Covid 19 safeguards are in place for residents and SPC Staff. **Agreed 2 for (TC,GS) – 1 against (SA) and 1 abstention (DH)**

iii

(c) Investigate costs for professional toilet cleaning, opening/closing, maintenance. A supporting paper with costs of two other local council cleaning costs for comparison purposes with Steyning Parish council was sent to committee members. A further request for prices was awaited from Healthmatic who had informed they would be in touch- this has been chased twice and still no response. Councillors suggested that a weekly steam clean be carried out by the caretaker with the steam cleaning machine.

7.3

i

Memorial Playing Field

Changing Room plumbing issues –Deputy Clerk reported that the plumber had attended the changing rooms to carry out repairs on three occasions recently. The system at the changing room is old and has not had any work on for a long time. When parts are replaced to repair one issue it quite often puts pressure on another old part of the system and causes that part to fail which then needs replacing which required the plumber to return and carry out further work.

The total cost for materials and labour for these repairs is £810.00.

ii

Steyning Centre

a) Current level of interest expressed for room hire when circumstances allow.

Three regular groups have informed that they will not be returning to their bookings until January due to their group members being vulnerable or in the elderly bracket wanting to stay isolating for as long as possible. All other groups are waiting to be contacted once the Government allow community centres to reopen. Many of the groups such as keep fit, yoga, Pilates, dance fit classes and small meetings would be able to return as long as social distancing is adhered to. Staff would work with these groups to ensure all risk assessments and regulations are adhered to. Larger groups and film club, jazz club etc would require more guidance from Government on how they could resume. The playgroup has restarted and

adhere to WSCC risk assessments and guidelines. Deputy Clerk and Clerk are working very closely with the play group leader to ensure all guidelines for using the Steyning centre are being followed. HDC building control, 1 officer, has returned to office this week.

(b) Projected shortfall in Steyning Centre income by month based on equivalent monthly income in 2019/20 projected to September 2020

The expected income from the recorded bookings that were on the booking system before the closure on 20th March has been sent to committee members. The losses are for March £2253.53, April £ 5087.94, May £5,677.41, and June £5,418.66 making a total in the region of £ 18,500.00 loss so far on bookings.

The Playgroup, Blood donor sessions and Building Control office rent income will be recorded and reported to the next meeting.

Projects

- iii **(a) Discussion of delaying implementation of current Premises projects until the autumn apart from perhaps the Rampion funds for LED installation (not including SPC contribution).** Councillors discussed getting electricians to provide quotes for getting retrofitted LED lighting enabling and agreement to be made for various rooms up to the value of the £5000.00 Rampion grant money. Clerk and Deputy Clerk were delegated to request electricians to quote for the work for LED Lighting.

- PR/08** Financial items – to receive and discuss financial matters
8.1 To agree the Income and Expenditure report for April 2020
Cllr Cree **proposed, seconded** by Cllr Sullivan that the reports be accepted as a true record of the April 2020 income and expenditure for the premises committee . **Agreed**

- PR/09** Correspondence – to discuss incoming correspondence
9.1 Deputy Clerk sent out details of screens that are required for the centre offices to be ready to open when Government allow. The offices will require desk screens for the protection of staff when dealing/meeting with customers and councillors and door screens to prevent customers/residents entering the office environment when seeking service, bookings, and any other interactions. It was suggested that contra flow barriers could be used instead of free-standing screens in the foyer to guide where public can and cannot enter. Councillors recommend to F&GP that desk screens, door screens and contra flow barriers are purchased as soon as possible to enable the centre to open once Government allows.

- PR/10** Date of the next meeting – Tuesday 7th July 2020

The meeting was closed at 8.41pm

Signed: Date: 7th July 2020 Chairman

Video Link ...<https://archive.org/details/2020-06-02-premises-meeting>

Audio Link <https://archive.org/details/2020-06-02-steyning-parish-council-premises-meeting>

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THE MINUTES OF THE PREMISES COMMITTEE MEETING HELD VIA ZOOM VIDEO CONFRENCING ON TUESDAY 5TH MAY 2020 AT 7.30PM

Present Via Video: Cllrs Cree, Hanson, Rudkin, Norcross, G Sullivan, and Alexander

Members of the public attending the virtual meeting: 4 - including Cllr Campbell

Minutes: Deputy Clerk: Hazel Roxby also present - Clerk: John Fullbrook

Minutes

Chairman's opening statement.

The Chairman welcomed Cllrs and residents to the meeting and reiterated the information that he is standing down as chairman of the Premises Committee after this meeting. He informed that this is the 5th Zoom meeting for Steyning Parish Council since 7th April 2020. The Amenities meeting last week lasted 2.5 hours and shows how important these meetings are to be able to continue with Parish Council business.

PR19/108 Apologies for absence

108.1 There were no apologies for absence from Councillors

PR19/109 Declarations of Interest

109.1 There were declarations of Interest received from Cllr Cree as a social member of the Cricket Club but not of the Committee or Management team and Cllr Sullivan as a life member of the Cricket Club.

PR19/110. Questions from the Floor

110.1 Mr Barnes, member of the public, requested to speak at item 7.1-iii if there were any questions for him at that time

PR19/111 Minutes of the previous meeting

111.1 Cllr Cree **proposed, seconded by** Cllr G Sullivan that the minutes of the meeting of 7th April 2020 be accepted as a true record of the meeting. **Agreed.**



Parish Clerk John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

- PR19/112 Matters arising and Actions** – to consider matters arising and actions from the previous minutes
- 112.1-96.1** Barclays Meeting - Deputy Clerk to request a meeting with Barclays Representative and inform him of the questions at the last meeting. – Update from meeting of 4th February to be reported by Deputy Clerk. Barclays rep responded to Deputy Clerks emails of 7th and 20th February on 23rd March and stated *‘In light of the current situation and travel restrictions we will not be able to visit Steyning. I will however continue to keep this close to me and progress once we are back to normal’*
- 112.2-96.2** LED Lighting Company – Scope of Works – deferred until after Covid-19 crisis
- 112.3-96.3** Bus Shelter and toilets gutter – Works Completed
- 112.4-96.4** MPF Gutter - Works Completed
- PR/113 Deputy Clerk’s Report and Steyning Centre update** – to receive the day to day report on the Steyning Centre and discuss any issues.
- 113.1 Report for film nights** – The film night held in March was Downton Abbey, there were 152 people attending. The net profit from the film was £301.37 The wine profit was £24.45. The total net profit made from film nights from April 19 to March 20 was £2,763.97 which is up by £878.25 more than the previous year’s total. The total wine profit for the year April 19 to March 20 was £404.25. this is £182.more than the previous year. Cllr Cree thanked the Office staff for their continued work on making the film nights a success.
- 113.2 Coffee Machine Report** - The income from the coffee machine in March was £51.00 The total coffee machine income for April 2019 to March 2020 was £730.00 This is down £200.00 on last year’s total. The income fluctuates depending on the weather and usage by years 7 and 8 children of the Lower Grammar School
- 113.3 Hall and Room Rentals** – Reports have been sent out in 3 sets. Set 1 shows the bookings that did come in March and gave a total room hire income including VAT at £8,789.54. Set 2 is the bookings that were planned from 20th March to 31st March that had to be cancelled therefore shows a loss income of £2,253.53. Set 3 shows the bookings that were planned for April, the Blood Donors were the only booking so there was an income of £255.40 from that hire and the rest of the bookings amounted to £5,087.94 in lost income. It was noted that the Covid 19 crisis will have a huge impact on the parish council this year. Deputy Clerk will continue to report on the monthly losses. Cllr Alexander suggested that once the Steyning Centre is able to reopen advertising should be considered. Clerk and Deputy Clerk stated that regular customers will be informed as soon as there is any news on the centre being able to open, notices will be put up and an advert will be placed in Your Steyning.
- 113.4** Blood Donor session 27th April – The Clerk reported that the Blood Donor session on 27th April from 12pm to 9pm went well. The organisers had provided their own risk assessment and met with the Clerk when they arrived. Each donor was triaged at the entrance to the Steyning Centre and a one in/one out system and social distancing regulations were adhered to. Cllr Cree congratulated the staff of the centre for the well managed event.

