

**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO
THE STEYNING FULL ANNUAL PARISH COUNCIL MEETING
TO BE HELD ON MONDAY 18th MAY 2015
AT 7.30 PM IN THE STEYNING CENTRE**

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 a right to film/record the meetings of Steyning Parish Council. Members of the public are also advised that by attending a meeting of Steyning Parish Council, they give their consent to being filmed/recorded by other members of the public, if such activity is taking place. Any equipment plugged into the main electrical power supply of the Steyning Centre must be PAT tested.

**DUE TO THE EXTREME LENGTH OF THIS AGENDA,
THERE WILL BE NO PUBLIC QUESTION TIME FOR THIS MEETING**

A G E N D A

**Prior to the commencement of the meeting, the Clerk will receive
Declarations of Acceptance of Office from all Councillors**

- 1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 15/16** (by paper ballot)
 - 1.1** No nominations received at time of printing.
- 2. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 15/16** (by paper ballot)
 - 2.1** No nominations received at time of printing.
- 3. APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 4. DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors' declarations of interest on items on the agenda and agree dispensations.
- 5. MINUTES OF THE PREVIOUS MEETING** – to agree and sign the minutes of the meeting of 13th April 2015.
- 6. MATTERS ARISING FROM THE MINUTES** – to confirm matters arising and report actions brought forward from previous meetings.
- 7. REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**
 - 7.1 Finance & Community (9)**
 - 7.2 Highways & Lighting (7)**
 - 7.3 Planning (7)** (plus an additional non-voting, Associate Councillor with archaeological expertise)
 - 7.4 Playing Fields (7)**
 - 7.5 Steyning Centre (7)** (plus an additional non-voting, Associate Councillor with expertise in building maintenance)

- 8. CONFIRM COMMITTEE TERMS OF REFERENCE**
 - 8.1 Finance & Community**
 - 8.2 Highways & Lighting**
 - 8.3 Planning**
 - 8.4 Playing Fields**
 - 8.5 Steyning Centre Committee**

- 9. ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME – to review and adopt these documents.**
 - 9.1** Adoption of Standing Orders (following the NALC model)
 - 9.2** Adoption of Financial Regulations (following the NALC model)
 - 9.3** Adoption of the Code of Conduct
 - 9.4** Adoption of the Dispensation Scheme

- 10. REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES**
 - 10.1** Steyning Area Youth Service (SAYS) Trustees
 - 10.2** SAYS Management Committee
 - 10.3** HALC / SALC / NALC (two reps)
 - 10.4** Local Action Team (LAT)
 - 10.5** Joint Parishes Burial Board (JPBB)
 - 10.6** South Downs National Park Authority (SDNPA) (closing date for nominations 15.6.15)
 - 10.7** Isolation & Loneliness representative
 - 10.8** Representatives on Neighbourhood Plan Steering Group (SWAB)
 - 10.9** Tree Warden for Steyning Parish Council

- 11. GENERAL POWER OF COMPETENCE – to confirm eligibility and agree to adopt the General Power of Competence.**

- 12. TO CONFIRM PARISH COUNCIL BANK ACCOUNT SIGNATORIES**

- 13. ASSET AND LAND REGISTERS – to review the registers of land and assets.**
 - 13.1** Steyning Parish Council Asset Register
 - 13.2** Steyning Parish Council Land Register

- 14. TO REVIEW PARISH COUNCIL INSURANCE COVER IN RESPECT OF ALL RISKS INSURED – to review the level of insurance.**

- 15. TO REVIEW PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**
 - 15.1** Sussex Association of Local Councils (SALC)
 - 15.2** Horsham Association of Local Councils (HALC)
 - 15.3** Society of Local Council Clerks (SLCC)

- 16. REVIEW OF THE COMPLAINTS PROCEDURE**

- 17. REVIEW OF THE PUBLICATION OF INFORMATION SCHEME**

- 18. REVIEW OF THE TIMING OF PUBLIC QUESTION TIME DURING MEETINGS**
- 19. REVIEW OF COUNCILLORS ALLOWANCES**
- 20. POLICE AND NEIGHBOURHOOD WARDEN REPORTS**
To receive updates on current issues.
- 21. NEIGHBOURHOOD PLAN** - To receive an update on progress.
- 22. COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS** – to receive and adopt Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.
 - 22.1 Finance & Community Committee** –
 - 22.1** a) Councillors to agree Income & Expenditure report for 2014/15 and
 - b) Agree and sign balance sheet for 31.03.15 (approved by SPC Auditor) (pdf version and explanation of variance provided to Councillors).
 - c) Adopt the minutes of the meeting of 5th May 2015.
 - 22.2 Highways & Lighting Committee** – adopt minutes of the meeting of 29th April 2015.
 - 22.3 Playing Fields Committee** – adopt minutes of the meeting of 21st April 2015.
 - 22.4 Steyning Centre Committee** – adopt minutes of the meeting of 28th April 2015.
 - 22.5 Planning Committee** – adopt minutes of the meetings of 21st April and 5th May 2015.
- 23. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
 - 23.1** Cllr Lloyd (HDC)
 - 23.2** Cllr Willett (HDC)
 - 23.3** Cllr Barling (WSCC)
- 24. ITEMS FOR PRESS RELEASE**
- 25. INFORMATION** – to report on any information items.
- 26. CORRESPONDENCE** – to note items of correspondence.
 - 26.1** Letter of welcome from NALC (circulated to all Councillors)
- 27. MEETING DATES FOR THE FORTHCOMING YEAR** – to agree meeting dates.
- 28. Date of next Full Council Meeting** - 7.30pm 8th June 2015.

Rebecca Luckin
Clerk to the Council

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