

Date published 14th May 2025

TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 19th MAY 2025 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 2025/26 {6 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 2025/26 {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 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 {3 minutes}** - to agree the minutes of the meeting held on the 14th of April 2025 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/24/115.2** Clerk's office to complete payment of Town Clock renewal invoice - **Actioned**
 - 7.2 FULL/24/115.4** Police antisocial behaviour community consultation responses from individual Cllrs - **Actioned**
 - 7.3 FULL/24/116.3** JPYC documents to be published and safeguarding initiatives rolled out to staff - **Actioned**
 - 7.4 FULL/24/120.1** Cllrs to complete representation forms and return to Clerks office - **Actioned**
 - 7.5 FULL/24/120.2** Bin emptying service undertaken by HDC at the MPF, to be normalised after recent disruption - **Actioned**
- 8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT 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 3 being ex officio}
 - 8.4** Personnel (7) – {Not a Standing Committee}
 - 8.5** Neighbourhood Plan Steering (8 Cllrs plus 4 Steyping residents) - {Not a Standing Committee}

9.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL {15 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, & FINANCIAL RISK ASSESSMENT {12 minutes}

To discuss and agree amendments as per recommended by the Working Practices Group - *(See supporting papers)* -

- 10.1** Adoption of the SPC Standing Orders
- 10.2** Adoption of the SPC Financial Regulations
- 10.3** Adoption of the SPC Financial Risk Assessment

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
- 11.17** To adopt the SPC Scheme of Delegation
- 11.18** To adopt the SPC Code of Conduct
- 11.19** To adopt the SPC Dispensation Scheme
- 11.20** To adopt the SPC Grant Awarding Policy

12.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES {15 minutes}

- 12.1** South Downs National Park (SDNP) – One reps.
- 12.2** Joint Parishes Youth Committee (JYPC) – Two reps.
- 12.3** HALC / WSALC / NALC – One reps.
- 12.4** Joint Parishes Cemetery Committee (JPCC) – One/Two reps.
- 12.5** Isolation & Loneliness – One /Two/ 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.
- 12.9** Patient Participation Group (PPG) – One/Two reps.

13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES {4 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 GENERAL POWER OF COMPETENCE {15 minutes}**
- 14.1** PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '25
- 14.2** SPC MEETING SCHEDULE. - Agreed at the February Full Council Meeting
- 14.3** SPC ASSET REGISTER – Latest version approved until 31st August '25
- 14.4** Members to agree reaffirmation of SPC's General Power of Competence – See supporting papers
- 14.5** PROGRESS REPORT & ITEMS NOT DISCUSSED FROM 14th APRIL '25 MEETING – To be taken to June Full Council
- 15.0 SPC LAND REGISTER LIST APPROVAL {5 minutes} (Supporting papers)**
- 15.1** To discuss and agree the SPC Land Register
- 16.0 FINANCE AND GOVERNANCE MATTERS {20 minutes} (Supporting papers)**
- 16.1** To receive a recommendation from the SPC Personnel Committee in consideration of achieving a positive resolution to an SPC Councillors outstanding code of conduct sanctions, and agreeing any actions
- 16.2** To discuss and agree that section 1 and 2 of the *SPC Annual Governance and Accountability Return 2024/25* with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair.
- 16.3** To discuss and agree that the 'Notice of Public Rights' for the *SPC AGAR Return 2024/25* be published as per supporting papers.
- 16.4** To receive a recommendation from the Neighbourhood Plan Steering Committee and agree any actions
- 17.0 CORRESPONDENCE AND INFORMATION ITEMS {2 minutes} (Supporting papers)**
- 17.1** None at time of printing
- 18.0 DATE OF NEXT FULL COUNCIL MEETING: 16th JUNE 2025 at 7.30pm**

John Fullbrook
Clerk to the Council