- 113.5** Report on work being carried out by Caretakers during Covid 19 - Since the parish council meeting on 20th April the caretakers have been carrying out a deep clean procedure for the Steyning Centre. The first areas (coombe court, coombe court kitchen and all the toilets in the centre) had been deep cleaned in preparation for the Blood Donors session that took place on 27th April, and a repeat clean of the same areas has been carried out following the event. Week beginning 4th May it is planned that the caretakers will do the deep clean of the High Street Toilets, Changing rooms and the outside toilets at the Steyning Centre. The Clerk informed that painting of the changing rooms and the toilets adjacent the Steyning Centre was also being started.
- PR/114** **Cricket Pavilion, Bowling and Tennis Club Houses, Steyning Centre and High Street Toilets–** to discuss any issues arising
- 114.1** **High Street toilets**
- i** Deputy Clerk to investigate companies for professional opinion on special floor Paint for High Street Toilets – quote requested from Contractor – **Deputy Clerk to continue chasing the contractor for the quote.** It was suggested that the caretakers could be assigned to paint the floors, however deputy Clerk informed that the resin floors required specialist preparation and paint for the floors.
- ii** **Door locking of High Street Toilets** -Toilets Closed due to Covid-19. Deputy Clerk informed the resident that was due to start opening and closing the toilets that his services won't be required until further notice.
- iii** **Self Distancing and Resident Support signage** - to discuss and agree position on signage for the seats in the bus shelter. Cllr Cree reported that new style signs had been made by the Forum Group that now state the 2m distance requirement and several other Coronavirus advised regulations. Cllr Rudkin requested the bus shelter be closed for safety concerns. It was noted that buses are still running, and the bus shelter is a welcomed seat and shelter from rain. Once the signage is in place informing of the 2m distance hopefully residents would comply. Cllr Cree **proposed, seconded** by Cllr Alexander that the bus shelter remains open and signage is put on each seat. **Agreed** 5 for 1 against **Deputy Clerk to liaise with the Forum Group to organise the signage.**
- 114.2** **Memorial Playing Field**
- i** **Changing Room plumbing issues** – There has been a report of a further leak at the changing rooms and the plumber has been notified –**Deputy was requested to send the electricity and water meter readings for the changing rooms to committee members** - the Changing rooms remain closed due to Covid -19.

114.3

Steyning Centre

To discuss issues related to the use of the Steyning Centre as a Community Hub during the current Coronavirus crisis including as an emergency building for HDC

- i **Potential use of the Centre, particularly Coombe Court, for other uses such as an emergency ward, medical or other function**
Deputy Clerk spoke to one of the Drs at the Health Centre concerning use of Steyning Centre as a hospital ward – response was that they have not been involved with the Coronavirus arrangement. The government and NHS (above the level of health centres and Drs) have sorted out for letters to the elderly and vulnerable and if there was a requirement for use of the hall it would come from the Government or NHS.
Deputy Clerk has had no success in contacting the Grammar School.
- ii **To discuss quotes/prices for video camera recording and microphone equipment for Parish Council and committee meetings at the Steyning Centre –no further quotes have been sought since the last meeting and Covid 19 crisis.**
Cllr Cree suggested that cameras could still be researched and report back to next meeting. It was requested if updating the sound system could also be researched.
Deputy Clerk to put both on the agenda for the next meeting.
- iii **Masonic Lodge Meetings – Health and Safety Issues -**
Cllr Cree reported on possible issues with Health and Safety concerning the setting up of the Masonic Lodge meetings and possible blocking of access to rooms and corridor. Clerk and Deputy Clerk reported that areas are not blocked, doors are not being locked and there are no Health and Safety regulations/requirements being breached. Once customers have booked and set up rooms ready for their event access by other persons is not permitted unless for an emergency.
Cllr Norcross reiterated that persons should not be given access to booked and set up rooms.
- A member of the public was given permission to speak at this point. He congratulated the committee on working with the Forum Group to get the signs put up in the bus shelter. He made further statements not relevant to items on the agenda which can be heard at 52.04 of the recording.

PR/115

115.1

Financial items – to receive and discuss financial matters

To agree the Income and Expenditure report for March 2020

Cllr Cree requested further information concerning the over spent items such as the electricity and water rates bills. The Clerk informed that these budget heads are often varying and depend on weather, usage, leakage, whether meters are read or estimated, and when invoices are raised – as this might bridge different financial years. The budgets for electricity and water have been raised for this financial year due to the concerns expressed over for raising prices when the budgets were discussed.

Cllr Cree **proposed, seconded** by Cllr Hanson that the reports be accepted as a true record of the March 2020 income and expenditure for the premises committee. **Agreed.**

115.2 To discuss and agree cost of replacement of rotten wooden barrels at entrance of Steyning Centre. The barrels are rotten and only being held together by the metal ring. Quotes for new barrels were sent to committee councillors.
Cllr Cree **proposed, seconded** by Cllr Sullivan to delegate to the **Deputy Clerk and the Gardener to purchase the most suitable barrels from the quotes supplied. Agreed**

PR/115 **Correspondence** – to discuss incoming correspondence
115.1 None at time of printing

PR/116 **Date of the next meeting – Tuesday 2nd June 2020**

Cllr Sullivan thanked Cllr Cree and the Deputy Clerk for their work for the committee throughout the year.

The meeting was closed at 8.35pm

Signed: Date: 2nd June 2020 Chairman

Video Link <https://archive.org/details/2020-05-05-spc-premises-committee>

Audio link https://archive.org/details/audio_only_1_20200505

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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12th MAY 2020 AT 7.30PM

Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

Present via video link: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson, Lloyd, and S. Sullivan.

Clerk: John Fullbrook

Members of the public in attendance: 2 plus Cllrs Young, Norcross and Alexander and the Deputy Clerk.

Meeting commenced: 7:30pm

Video recording at <https://archive.org/details/2020-05-12-f-and-gp-committee-steyning-parish-council>

Audio recording at <https://archive.org/details/2020-05-12-steyning-parish-council-finance-and-general-purposes-meeting>

DRAFT MINUTES

ACTIONS

F&GP/19/153 APOLOGIES FOR ABSENCE

153.1 Apologies given by Cllr Saunders. Cllr Taylor absent

F&GP/19/154 DECLARATIONS OF INTEREST AND DISPENSATIONS

154.1 None

F&GP/19/155 QUESTIONS FROM THE FLOOR

155.1.1 Q - Cllr Alexander – Regarding agenda item 12.1, discussing new SPC policies – wanted assurance that all those involved in the discussions had sufficient integrity and that the HDC Monitoring Officer had been involved appropriately

155.1.2 A – Assurance was given that the matters raised would be discussed under agenda item 12.1.

F&GP/19/156 MINUTES OF PREVIOUS MEETING

156.1 Cllr Goldsmith **proposed**, and Cllr Campbell **seconded** that the draft minutes for the meeting held on 14th April 2020 be accepted as a true record of the proceedings. **Agreed**

F&GP/19/157 PROGRESS STATEMENT – ITEMS ACTIONED AND ONGOING

157.1 Some matters were taken as read and ongoing and others were for discussion via a proposal previously circulated from Cllr Goldsmith **seconded** by Cllr Lloyd. **Agreed**

157.2 F&GP/19/19.6 Financial matters training for Councillors – further dates required –
Ongoing

CLERK

157.3	F&GP/19/130.15 Consideration be given to a new Council logo – Ongoing	CLERK
157.4	F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions to be discussed by Working Practices Group – Ongoing	CLERK
157.5	F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion – Ongoing	CLERK
157.6	F&GP/19/131.1 February 2020 list of payments to be discussed and agreed at the next meeting – Actioned	
157.7	F&GP/19/131.2 February 2020 Income and Expenditure Report to be discussed and agreed at next meeting - Actioned	
157..8	F&GP/19/132.3 ‘Steyping for Trees’ Group to receive grant subject to Clerk distributing accounts – Actioned	
157.9	F&GP/19/132.4 High Street Christmas decorations contact details to be sent to Cllr Hanson from Clerk – Actioned	
157.10	F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations - Ongoing	Clerk & Cllr Hanson
157.11	F&GP/19/132.8 Two councillors responsible for delegated authority on expenditure of Youth Service £700 funds to be made aware – Actioned	
157.12	F&GP/19/136.2 Clerk to circulate updates and manage Steyping Centre notices in light of Covid-19 developments - Actioned	
157.13	F&GP/19/137.1 SPC Complaints Scheme to be taken to Full Council for agreement– Ongoing	CLERK
157.14	F&GP/19/139.1 New street cleaning contractor to be appointed through Clerk – Actioned	
157.15	F&GP/19/140.1 Clerk to send FOI Panel decision response to Cllr Northam - Actioned	
157.16	F&GP/19/140.2 Clerk to send FOI Panel decision response to member of the public - Actioned	
157.17	F&GP/19/141.2 SPC Dignity at Work Policy to be taken to Full Council for agreement - Ongoing	CLERK
157.18	F&GP/19/141.3 SPC Email Policy to be taken to Full Council for agreement - Ongoing	CLERK
157.19	F&GP/19/147.1.2 Clerk to supply garden services report to F and GP Committee - Actioned	
157.20	F&GP/19/147.1.3 Clerk to supply details of TC Maintenance invoices to F and GP Committee - Actioned	
157.21	F&GP/19/147.3 Clerk to convene an F and GP Committee all-member working party to discuss end of year - Ongoing	CLERK

