

Date published 11th May 2022

TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 16th MAY 2022 AT 7.30 PM AT THE STEYNING CENTRE

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING
PLEASE NOTE THERE ARE NO QUESTIONS FROM THE FLOOR FOR THIS ANNUAL PARISH MEETING DUE TO LENGTH OF THE AGENDA**

***GDPR Notice** : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyping Parish Council. Members of the public are also advised that by attending a meeting of Steyping Parish Council they give their consent to being filmed/ recorded by other members of the public if such activity is taking place.*

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**
 - 2.1** To receive nominations for the position of Chairman of the Steyping Parish Council.
- 3.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**
 - 3.1** To receive nominations for the position of Vice Chairman of the Steyping Parish Council.
- 4.0 DECLARATIONS OF INTEREST.** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 MINUTES OF PREVIOUS MEETINGS** - to agree the minutes of the meetings held on the 21st February 2022 and the 11th of April 2022 as a true and fair record.
- 6.0 MATTERS ARISING** - These items should be taken as read and do not need discussion unless specified
 - 6.1 FULL/20/111.2** - Clerk to inform 20's plenty group as to the support for their Bypass speed reduction scheme - **Actioned**
 - 6.2 FULL/20/112.2** - Web site publicity for PPG health centre sign up placed on web site - **Actioned**
 - 6.3 FULL/20/112.3** - Wardens steering group notes from last meeting sent to Cllrs - **Actioned**
 - 6.4 FULL/20/112.5** - Climate Change W. Party membership to increase to 5 & determine rep for greening group - **See item 10.3**
 - 6.5 FULL/20/113.1** - Return Fact-checked Examiners report details to HDC - **Actioned**
 - 6.6 FULL/20/113.2** - Ensure N. Plan consultant completes draft SPC N. Plan to include examiners modification - **Actioned**
 - 6.7 FULL/20/114.1** - Youth Club and Cricket Club informed regarding Youth club starting in Changing rooms - **Actioned**
 - 6.8 FULL/20/115.1** - Hoey Ainscough review process to begin with details to follow – **See item 14.1**
 - 6.9 FULL/20/116.1** - Staff discount policy adopted and enabled - **Actioned**
 - 6.10 FULL/20/118.1** - Staff pay award enabled - **Actioned**
 - 6.11 FULL/20/118.2** - CCTV to be further considered once more at F&GP - **Actioned**
- 7.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS**
 - 7.1** Community (9)
 - 7.2** Planning & Premises (8)
 - 7.3** Finance & General Purposes (F&GP) – {9 in all with up to 5 being ex officio}
 - 7.4** Personnel (7) – {Not a Standing Committee}

8.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, CODE OF CONDUCT AND DISPENSATION SCHEME – To discuss and agree any amendments and adopt (*See supporting papers*).

- 8.1 Adoption of the SPC Standing Orders
- 8.2 Adoption of the SPC Financial Regulations
- 8.3 Adoption of the SPC Scheme of Delegation
- 8.4 Adoption of the SPC Code of Members Conduct
- 8.5 Adoption of the SPC Dispensation Scheme

9.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES – including any amendments (*See supporting papers*)

- 9.1 To adopt the Data protection policy (Data Protection)
- 9.2 To adopt the Data Retention and Disposal Policy (Data Protection)
- 9.3 To adopt the Subject Access Request Policy (Data Protection)
- 9.4 To adopt the CCTV Policy and Code of Practice (Data protection)
- 9.5 To adopt the SPC Freedom of Information & Environmental Information Regulations Requests Policy
- 9.6 To adopt the SPC Dignity at Work / Bullying and Harassment Policy
- 9.7 To adopt the SPC Email Policy
- 9.8 To adopt the SPC Complaints Policy
- 9.9 To adopt the SPC Social media Policy
- 9.10 To adopt the SPC Unacceptable Behaviour Policy
- 9.11 To adopt the SPC Overarching Protocol for Conduct
- 9.12 To adopt the SPC Health and Safety Policy

10.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL.

- 10.1 FOI Panel – 5 Reps.
- 10.2 Working Practices Group – 5 Reps.
- 10.3 Climate Action Group – 5 Reps.

11.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES

- 11.1 South Downs National Park (SDNP) – Two reps.
- 11.2 Joint Parishes Youth Committee (JYPC) – Two reps.
- 11.3 HALC / WSALC / NALC - Two reps
- 11.4 Local Action Team (LAT) – One rep.
- 11.5 Joint Parishes Cemetery Committee (JPCC) – Two reps.
- 11.6 Isolation & Loneliness & Patient Participation Group (PPG) – Two reps.
- 11.7 Tree Warden for Steyning Parish Council
- 11.8 Neighbourhood Wardens Steering Committee – Two or three reps.
- 11.9 SPC councillor representative on the 'Greening Steyning' group – One rep.
- 11.10 Steyning Society representative to assist with Local Heritage List project – One rep.
- 11.11 Steyning Ukrainian Charity Committee – One Rep (possibly).

12.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES (*Supporting papers*)

- 12.1 West Sussex Association of Local Councils (WSALC) + (NALC)
- 12.2 Horsham Association of Local Councils (HALC)
- 12.3 Society of Local Council Clerks (SLCC)
- 12.4 Open Spaces Society (OSS)

13.0 NOTIFICATIONS

- 13.1 PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '22
- 13.2 SPC FINANCIAL RISK ASSESSMENT. - Agreed at 15th March '22 F&GP Meeting
- 13.3 EXPENDITURE UNDER S137 OF THE LOCAL GOVERNMENT ACT
- 13.4 MEETING SCHEDULE. - Agreed at January 17th '22 Full Council Meeting
- 13.5 PROGRESS REPORT & ITEMS NOT DISCUSSED AT 11th APRIL '22 MEETING - Taken to June Full Council Meeting

14.0 HOEY AINSCOUGH REVIEW

14.1 Update from the Clerk and to discuss and agree any actions following commencement of the review

15.0 SPC ASSETS (*Supporting papers*)

15.1 To discuss and agree the SPC Land Register

15.2 To discuss and agree the SPC Assets Register

16.0 CORRESPONDENCE AND INFORMATION ITEMS

16.1 None at time of Printing

17.0 DATE OF NEXT FULL COUNCIL MEETING: 20th JUNE 2022 at 7.30pm

John Fullbrook
Clerk to the Council