

Date published 15th May 2024

**TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE
ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 20th MAY 2024 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 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 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 2024/25 {8 minutes}

1.1 To receive nominations for and agree the position of Chairman of the Steyping Parish Council.

2.0 ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 2024/25 {4 minutes}

2.1 To receive nominations for and agree the position of Vice Chairman of the Steyping Parish Council.

3.0 APOLOGIES FOR ABSENCE {2 minutes} – To receive and accept apologies for absence

4.0 DECLARATIONS OF INTEREST {2 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 10 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 15th of April 2024 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/23/106.1 HDC Wildways project – Clerk to distribute information about the scheme - **Actioned**

7.2 FULL/23/108.3 Clerk to write to MP to urge him to sign up to the Climate and Nature Bill - **Actioned**

7.3 FULL/23/108.3 Clerk to write to Zero Hour to express SPC's support for the Climate and Nature Bill– **Actioned**

7.4 FULL/23/108.4 Clerk to write to Southern Water to express SPC's concern regarding mounting sewage discharges into the river Adur - **Actioned**

7.5 FULL/23/108.6 Clerk to relay decision of the Council to external auditor and bring back subsequent report- **See item 14.6**

7.6 FULL/23/113.1 Clerk to appoint Part time additional admin support for a limited period - **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 – 3 Reps.
- 9.4** Community Engagement Committee – 7 Reps.

10.0 ADOPTIONS OF SPC STANDING ORDERS, FINANCIAL REGULATIONS, SCHEME OF DELEGATION, FINANCIAL RISK ASSESSMENT, CODE OF CONDUCT & DISPENSATION SCHEME – To discuss and agree any amendments and if necessary and approve as per supporting papers (*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
- 10.6** Adoption of the SPC Code of Conduct

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
- 11.16** To adopt the SPC Civility and Respect Policy

12.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES {25 minutes}

- 12.1** South Downs National Park (SDNP) – One/Two reps.
- 12.2** Joint Parishes Youth Committee (JYPC) – Two reps.
- 12.3** HALC / WSALC / NALC – One/Two reps.
- 12.4** Joint Parishes Cemetery Committee (JPCC) – One/Two reps.
- 12.5** Isolation & Loneliness & Patient Participation Group (PPG) – Two/Three reps.
- 12.6** Tree Warden for Steyning Parish Council.
- 12.7** Neighbourhood Wardens Steering Committee – Two reps.
- 12.8** 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 AND REAFFIRMATION OF SPC POWER OF COMPETENCE {15 minutes}

- 14.1** PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '24
- 14.2** SPC MEETING SCHEDULE. - Agreed at the February 19th '24 Full Council Meeting
- 14.3** SPC ASSET REGISTER AGREED TILL SEPTEMBER 2024
- 14.4** Members to agree reaffirmation of SPC's General Power of Competence
- 14.5** PROGRESS REPORT & ITEMS NOT DISCUSSED FROM 15th APRIL '24 MEETING – To be taken to June Full Council
- 14.6** COMPLETION OF EXTERNAL AUDIT FOR 2021-22, AND TO INFORM RE 2022-23 EXTERNAL AUDIT PROGRESS

15.0 SPC LAND REGISTER LIST APPROVAL {5 minutes} (Supporting papers)

- 15.1** To discuss and agree the SPC Land Register

16.0 COMMUNITY MATTERS {5 minutes} (Supporting papers)

- 16.1** Report from recent Climate Action Group Meeting and to consider requests for agreement – Cllr Johnson

17.0 CORRESPONDENCE AND INFORMATION ITEMS {4 minutes} (Supporting papers)

- 17.1** Correspondence received from a number of residents concerning proposed housing development at Glebe Farm

18.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 19 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. {30mins}

19.0 STAFFING MATTERS – {15mins}

- 19.1** To discuss and approve recommendations from Personnel Committee, Joint Parishes Youth Committee and Staff Selection Panels concerning the current staff selection processes

20.0 DATE OF NEXT FULL COUNCIL MEETING: 17th JUNE 2024 at 7.30pm

John Fullbrook
Clerk to the Council