157.22	F&GP/19/147.4 Clerk to organise purchase of two licence subscriptions for the Zoom hosting package - Actioned	
157.23	F&GP/19/147.5 Clerk to have delegated authority to purchase a new laptop – Actioned	
157.24	F&GP/19/148.1 Clerk to write back to resident regarding Steyning Grammar School response - Actioned	
157.25	F&GP/19/150.1 Clerk to organise reimbursement for street cleaning contractor of higher level of insurance cover – Ongoing	CLERK
157.26	F&GP/19/150.2 Street cleaning hardware/ dustcart approved for payment - Actioned	
157.27	F&GP/19/150.3 Clerk to check insurance requirements regarding dust-cart storage - Ongoing	CLERK
157.28	F&GP/19/150.4 Clerk to write letter of thanks to the street cleaning contractor - Actioned	
157.29	F&GP/19/151.1 Clerk to set up working party to discuss staffing payments - Actioned	
F&GP/19/148	MATTERS ARISING – those to be discussed	
158.1	F&GP/19/19.3 Bus Shelter lease to be reviewed by working party. Cllrs Campbell and Goldsmith wanted to come off the working party because this had always been subsidiary in importance to the Bowls Club lease which was still ongoing. Cllr Lloyd indicated he was willing to step in with any other councillor. Cllr Goldsmith suggested this be deferred until the new committee was established following the May Full Council meeting. In the meantime, Cllr Campbell proposed, seconded by Cllr Goldsmith that he and Cllr Goldsmith be discharged from the working party. Agreed	CLERK
158.2	F&GP/19/130.13 Clerk to amend Bowls Club lease to a six-year period and send to solicitor – Actioned. Cllr Campbell proposed, seconded by Cllr S. Sullivan an amendment to Cllr Goldsmiths proposal to provide that that the Clerk is required forthwith: - 1 To instruct Steyning Parish Council's (SPC's) solicitors to take over the conduct of this matter and to act for SPC in bringing this matter to a conclusion at the earliest opportunity after corresponding directly with the Bowls Club, or their advisors, and for the solicitors to provide such advice to SPC as may be necessary to facilitate the completion of the matter up to a budget of £1000; 2 In the meantime, the Clerk to write an apology to the Bowls Club for the unacceptable length of time this transaction has taken and to re-assure the Bowls Club that SPC is fully supportive of this sport continuing at this location indefinitely; and 3 To report to the Club,- Firstly, that we are not empowered to give the grant requested but would support any application for such a grant to any other funding body; Secondly, we are not empowered to grant more than six years under section 123 of the Local Government Act without another complex and time-consuming procedure; and	CLERK

Thirdly, to send them a copy of this resolution assuming it is passed. **Agreed**

158.3	F&GP/19/130.14 Clerk to check other leases and to prepare draft answers concerning ownership of the premises in readiness for future lease renewals - Ongoing	CLERK
158.4	F&GP/19/130.20 Clerk to distribute accounts following conditional grant approval for Vintage Years – Actioned . Clerk updated that the submission of a grant application had now been received and the Clerk's office could therefore pay the invoice.	
158.5	F&GP/19/132.5 Cllr Campbell and the Clerk work together on the Steyning Swimming Pool agreement – Cllr Campbell proposed, seconded by Cllr Goldsmith that Cllr Lloyd replaces Cllr Campbell on the Steyning Swimming Pool Working Party. Agreed	CLERK & Cllr Lloyd
158.6	F&GP/19/132.6 The Clerk to provide a private tutorial on earmarked reserves to Cllr Campbell – Cllr Campbell stated this was no longer required	
158.7	F&GP/19/135.1 Cllrs Cree and Saunders to report back to Committee regarding Facebook page development – Cllr Cree reported this was progressing and the Deputy Clerk reported that Cllr Saunders had set up a Facebook page but that now there was further discussion required with details to be added.	<i>Cllrs Cree / Saunders</i>
158.8	F&GP/19/135.2 Clerk and Cllr Goldsmith to come back to F&GP with progress concerning the newsletter proposal - Ongoing	CLERK
158.9	F&GP/19/136.1 Clerk to write to HDC regarding SPC support for body-worn cameras for traffic wardens – Reply sent but Cllr Campbell pointed out a major inaccuracy in that response - the agreed support was for it to be for the protection of the wardens, and not for traffic enforcement. Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk be instructed to write forthwith to HDC withdrawing the previous representation of the 13 th March and substituting a representation which is in accordance with the resolution of the 10 th March and also to copy in all members of the Committee plus the line managers. Agreed	CLERK
F&GP/19/159	FINANCE MATTERS	
159.1	To approve list of payments for April 2020. Cllr Goldsmith proposed, seconded by Cllr G. Sullivan to approve the April 2020 list of payments. Agreed	
159.2	Cllr Campbell proposed, seconded by Cllr Cree to agree the income and expenditure report for the month of April 2020. Agreed 6 For, 1 Abstained	CLERK
159.3	Youth Service invoice discussion. Cllr Campbell proposed, seconded by Cllr Lloyd that SPC pays the invoice now and sends a covering letter saying it is made on the basis that we will be looking for an extension of the term for any sessions missed because of Covid - as suggested by the Youth Service in their email dated 11 May 2020. Agreed	CLERK
159.4	Internal Audit Report – actions arising – Cllr Campbell referred to a paper he had prepared and sent round that day to try to summarise all the documents just received from the Office. Cllr Campbell referred councillors to item 6.4 of the agenda and the report from the internal auditors, Mulberry and Co, of 24 April 2020 which was an update to the interim report of 4	CLERK

November 2019. Cllr Campbell took colleagues through the five matters shown in bold type which needed to be addressed

1 That the 2018/19 AGAR needs to be submitted. However, that had been submitted on 14 February 2020 and reported to Full Council on 17 February 2020, so nothing now needed for this.

2 A recommendation for an organisational chart to be published with pay multiples. Cllr Campbell explained how the chart is already available on the web site, so only pay multiples need to be added.

3 The need for a three-year budget plan and to place it on the web site. Councillor Campbell suggested this could be for the next agenda of F and GP

4 Evidence of variations having been discussed and resolved (recommended on template provided but provided by different means). Cllr Campbell indicated that there are some matters which need to be come back to.

5 The exercise of public rights re 2018/19 AGAR which also relates to the 2019/2020 AGAR because on page 3 of that there is a tick in the “no” box L (that we have demonstrated that during Summer 2019 we correctly provided for exercise of public rights re the 18/19 AGAR). Cllr Campbell indicated that he had some suggested wording which he would come back to.

159.5

Cllr Campbell then turned to item 6.5 on the agenda which related to the external auditor’s concerns over outstanding matters re the 2018/2019 AGAR as set out in an email of 3 March 2020 produced to members on 23 April 2020 and with the draft response provided to councillors on 12 May 2020.

