



The Steypning Centre, Fletchers Croft, Steypning
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TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 15th MAY 2023 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

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 Steypning Parish Council. Members of the public are also advised that by attending a meeting of Steypning Parish Council they give their consent to being filmed/ recorded by other members of the public if such an activity is taking place.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore, this meeting will likely take approx. 2 Hours 30 mins}

- 1.0 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 {10 minutes}**
 - 1.1** To receive nominations for and agree the position of Chairman of the Steypning Parish Council.
- 2.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 {5 minutes}**
 - 2.1** To receive nominations for and agree the position of Vice Chairman of the Steypning Parish Council.
- 3.0 APOLOGIES FOR ABSENCE {2 minutes}** – To receive and accept apologies for absence
- 4.0 DECLARATIONS OF INTEREST {4 mins}** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether they regard their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 QUESTIONS FROM THE FLOOR – Up to 15 minutes** (2 minutes per person) will be available for the public to make representations or ask questions. Please note that under Data Protection Regulations, we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 6.0 MINUTES OF PREVIOUS MEETINGS {4 minutes}**– to agree the minutes of the meeting held on the 17th of April 2023 as a true and fair record.
- 7.0 MATTERS ARISING {2 minutes}** – These items should be taken as read and do not need discussion unless specified
 - 7.1 FULL/22/111.1** - SPC Wardens information package to be distributed to new Councillors - **Actioned**
 - 7.2 FULL/22/112.1** - Parish Council actions to be fed back to ASB working party members - **Actioned**
 - 7.3 FULL/22/112.3** - CCTV camera installation project taken to F&GP – **Actioned**
 - 7.4 FULL/22/112.4** - H. A. Implementation Plan Draft 6-month review document to be distributed to Members - **Actioned**
- 8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS AND VICE-CHAIRS {20 minutes}**
 - 8.1** Community (9)
 - 8.2** Planning & Premises (8)
 - 8.3** Finance & General Purposes (F&GP) – {9 in all with up to 5 being ex officio}
 - 8.4** Personnel (7) – {Not a Standing Committee}
- 9.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL {12 minutes}**
 - 9.1** FOI Panel – 5 Reps.
 - 9.2** Working Practices Group – 5 Reps.
 - 9.3** Climate Action Group – 5 Reps.



Parish Clerk: John Fullbrook
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- 10.0 ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT & DISPENSATION SCHEME** – To discuss and agree any amendments and adopt (*See supporting papers*).
{8 minutes}
- 10.1** Adoption of the SPC Standing Orders
 - 10.2** Adoption of the SPC Financial Regulations
 - 10.3** Adoption of the SPC Scheme of Delegation
 - 10.4** Adoption of the SPC Financial Risk Assessment
 - 10.5** Adoption of the SPC Dispensation Scheme
- 11.0 ADOPTION OF OTHER STEYNING PARISH COUNCIL POLICIES** {10 minutes} – (*See supporting papers*)
- 11.1** To adopt the Data protection policy (Data Protection)
 - 11.2** To adopt the Data Breach Notification (Data Protection)
 - 11.3** To adopt the Subject Access Request Policy (Data Protection)
 - 11.4** To adopt the CCTV Policy and Code of Practice (Data protection)
 - 11.5** To adopt the SPC Freedom of Information & Environmental Information Regulations Requests Policy
 - 11.6** To adopt the SPC Dignity at Work / Bullying and Harassment Policy
 - 11.7** To adopt the SPC Communications Protocol
 - 11.8** To adopt the SPC Complaints Procedure
 - 11.9** To adopt the SPC Social media Policy
 - 11.10** To adopt the SPC Unacceptable Behaviour Policy
 - 11.11** To adopt the SPC Overarching Protocol for Councillors Conduct
 - 11.12** To adopt the SPC Health and Safety Policy
 - 11.13** To adopt the SPC Staff Grievance Policy
 - 11.14** To adopt the SPC Staff Discipline Policy
 - 11.15** To adopt the SPC Equality Policy
- 12.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES** {25 minutes}
- 12.1** South Downs National Park (SDNP) – Two reps.
 - 12.2** Joint Parishes Youth Committee (JYPC) – Two reps.
 - 12.3** HALC / WSALC / NALC – Two reps.
 - 12.5** Joint Parishes Cemetery Committee (JPCC) – Two reps.
 - 12.6** Isolation & Loneliness & Patient Participation Group (PPG) – Two reps.
 - 12.7** Tree Warden for Steyning Parish Council.
 - 12.8** Neighbourhood Wardens Steering Committee – Two reps.
 - 12.9** SPC councillor representative on the 'Greening Steyning' group – One rep.
 - 12.10** Steyning Ukrainian Charity Committee – One Rep.
- 13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** {5 minutes} (*Supporting papers*)
- 13.1** West Sussex Association of Local Councils (WSALC) + (NALC)
 - 13.2** Horsham Association of Local Councils (HALC)
 - 13.3** Society of Local Council Clerks (SLCC)
 - 13.4** Open Spaces Society (OSS)
- 14.0 NOTIFICATIONS** {5 minutes}
- 14.1** PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '23
 - 14.2** SPC CODE OF CONDUCT. - Agreed at February Full Council Meeting
 - 14.3** EXPENDITURE UNDER S137 OF THE LOCAL GOVERNMENT ACT
 - 14.4** MEETING SCHEDULE. - Agreed at February 20th '23 Full Council Meeting
 - 14.5** PROGRESS REPORT & ITEMS NOT DISCUSSED FROM 17th APRIL '23 MEETING – To be taken to June Full Council
 - 14.6** TO REVIEW AND CONFIRM A LIST OF SPC BANK SIGNATORIES
 - 14.7** ASSET REGISTER – To receive the Draft SPC Asset Register which is to be discussed by F&GP Working Party

15.0 HOEY AINSCOUGH REVIEW {15 minutes} (Supporting papers)

15.1 Councillors have an opportunity to individually support the Civility and Respect pledge – by show of hands

15.2 Update from the Clerk and to discuss and agree the 6-month draft review and any further actions as necessary

16.0 SPC ASSETS {10 minutes} (Supporting papers)

16.1 To discuss and agree the SPC Land Register

17.0 SETTING THE SCENE FOR THE NEW COUNCIL TERM {5 minutes}

17.1 To discuss and agree if after the next Full Council Meeting in June, all members present adjourn to discuss what this Council hopes to achieve by the end of its 4-year term.

18.0 CORRESPONDENCE AND INFORMATION ITEMS {2 minutes}

18.1 None at time of Printing

19.0 DATE OF NEXT FULL COUNCIL MEETING: 19th JUNE 2023 at 7.30pm

John Fullbrook

Clerk to the Council