CLERK

On the basis of the complexity of the issues and the need to have time to consider these and the Clerk’s draft response to the external auditor of 12 May 2020 and on the basis of the Clerk’s undertaking that he would submit nothing of substance to the external and internal auditors in the meantime, Cllr Campbell **proposed, seconded** by Cllr Goldsmith that

1 This matter is adjourned for a working party formed from the whole of the F&GP Committee to be convened at the earliest opportunity to make recommendations about these agenda items; and

CLERK
& All Cllrs

2 The Clerk having today produced a first draft of a response to the external auditor’s questions raised in an email dated 3 March 2020 concerning the 2018/2019 AGAR, he is directed before submitting any response to obtain the joint approval of the Chair and Vice-Chair of this Committee to whom this task is hereby delegated. In the event of a consensus view on the response not being achieved within seven days of the working party’s recommendations, then an EoM of F and GP shall be called to discuss further, with no submission being authorised until approved. **Agreed**

Clerk, Chair
& Vice Chair

159.6

Working from home expenses. Cllr Goldsmith **proposed, seconded** by Cllr S. Sullivan that Committee agrees to pay £6 per week to cover working from home expenses for the Deputy Clerk, Hazel Roxby until further notice. **Agreed**

CLERK

159.7	Payment of Iron Works silhouette invoice – Clerk to produce briefing paper for committee members on history of finances associated with this project and also to cover the licences involved.	CLERK
F&GP/19/160	ANY ITEMS FROM COMMITTEE MEETINGS	
160.1	Items requiring financial approval or actions from this Committee Premises Committee – Meetings dated 7 th April and 5 th May '20. – None reported	
160.2	Amenities Committee – Meeting dated 28 th April '20. – None reported	
F&GP/19/161	ASSET REGISTER	
161.1	Cllr Goldsmith proposed, seconded by Cllr Lloyd that the Asset Register needs to be updated by the Clerk's office to include rent review and expiry dates and that it should be brought back to a future F&GP meeting. Agreed	CLERK & Deputy
F&GP/19/162	INFORMATION/CORRESPONDENCE ITEMS	
162.1	None	
F&GP/19/163	CONFIDENTIAL SESSION	
163.1	To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Order 3d to exclude the press and public on the ground that the confidential matters to be discussed under agenda items 11,12 and 13 would be prejudicial to the public interest. Cllr Goldsmith proposed, seconded by Cllr G. Sullivan that the meeting be taken into confidential session. Agreed	
163.2	The Chair asked Cllr Alexander to leave because of the nature of the matters to be discussed which fall outside Cllr Alexander's committee responsibilities. Cllrs Young and Norcross remained in attendance as although not members of the committee they were due to report on the last item on the agenda – staffing matters.	
F&GP/19/164	DATA PROTECTION AND FREEDOM OF INFORMATION	
164.1	To discuss and agree the recommendations from the FOI Panel. Cllr Lloyd had sent apologies and had not attended the Panel meeting but strongly disagreed with some of the expressed reasoning in the Panel's unanimous recommendations. The Clerk said that he thought the giving of reasons was inappropriate. Cllr Campbell explained that in providing reasons the Panel had been following ICO published guidance.	
164.2	Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk is instructed, in accordance with the draft approved by the Panel, to grant the FOI request concerning correspondence exchanged with a member of the public which is to go out within seven days and be uploaded at the same time. Agreed Unanimous	CLERK
164.3	Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk is instructed, in accordance with the draft approved by the Panel, to refuse the FOI request regarding how the Council dealt with a possible data breach and it is to go out within seven days and be uploaded at the same time. Agreed 5 For {GS, PC, RC, TC, SS}, 2 Against {TL, DH}	CLERK

F&GP/19/165	SPC's POLICY DOCUMENTS	
165.1	To consider unanimous recommendations from the Working Practices Group concerning the three outstanding policies and to recommend for adoption at Full Council. The Clerk had in the meantime suggested amendments so that policies would largely not apply to councillors. Cllr Campbell explained how the non-amended policies did not replace the Code of Conduct policy and how this principle had been supported by the HDC Monitoring Officer, while the Clerk's suggested amendments negated the purpose of the documents. Cllr Campbell proposed, seconded by Cllr Goldsmith that this committee recommends to Full Council that the three policies ; Social Media Policy, Unacceptable Behaviour Policy and Overarching Policy as recommended by the Working Practices Group at their 19th February 2020 meeting be those that are agreed and taken forward. Agreed. 5 For {GS, PC, RC, TC, SS}, 2 Abstained {TL, DH}	CLERK
F&GP/19/166	STAFFING MATTERS	
166.1	Cllr Goldsmith proposed, seconded by Cllr Lloyd that the caretakers continue to be paid for ten hours work per week and that the caretaker/cleaner is paid for his additional twenty eight contracted hours as they will be completing other scheduled maintenance duties as per the Furlough Working Party recommendations. This relates to the month of May. Agreed - Unanimous	CLERK
166.2	Cllrs Young and Norcross gave a confidential report on the line management matters for which they are responsible and were asked at the next meeting of F and GP to give a report on their own aims, priorities and strategies	Cllrs Young & Norcross

F&GP/19/167 DATE OF NEXT MEETING – 9th June 2020 @7.30pm.

The Chairman closed the meeting at 10.00pm

Signed Date 9th June 2020

Chairman of F&GP Committee

Steyning Parish Council



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

Telephone: 01903 812042

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th APRIL 2020 AT 7.30PM VIA ZOOM PLATFORM AND HOSTED BY CLLRs CREE & CAMPBELL

Present via video link: Cllrs Goldsmith, Campbell, G Sullivan, Cree, Hanson, Lloyd, Saunders, and S. Sullivan.

Clerk: John Fullbrook

Members of the Public in attendance: 3 plus Cllrs Young and Alexander and the Deputy Clerk, Hazel Roxby

Meeting commenced: 7:30pm

MINUTES

ACTIONS

- | | | |
|------------------------|--|--------------|
| F&GP/19/143 | APOLOGIES FOR ABSENCE | |
| 143.1 | Apologies given for Cllr Taylor via Cllr Goldsmith | |
| F&GP/19/144 | DECLARATIONS OF INTEREST AND DISPENSATIONS | |
| 144.1 | Cllr Campbell declared an interest as he knows the new street cleaning contractor, but he explained how it was not a prejudicial interest. | |
| F&GP/19/145 | QUESTIONS FROM THE FLOOR | |
| 145.1 | None | |
| F&GP/19/146 | MINUTES OF PREVIOUS MEETING | |
| 146.1 | Cllr Goldsmith proposed , and Cllr Campbell seconded that the draft minutes for the meeting held on 10 th March 2020 be accepted as a true record of the proceedings. Agreed - 7 For, 1 Abstain | |
| F&GP/19/147 | FINANCE MATTERS | |
| 147.1.1 | To approve list of payments for February and March 2020. Cllr Goldsmith suggested that the Premises Committee follow up on finding out more information regarding who was making payments on room hirings. | |
| 147.1.2 | Cllr Campbell proposed, seconded by Cllr S. Sullivan that within 14 days the Clerk is directed to provide all Committee members with a report containing the information requested regarding garden services as set out in the Vice-Chairman's email of the 1 st April 2020. Agreed. 7 For, 1 Abstain | CLERK |
| 147.1.3 | The Clerk agreed to comply with the Chairman's request that the Clerk supply details of the TC Maintenance invoices to Committee members | CLERK |

147.1.4	Cllr Goldsmith proposed, seconded by Cllr Cree that the list of payments for February and March 2020 be agreed as a true record. Agreed	
147.2	Cllr Goldsmith proposed, seconded by Cllr Lloyd that the Income and Expenditure reports for February and March 2020 be agreed as a true record. Agreed	
147.3	The Clerk reported on End of Year accounts for the year 2019/2020. Cllr Campbell proposed, seconded by Cllr Lloyd to convene a working party of all members of the Committee who wish to join it through Zoom, to be convened by the Clerk and to be set for a date as soon as possible to discuss possible strategies, in particular concerning appropriate levels of reserves and in which accounts they should be placed. Agreed	CLERK
147.4	Virtual meeting software package to be discussed and agreed. The Committee agreed that the package currently on trial (Zoom) following the email decision of 3 April 2020 was working very well. Cllr Campbell proposed, seconded by Cllr Goldsmith that the Clerk be directed to apply for 2 licence subscriptions for the Zoom hosting package (which allow for unlimited meeting time) as soon as possible. Agreed	CLERK
147.5	Proposed purchase of a laptop for the Steyning Centre Office team. Cllr Goldsmith proposed, seconded by Cllr Lloyd that a purchase of a laptop (for SPC Office) be delegated to the Clerk, the cost up to a sum of £900 excluding VAT for as soon as possible. Agreed	CLERK
F&GP/19/148 148.1	INFORMATION/CORRESPONDENCE ITEMS Letter from resident regarding Steyning Grammar School. Cllr Goldsmith proposed, seconded by Cllr Campbell that this council has no educational remit and that the letter could drag the Council into a dispute between the school staff unions and the employer and therefore that the letter ought to be noted but not discussed. Agreed	CLERK
	<i>The Chairman proposed that the next two items be discussed under confidential session – the Clerk pointed out there was no mention of this on the Agenda and that this was incorrect procedure</i>	
F&GP/19/149 149.1	CONFIDENTIAL SESSION Cllr Goldsmith proposed, seconded by Cllr Campbell that for item 5.4 (street cleaning contract), 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 because it concerns contractual matters. Agreed	
149.2	Cllr Goldsmith proposed, seconded by Cllr S Sullivan that for item 6.1 (staffing matters), 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 because it concerns staffing and contractual matters. Agreed	
F&GP/19/150 150.1	CONTRACTS Street cleaning contract. Cllr Goldsmith proposed, seconded by Cllr G. Sullivan that SPC resolves to reimburse the contractor for the extra premium for the current year and all future years of the contract which he reasonably incurs in order to insure a second operative to deputise for him during periods such as holidays and ill-health, provided the contractor agrees to reimburse any proportion which is recoverable in the event of either party terminating the contract. Agreed 7 For, 1 Abstained	CLERK
150.2	Cllr Goldsmith proposed, seconded by Cllr Campbell that SPC approves retrospectively the recent purchases of street cleaning hardware by the Clerk to enable the new street cleaning contract to commence; the Committee having indicated its approval in principle at its last meeting on 10 March 2020. Agreed 7 For, 1 Abstained.	CLERK

150.3 Cllr Lloyd wondered whether additional insurance cover was required for the dustcart while stored within the Cricket Club's locked compound. Cllr Campbell **proposed, seconded** by Cllr Lloyd to delegate to the Clerk to ensure appropriate insurance arrangements for the dust cart. **Agreed** **CLERK**

150.4 Cllr Cree **proposed, seconded** by Cllr Goldsmith for the Clerk to send a letter of thanks to the street cleaning contractor to inform him of his excellent start. **Agreed** **CLERK**

F&GP/19/151 **STAFFING MATTERS**
151.1 Committee discussed the level of payment to be received by the Steyning Centre's casual staff and contracted support staff whilst they were restricted from duties Government-enforced lock down due to the Coronavirus . Staff welfare and the Council's duty of care being the prime concerns. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that a working party be set up to include the Clerk and Cllrs Goldsmith and Lloyd to discuss the options and to then present to Full Council its recommendations. **Agreed** **CLERK**

F&GP/19/142 **DATE OF NEXT MEETING – 12th May 2020 @7.30pm.**

The Chairman closed the meeting at 9.23pm

Signed Date 12th May 2020

Chairman of F&GP Committee

Here are the links to the video and audio recording of this meeting – Non confidential only.

Part 1

<https://archive.org/details/fgp14april2020>

Part 2

<https://archive.org/details/20200414steyningparishcouncilfandgppublic>

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Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address spcclerk@btconnect.com or by post to The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns

STEYNING PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Finance & Community Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Steyning Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Town Clerk will be responsible as his/her designated duties.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Deputy Clerk	Steyning Centre	
Caretaker	MPF Changing Rooms	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.

2.6 The Accident Record Book is kept in the Steyning Centre Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The Steyning Centre Office

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected monthly in the Steyning Centre by the Deputy Clerk. Fire extinguishers shall be maintained annually.

4.2 The fire alarm system at the Steyning Centre shall be tested monthly by the Deputy Town Clerk. A fire drill shall be held annually at the Steyning Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached.

7. SPECIFIC POLICIES / RISK ASSESSMENTS

Policies for particular premises and activities are attached as Annexes as follows:-

1. Use of the Steyning Centre and Offices
2. Use of MPF and changing rooms
3. Use of the allotments
4. Use of the public toilets and bus shelter.
5. Caretaking and Cleaning – staff are provided with the following:

- 5.1 HSE Manual Handling at Work Guidance
- 5.2 HSE Working at Height Guidance
- 5.3 HSE Safe use of Ladders and Stepladders Guidance
- 5.4 HSE Preventing Slips and Trips at Work Guidance
- 5.5 HSE COSHH Guidance – Storing Chemical Products (small scale)
- 5.6 HSE COSHH Guidance - Manual Cleaning and Disinfecting Surfaces.
- 5.7 A Caretakers Products COSHH Guide is held in the office.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Deputy Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed anywhere in the Steyning Centre, its offices or any other premises owned and managed by Steyning Parish Council.

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends. All equipment used in the Steying Centre should be PAT tested.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length. All temporary extension leads must be secured to the floor with the appropriate hazard tape.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Emergency exits, corridors, landings and stair cases must be kept clear at all times.

- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied each day.
- e) In the case of a fire emergency and the evacuation of the building, the meeting point will be the Fletchers Croft car park.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

ROOM HIRERS

All persons hiring rooms must be given a copy of the Health & Safety Policy and must sign a copy to confirm that they understand and will comply with the policy. The signed copy will be retained by the Clerk

It is the responsibility of hiring the room to ensure that they acquaint all the users of the room with the exits and meeting point in case of an emergency.

It is the responsibility of the person hiring the room to ensure that all users have exited the room safely during an emergency and are accounted for.

Agreed and adopted by Steyning Parish Council – 02.12.14

STEYNING PARISH COUNCIL

Memorial Seat Application Form

Steyning Parish Council operates a Memorial Seat Scheme. If you wish to make a donation towards a memorial seat sited within the Parish of Steyning, please provide your full details below.

Contact Details
Name
Address
Post Code
Telephone number
Email Address
In memory of

By signing this form, I agree to the terms and conditions of the Council's Memorial Seat Scheme and agree to the Council processing my personal information for providing information and corresponding with me in accordance with the Council's Privacy Notice.

Signed

Date

Steyning Parish Council
The Steyning Centre, Fletcher's Croft, Steyning,
West Sussex, BN44 3XZ
For Sat. Nav. Use BN44 3YL

**Contact the Clerk on 01903 812042 or
Clerk@steyningpc.gov.uk**

Steyping Parish Council

Memorial Seat Policy

Memorial Seats – Terms & Conditions

1. General Terms and Conditions

- 1.1 Memorial Seats are donated for a term of up to 20 years.
- 1.2 The Council will place the donated seat at a location agreed with the donor prior to the donation being accepted; all locations are approximate however, and the Council while endeavouring to place and maintain the seat in the agreed position reserves the right to re-position in the light of any unforeseen or changed circumstances.
- 1.3 Once donated, the seat becomes the property of the Council which at its absolute discretion will carry out repairs due to wear and tear or vandalism to the seat or will permanently remove the seat if it decides that repair or maintenance is no longer appropriate
- 1.4 At the end of the donation period or when the seat is permanently removed if sooner, the Council will remove the plaque and will re-assign the site to another donor unless, in its absolute discretion it decides that the original seat is still serving a useful purpose in that position. The plaque will be offered to the donor using the last known contact details
- 1.5 The Council reserves the right to refuse to accept a donation request or to refuse any request that is deemed inappropriate.
- 1.6 Seats are allocated on a first come first served basis with only one donation/family per seat.
- 1.7 The Council will not be held accountable for any further works, changes of land use or planning changes to the site or their surrounding area which might cause a seat to be removed. The Council will always endeavour to contact the donor beforehand at their last known address.
- 1.8 It is the responsibility of the donor to contact the Council with any change of, contact details otherwise the last known details will be used, the Council is not under any duty to make any further or alternative attempts to contact the donor

2. Seats

- 2.1 The type of seat used at any site is determined by the Council at its absolute discretion and no variation in the type of seat is permitted.
- 2.2 Seats may be either fixed to the ground, installed into concrete or placed on site according to the location. At the discretion of the Council, a seat may be placed on a concrete plinth to prevent soil/grass erosion. The cost of this type of installation is additional to the cost of the seat donation.

3. Plaques

- 3.1 We ask that the donor provides their own plaque and that the wording is sent to the Clerk to the Council to approve - The Clerk will ensure the plaque is fixed onto the bench after installation has been completed and will then inform the donor's family. Any plaque whose wording has not been approved will not be affixed and any such plaque affixed by any other person will be liable to removal
- 3.2 The size of the plaque should not exceed 120mm by 60 mm

4. Payments/Charges

- 4.1 The cost of the seat will include the seat supply and delivery, plaque affixing it to the seat, the cost of installing/ground fixing the seat, a one-off maintenance fee plus VAT at the standard rate. The type of seat will be dependent on its location, and this will determine the cost of the installation.
- 4.2 The fees and charges for donated seats will be revised from time to time and will be provided on request to the Council. All prices quoted will include VAT at the rate in force at the time of enquiry.
- 4.3 We ask that donors pay the full amount in advance of seat installation.

5. Delivery and Installation

- 5.1 The normal period for a bench to be supplied and installed is 3 months from the payment of the deposit. In exceptional circumstances beyond the Council's control (notably weather and ground conditions), the Council may not be able to meet its target. The Council will not be held responsible should this situation arise.

Please see our website for our Data Protection Policies

Agreed by Steyning Parish Council – July '19

STEYNING PARISH COUNCIL EQUALITY POLICY

LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

- **age**
- **disability**
- **gender reassignment**
- **marriage and civil partnership**
- **pregnancy and maternity**
- **race**
- **religion or belief**
- **sex**
- **sexual orientation**

Under the Equality Act 2010 these are known as 'protected characteristics'

PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

OUR COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council's Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed bi-annually. Other Personnel policies will be reviewed against the values stated in this policy to ensure that the council strives to remain an Equal Opportunities employer.

Uses of Policy – Staff Handbook (when drafted), Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies.

Agreed by Steyning Parish Council
At the meeting of 12.10.15

RL/Policies and procedures / SPC Equality policy 12.10.15

STEYNING PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY

INTRODUCTION

To achieve targets identified in the Steyning Parish Council Business Plan, the Parish Council wishes to work closely with the public – residents, communities, businesses and voluntary organisations.

Our aim is to engage with all residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

AIMS

Steyning Parish Council strives to undertake the following:

To enable an involved, empowered and active citizenship through the involvement of residents in the fulfilment of objectives identified in the Business Plan.

To communicate information to our community clearly, factually and appropriately through the Parish Council website and via a quarterly newsletter included in the March, June, September and December copies of Your Steyning.

To improve our communication with our partners and stakeholders and co-ordinate our community engagement efforts by actively being involved in various organisations including: HALC, SALC, WSCC, HDC, SDNPA, Steyning Business Chamber and the Steyning Community Partnership and Sub-Committees.

To raise the profile of Steyning Parish Council by:

- Inviting residents to be actively involved in our meetings during the time set aside for public questions,
- Publicising the Annual Parish Meeting,
- Encouraging use of the Parish Council website,
- Qualifying for the Local Council Award Scheme

To enable every Councillor to maximise their role as elected representatives by:

- Providing Councillors with a Members Pack at the commencement of their term of office,
- Encouraging members to undertake relevant training,
- Posting agendas and minutes on the Parish Council website,
- Encouraging designated Councillors to attend meetings of community organisations,
- Encouraging designated Councillors to take up places on community groups and organisations

ENGAGEMENT

The Council wishes to actively engage with:

- Residents of all age groups,
- Users of Parish Council facilities and services,
- Local organisations and community groups,
- Local schools and pre-schools,
- Steyning Community Partnership,
- Steyning in Bloom,
- Local Police, PSCO's and Neighbourhood Wardens,
- Steyning Area Youth Service, Youth Worker
- HALC, SALC & NALC,
- Steyning Business Chamber

ACTION PLAN

To continue to improve the Parish Council website, to ensure that copies of minutes and agendas and all information regarding the Parish Council is available for residents and community groups.

To continue to ensure that a copy of the Steyning Parish Council Annual Report is available, in both hard copy and electronically, for residents and community organisations.

To continue to provide a quarterly Parish Council newsletter in 'Your Steyning'.

To continue to encourage members of the public to speak during public question time.

To raise awareness and increase attendance at Annual Parish Meetings.

To consider the formation of a Youth Council, in conjunction with the Steyning Area Youth Service (SAYS).

Agreed by Steyning Parish Council
At the meeting of 12.10.15

STEYNING PARISH COUNCIL

GRANT AWARDING POLICY

Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area of some or all of its residents (Local Government Act 1972 s137).

During the Financial Year 2015/16, it was resolved by Steyning Parish Council at their January 2015 Full Council meeting to provide a general fund (in addition to amounts that have been agreed as available to the Steyning Royal British Legion, Steyning in Bloom and the Steyning Chamber of Trade for Christmas lights) of £1,050 to assist community groups.

Steyning Parish Council will consider grants from voluntary groups or charitable organisations. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered quarterly by Finance & Community (March, June, September, December), unless there are special circumstances which require more immediate consideration. In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes applications will be considered for:

- To purchase equipment either in part or in full.
- For the funding of transport to enable members to partake in a group trip or outing.
- For training activities.
- For activities that raise the profile of the area.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.
- For the provision of recreational facilities.
- The above are examples.

Conditions:

- Grants will not be awarded to individuals.
- Additional applications within a 12 month period will not normally be considered
- The award must be used for the purpose for which the application was made.
- If the group is unable to use the award before the proposed end date then an explanation should be provided to the Parish Council.
- Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to request a refund.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
- Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
- An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisations annual accounts.
- This policy may be amended at any time by the Council following a motion having been published on the agenda.
-

Eligibility:

- Any Charity, Voluntary Group or Community Organisation operating within the parish.
- Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
- The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

- Applications must be submitted to the Clerk at the address given above.
- The application should be supported by a copy of the latest set of annual accounts.

Adopted by Full Council at their meeting of 13.07.15

Steyping Parish Council

Training Statement of Intent

The National Training Strategy

The National Training Strategy was developed by the Countryside Agency and NALC in response to the Rural White Paper of 2000. The White Paper recognised the important role of the first tier of local government and proposed a number of initiatives including training for Parish and Town Councils.

The Local Council Award Scheme (previously the Quality Council Scheme) was re-launched in January 2015, with three levels of accreditation; Foundation, Quality and Quality Gold. Qualification provides assurance that the Parish Council follows best practice and is progressive, by sector standards. Qualification criteria provide a framework upon which to plan and implement improvements.

Council Commitment

Steyping Parish Council is committed to providing the highest standard of service to its community. In order to be able to consistently deliver the minimum standard of service expected of a Foundation Council, Steyping Parish Council has produced this Statement of Intent for Training to underpin its role in delivering quality services to the parish of Steyping. All training provision will be dependent on the budget set by Steyping Parish Council.

What is Training?

'A planned process to develop the abilities of the individual and to satisfy the current and future needs of the organisation.' – CIPD 2007

Identifying Training Needs

The Council recognises that staff and Councillors need training in order for them to help the Council deliver quality services, however the training of staff and Councillors may differ.

Staff - Training needs of staff should be identified through:

- Staff appraisals held annually for all staff, and within three months of newly appointed personnel.
- Formal and informal discussions arising from the day to day role.

Councillors - Training needs of Councillors should be identified through:

- All new Councillors require training on the roles and responsibilities of the Council.
- Councillors may also undertake additional training periodically in light of new legislation or arising from new directions or projects that the Council wishes to undertake.
- Chairmanship – those Councillors appointed to the office of Chairman or Vice Chairman of the Council or one its Committees should be encouraged to attend the Chairmanship training course.
- Details of all SALC training courses are circulated to all Councillors.

Reference Manuals

The Council is committed to providing staff and Councillors with the latest editions of reference manuals to support their roles.

Training Budget

The Council sets a training budget annually to meet the training requirements of staff and Councillors, which will be fulfilled, finances permitting.

Training Records

The Council maintains a record of all staff and Councillor training.

Training Provision

Staff - The Clerk as manager of the staff can approve training for staff within the Council's training budget.

Councillors - A list of available training courses will be sent to Councillors.

The Clerk

The Clerk has a training budget of up to 20% of the total Council training budget to be used at her discretion for her training; any additional training to be agreed by the Working Practices Committee.

Current Sources of Training:**Qualifications:**

SLCC – Working with your Council course.

SALC - Certificate in Local Council Administration.

University of Gloucestershire – Certificate in Community Engagement

Continuous Professional Development:

SLCC – Programme of Continuous Professional Development one day courses.

SALC – Programme of training courses.

Conferences and Networking:

SLCC – Regional Conference, Sussex Branch Meeting, Horsham District Branch meetings usually have guest speaker on current topics.

SALC – Clerk's Networking Day bi-annually again with guest speakers on current topics

SALC – Legal and Finance Day

SALC – Councillor training days

SALC - Chairmanship training

HDC - Planning Training

HALC – Member meetings have guest speakers on current topics or new legislation.

Specific Training:

First aid, Word, Excel, grant funding – various courses organised locally by the Council for Voluntary Services.

Mentoring:

On the job training for staff from the Parish Clerk.

Adopted by Full Council at the meeting of 13.07.15

Steyping Parish Council

Communications Protocol

1. INTRODUCTION

This Protocol has been drawn up in accordance with the “Governance Toolkit for Parish and Town Councils” prepared as a partner publication by Association of Council Secretaries and Solicitors, Society of Local Council Clerks, and NALC.

2. AIMS

The Communications Protocol aims to help Steyping Parish Council communicate effectively and impartially.

3. GENERAL PRINCIPLES (COMMUNICATIONS WITH THE MEDIA AND MEMBERS OF THE PUBLIC)

3.1 The Council's communications will be open and transparent in dealing with the media.

The purpose of press releases is to increase public awareness of the Parish Council's activities. All press releases must be submitted by the Clerk, who will consult the Chair or Vice-Chair, or the Parish Council as the corporate body when drafting the press release.

3.2 Proactive media releases will be issued to promote a decision or work of the Parish Council.

Reactive press releases will be prepared and issued in response to a specific question or as a rebuttal to an article already published. Such statements should be dealt with in a timely manner.

Other press releases will report the decisions and outcomes of the Council's activities, and explain the reasons for them.

3.3 The media may on occasions attempt to by-pass the Clerk; however, it is essential that all communications are co-ordinated and managed through the Clerk. Where Parish Councillors are contacted direct by the media, they should refer them to the Clerk.

3.4 The Parish Council occasionally works with partners, mostly from the public sector, and in these circumstances, their contribution should be acknowledged.

3.5 Press reports from the Parish Council, its committees or working groups shall, in general, be sent from the Clerk or via the reporter's own attendance at a meeting.

3.6 Unless a Parish Councillor has been authorised by the Council to speak to the media on a particular issue, Parish Councillors who are asked for comment by the press should make it clear that any views they express are personal and request that this be clearly reported as their personal view.

3.7 Unless a Parish Councillor is absolutely certain that he/she is reporting the view of the Council, they must make it clear to members of the public that they are expressing a personal view. [The only clear way of being aware of the Council's view is if the matter has been discussed at a Parish Council meeting, and a decision made on that item.]

3.8 Press releases will not be used to comment on national political debates unless of specific relevance to this Parish Council.

3.9 All media releases issued by the Council will include a quotation from the Chairman (or, in his/her absence, the Vice-Chairman, if there is one); if it is not possible to contact the Chairman or Vice-Chairman a quotation will be attributed to the Chairman.

3.10 The Clerk will usually be the first point of contact for the media; however, where it is appropriate for an elected Member to represent the Parish Council, the Chairman or Vice-Chairman shall be authorised as the official spokesperson for the Council.

3.11 Individual Members will not be permitted to issue media releases on behalf of the Parish Council. In the restricted period before an election, commonly known as “purdah” media releases will not include quotes from Members who are due for re-election.

4. PARISH COUNCIL CORRESPONDENCE

4.1 The first point of contact for the Parish Council is the Clerk and it is to the Clerk that all correspondence for the Parish Council should be addressed.

4.2 The Clerk should deal with all correspondence following a meeting.

4.3 No individual Parish Councillor should communicate direct with companies/individuals with which the Parish Council has a contractual relationship.

4.4 No individual Parish Councillor should be the sole custodian of any correspondence or information in the name of the Parish Council (or its committees/sub-committees). [In particular, Parish Councillors do not have a right to obtain confidential information/documentation unless they can demonstrate a “need to know”.] See 5.1

4.5 All official correspondence should be sent by the Clerk in the name of the Parish Council, using Council letter-headed paper or by e-mail.

4.6 Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person.

4.7 Correspondence sent on behalf of the Parish Council to Horsham District Council shall also be copied to the two District Councillors.

4.8 Any emails to external parties, from the Parish Council, should make it clear at the end of the email that it has come from the Parish Council

5. PARISH COUNCILLOR CORRESPONDENCE WITH EXTERNAL PARTIES

5.1 The Clerk sends out the Council’s correspondence to other bodies, and correspondence from individual Parish Councillors, on Parish Council business, should be avoided; however, there may be

exceptional situations when it is appropriate for a Parish Councillor to issue correspondence in his/her own name. Such correspondence must be authorised by the Parish Council and the correspondence must make it clear that it has been written in an official capacity. All such correspondence should be copied to the Clerk (see 4.4 and 4.5).

6. AGENDAS FOR PARISH COUNCIL MEETINGS

6.1 In accordance with Paragraph 1 (4) (a) of the Public Bodies (Admission to Meetings) Act 1960, agendas will be published no later than 3 clear days before a meeting (this excludes the day of publication and the day of the meeting – Saturdays are included within this calculation).

6.2 Where the Clerk or a Parish Councillor wishes fellow Councillors to receive matters “for information only” in respect of items on the agenda, this will be circulated via the Clerk.

Note: This applies to items on the agenda only. Parish Councillors are entitled to share any other information they wish, with their colleagues. In these circumstances, it can be helpful for the Clerk to be copied in.

7. GENERAL GUIDANCE

7.1 Steyning Parish Council is apolitical. There should be no material used which attempts to promote the personal image of a particular Councillor, promote an individual Councillor’s proposals or recommendations, or personalise issues. Nor should the Council assist in the publication of any material which does any of the above.

8. LEGAL MATTERS

8.1 Defamation: This term covers libel (written) and slander (spoken) and relates to the publication of any untrue statement about a person which is damaging to their reputation.

8.2 Data Protection: Avoid publishing the personal data and/or images of individuals unless their written permission has been obtained. **When e-mailing two or more recipients, be sure to ‘blind copy’ all recipients in order to avoid making the contact details of others available to all.**

8.3 Prejudice and Pre-determination: Councillors should avoid expressing prejudice or pre-determination on any topic due to be discussed and agreed by the Parish Council.

8.4 Copyright: Placing images or text on the website, from a copy-righted source without permission is likely to breach copyright. Avoid publishing anything unless permission has been granted. Breach of copyright may result in an award of damages against the Parish Council.

8.5 Obscene Material: It is a criminal offence to publish or access obscene material.

9. Code of Conduct Implications:

9.1 Councillors may have a social media account on which they comment as both an individual and a Councillor. It must at all times be made clear whether Councillors are posting as individuals or in their capacity as a Councillor. Aspects of the Members’ Code of Conduct apply as much to on-line activity as

they do to other written or oral communication. On-line content should be objective, balanced, informative and accurate. What is written on the Internet is permanent.

9.2 Comments should be respectful and informative, never condescending or “loud”. “Loud” is when capital letters are used. Use sentence-case format.

9.3 Refrain from posting controversial or potentially inflammatory remarks. Language which could be deemed as offensive, especially in respect of race, sexuality disability etc. should not be published on any social media website.

9.4 Avoid personal attack, on-line fights and hostile communications.

9.5 Never use a member of public’s name unless you have permission.

9.6 Respect the privacy of other Councillors and residents.

9.7 Be aware not to publish anything which violates laws or regulations.

9.8 In the main, Councillors have the same legal duties on-line as anyone else, but failure to comply with the law may have more serious consequences. Extra care needs to be taken for electoral campaigning and when writing on planning matters.

9.9 The Parish Council Newsletter and Website will remain the main tools for the purposes of communicating information regarding the Parish Council’s activities.

Steyping Parish Council

Agreed by Full Council 08.06.15

Steypning Parish Council

Staff Grievance Policy

1. PURPOSE AND SCOPE

It is the policy of the council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

1. PRINCIPLES

- a) At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.
- b) Grievances will be dealt with promptly and consistently
- c) At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.
- d) An employee will have the right to appeal against any outcome of a Grievance Hearing.
- e) At no time will an employee be penalised or victimised for having raised a Grievance against the council

3. PROCEDURE

3.1 Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the Chairman. In the case of the Clerk to the council raising a grievance this should be directed to the Chair of the council unless the complaint is about the Chair in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the relevant committee established to handle employment matters and the issues should be treated with discretion and confidentiality at all times.

3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.

3.3 **Meeting or Hearing:** Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chair of the appropriately convened committee or hearing panel will arrange a meeting with the employee. The Hearing Manager will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as he/she shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the

meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

3.4 Response: The Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. The SLCC can advise on approaches and bodies which may be able to assist (nb external organisations may levy a fee for such services)

3.5 Appeal: If the employee is dissatisfied with the decision of the line manager on his/her complaint, he/she may appeal against the decision to the Chair/Mayor or other elected Member by written notice within five working days of the decision. An Appeal may be raised if:

- The employee thinks the finding, or action plan, is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

On receipt of the appeal the council's Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as s/he shall consider appropriate without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. Where the council's Chair or Mayor has chaired the initial grievance meeting the Vice Chair or Chair of another committee will hear the appeal as a hearing manager the decision of the Appeal Hearing will be final. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

3.6 Bullying or Harassment: If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or another manager/Member if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members a Code of Conduct complaint lodged by the council through the Standards process/Ombudsman in Wales

Refer to the Dignity at Work/Bullying and Harassment Policy for further details

3.7 Right to be Accompanied: At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

3.8 Hearing Panels

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 Confidentiality: So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

3.9 Record Keeping: In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

3.10 Grievances raised during Disciplinaries

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

4. GETTING IT WRONG

Following the repeal of the 2004 Dispute Resolution regulations employees no longer HAVE to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with

constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted by Full Council on 08.06.15

RL/policies and practices/staff grievance

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Steyping Parish Council

Staff Discipline Policy

PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions

- Smoking in unauthorised areas
- Failure to follow an agreed council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

3.2 INFORMAL ACTION

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

3.3 FORMAL ACTION

3.3.1 The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3

will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct..

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

3.5 SUSPENSION

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. the companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

3.8 HEARING PANELS

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

3.9 NOTE-TAKING

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that

disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

3.11 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

Adopted by Full Council 08.06.15

RL/policies and practices/Staff discipline

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Warden Monthly Report

MAY 2020

Patrol hours (foot and vehicle) TOTAL:	93	ASB incidents TOTAL:	3
Foot patrol TOTAL:	27	Noise	1
Foot (high visibility) – Steyning	16	Neighbours	0
Foot (high visibility) – Bramber	3	Driving/vehicles	2
Foot (high visibility) – Upper Beeding	8	Bikes	0
Vehicle patrol TOTAL:	66	Alcohol/drugs	1
Vehicle patrol - Steyning	38	Public order	1
Vehicle patrol - Bramber	9	Clear up/disposal reports TOTAL:	0
Vehicle patrol - Upper Beeding	19	Fly tipping / flyposting	1
Notices/warnings TOTAL:	0	Graffiti	2
Fixed Penalty Notice	0	Dog fouling	0
Yellow card warning	0	Litter	0
Community Protection Warning/Notice	0	Drug litter	2
Parking alert	0	Hazards	-
Police reports TOTAL:	30	Community events attended	0
Phone (including 101 and 999)	0	School contact/engagement	0
Email	0	Reports to DVLA	2
Intelligence report	0	Reports to Operation Crackdown	2
E-CINS (multi-agency reporting)	0	Admin	30
Verbal	30	Visits to vulnerable people (all ages)	4
		Signposting	1
		Safeguarding referral	0

ASB/crime/criminal damage

Steyning –

Engagement with Homeless man in the bus shelter (Steyning High Street) who was laying across the pavement clearly under the influence, after challenging he became very aggressive but eventually complied and left the area. This was reported to the police.

A resident reported a stolen bicycle allegedly stolen by the above homeless person, we visited and the bicycle he has is not the one reported. The man says he has owned it for 4 years and a friend stores it for him.

5 groups dispersed from Fletchers Croft breaching Covid-19 Lockdown.

4 groups dispersed from using outdoor gym equipment Fletchers Croft.

Reports of noise nuisance station road, factored into patrols.

Bramber –

A Resident raised concerns re increased usage to river footpath by cyclists, factored in to patrols

Report received regarding a group of young people smoking cannabis in Small Dole Skate Park.

Upper Beeding –

3 groups of skaters asked to leave small dole Skate Park which they complied with on 2 occasions. On one occasion a group refused to move, this was subsequently reported to the Police.

Info received from manager at Nisa re shoplifters that have started to become prolific, these details including CCTV footage have been forwarded to the police. We don't recognise these individuals as local and it's likely they have been traveling from another area.

Parking/vehicles

Steyping –

Row of 3 cars with drivers breaking lockdown rules dispersed from the bostal.

Bramber –

Info sent to Op Crackdown after witnessing dangerous driving after a motorbike decided to go the wrong way around Bramber roundabout and down towards the street into oncoming traffic.

Upper Beeding –

Helped driver (Edburton Lane) who had a flat tyre. Changed Spare wheel as driver didn't know how to do it and advised that RAC were going to be a minimum of 4 hours. Social distancing was strictly maintained throughout.

Fly tipping/littering/graffiti

Steyping –

Fly Tipping reported at bostal.

Bramber –

Reported at Bramber Castle.

Upper Beeding –

Graffiti reported in bus shelter opposite petrol garage.

Broken bottles removed on recreation ground.

Community engagement/events/meetings

Steyping-

Meeting with police colleagues via WhatsApp to discuss local Intel & hotspots/Covid-19 lockdown breaches.

Bramber –

PC Meeting Via Zoom

Upper Beeding –

Weekly visits to HUB.

Patrols (foot/visible and car)

High Visibility Vehicle patrols carried out across all three Parishes.

Foot Patrols of Historical Hotspots in accordance to Social Distancing.

Static monitoring in Vehicle of Public spaces such as Recreation Grounds.

Elderly and Youth

Contact with Hub and regular visits to select residents from a safe distance.

Licensing

Steining –

N/A

Bramber –

N/A

Upper Beeding –

N/A

Dog related issues

Steining –

None

Bramber –

None

Upper Beeding –

None

Cycling

Steining –

None

Bramber –

See ASB

Upper Beeding –

None

Parish specific/other

Steining –

None

Bramber –

None

Upper Beeding –

None

Steyping Parish Council - LAND REGISTER

- 1. Steyping Community Centre Land** – Land surrounding the Steyping Community Centre
- 2. Memorial Playing Field** – This land is within the conservation area and the western half is within the curtilage of the South Downs National Park. It is registered as Village Greens VG93 and VG65. Bounded by Charlton Street, Newham Lane and Mill Lane, with Rublees allotments to the West, and contains land and buildings leased to sports clubs.
- 3. Chandler's Way Play Area** – accessed via Chandlers Way, but footpath the property of WSCC. Bounded by Laines Road and Chandlers Way properties. No access from Laines Road.
- 4. South Ash Play area** – accessed from South Ash and bounded by properties in Middle Mead.
- 5. Abbey Road Land** – Open space which is registered as a village green. The eastern area forms a meadow (as requested by residents) and is mown twice yearly. The area to the west is mown regularly to provide an open space for recreation.
- 6. Abbey Road Play area** – accessed from Abbey Road, with some play equipment provided.
- 7. Fletcher's Croft Play area** – Land leased from HDC. Lease currently under review.
- 8. Norman's Way** – tarmac area with basketball court, bounded by Norman Way properties. Area surrounding owned by WSCC. Access area owned and maintained by HDC.
- 9. Allotments – Canada Gardens (50 plots)** - accessed via Newham Lane, bounded by Newham Lane and dirt track road. This land is within the South Downs National Park.
- 10. Allotments – Rublees (87 plots)** - accessed from Newham Lane and Mill Road footpath. It is bounded by the MPF, Newham Lane and a public footpath to the Lower and Upper Horseshoe. This Land is within the South Downs National Park.
- 11. Land at Godstall's Lane** – Slim strip of land adjacent Godstall's Lane. Small grass strip on west side and small clump of trees and shrubs on east side and to the rear of Newham close properties
- 12. Cripps Lane** – Small parcel of land on the junction with Jarvis lane containing mostly hedge and trees.

Register of Common Land (not owned by Steyping Parish Council)

Common Land Registered in 1970*

CL274	Penland Way / A283	Verge
CL275	Castle Lane adj Clivedale	
CL278	Land opposite Southdown Terrace	
CL277	Church Street	Verge

*Confirmed by Peter Jupp, WSCC 29/10/14 and 24/07/15.

