

# Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,  
West Sussex, BN44 3XZ

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**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO  
THE STEYNING FULL ANNUAL PARISH COUNCIL MEETING  
TO BE HELD ON MONDAY 9<sup>th</sup> MAY 2016  
AT 7.00 PM IN THE STEYNING CENTRE**

**Please note start time of 7.00pm**

*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**

- 1. ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 16/17** (by paper ballot)
  - 1.1 Nominated Councillors not known at time of printing.
- 2. ELECTION OF VICE-CHAIRMAN FOR THE MUNICIPAL YEAR 16/17** (by paper ballot)
  - 2.1 Nominated Councillors not known 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 11<sup>th</sup> April 2016.
- 6. MATTERS ARISING FROM THE MINUTES** – to confirm matters arising and report actions brought forward from previous meetings.
- 7. NEIGHBOURHOOD WARDEN WARDENS REPORT**
- 8. NEIGHBOURHOOD PLAN UPDATE** – to receive an update on progress from SWAB Steering Group.



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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- 9. REVIEW AND CONFIRM COMMITTEE MEMBERSHIP**  
(Full Council may vote on each Councillor's committee allocation, if agreement cannot be reached without a vote taking place)
- 9.1 Finance & Community (9)**  
**9.2 Highways & Lighting (7)**  
**9.3 Planning (7)** (plus an additional non-voting, Associate Councillor with archaeological expertise)  
**9.4 Playing Fields (7)**  
**9.5 Steyning Centre (7)** (plus an additional non-voting, Associate Councillor with expertise in building maintenance)
- 10. CONFIRM COMMITTEE TERMS OF REFERENCE**
- 10.1 Finance & Community**  
**10.2 Highways & Lighting**  
**10.3 Planning**  
**10.4 Playing Fields**  
**10.5 Steyning Centre Committee**  
**10.6 Working Practices Working Group**
- 11. ADOPTIONS OF STANDING ORDERS, FINANCIAL REGULATIONS, CODE OF CONDUCT AND DISPENSATION SCHEME** – to review and adopt these documents.
- 11.1** Adoption of Standing Orders (following the NALC model) subject to agreement of proposed amendments.  
**11.2** Adoption of Financial Regulations (following the NALC model)  
**11.3** Adoption of the Code of Conduct  
**11.4** Adoption of the Dispensation Scheme
- 12. REVIEW AND CONFIRM APPOINTMENTS ON OUTSIDE BODIES AND REPRESENTATIVES ON OUTSIDE BODIES**
- 12.1** Steyning Area Youth Service (SAYS) Trustees  
**12.2** SAYS Management Committee  
**12.3** HALC / SALC / NALC (two reps)  
**12.4** Local Action Team (LAT)  
**12.5** Joint Parishes Burial Board (JPBB)  
**12.6** Isolation & Loneliness representative  
**12.7** Representatives on Neighbourhood Plan Steering Group (SWAB)  
**12.8** Tree Warden for Steyning Parish Council  
**12.9** Community Representative (at the request of neighbouring Parish Councils) on Gatwick Airport Noise Management Board (GANMB).
- 13. TO RECEIVE THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31.03.16**
- 13.1** Councillors to consider and approve the Income & Expenditure Report for the period ending 31.03.16.  
**13.2** Councillors to consider and approve the Balance Sheet for the period ending 31.03.16.
- 14. TO RECEIVE THE AUDITORS REPORT FOR THE YEAR ENDED 31.03.16.**
- 14.1** Councillors to consider and accept the Internal Auditor's Report for the period ending 31.03.16.
- 15. APPROVAL OF THE ANNUAL RETURN AND GOVERNANCE STATEMENT**
- 15.1** Councillors to receive the findings of a review by members, regarding the effectiveness of Internal Control.  
**15.2** Councillors to consider and approve the Annual Governance Statement.  
**15.3** Councillors to consider and approve the Annual Accounting Statement.
- 16. ASSET AND LAND REGISTERS** – to review the registers of land and assets.
- 16.1** Steyning Parish Council Asset Register  
**16.2** Steyning Parish Council Land Register

17. **TO REVIEW PARISH COUNCIL INSURANCE COVER IN RESPECT OF ALL RISKS INSURED** – to review the level of insurance.
18. **TO REVIEW PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES**
  - 18.1 Sussex Association of Local Councils (SALC) (£1,677 per annum).
  - 18.2 Horsham Association of Local Councils (HALC) (£15 per annum).
  - 18.3 Society of Local Council Clerks (SLCC) (£210 per annum).
19. **REVIEW OF THE COMPLAINTS PROCEDURE**
20. **REVIEW OF THE PUBLICATION OF INFORMATION SCHEME**
21. **REVIEW OF COUNCILLORS ALLOWANCES**
22. **COMMITTEE MINUTES, REPORTS AND RECOMMENDATIONS FROM COMMITTEES AND WORKING PARTY GROUPS** – to receive and accept Committee Minutes and authorise expenditure for the previous period and to consider other matters in relation to Committees.
  - 22.1 **Finance & Community Committee** – no meeting held 3<sup>rd</sup> May 2016.
  - 22.2 **Highways & Lighting Committee** – accept the minutes of the meeting of 19.04.16.
  - 22.3 **Playing Fields Committee** – accept the minutes of the meeting of 26.04.16.
  - 22.4 **Steyning Centre Committee** – no meeting held.
  - 22.5 **Planning Committee** – accept the minutes of the meeting
  - 22.6 **Skate park facility Working Party Group** – receive and agree recommendation from meeting of 12.04.16
  - 22.7 **Working Party / Team meeting** – receive and agree recommendations from meeting of 14.04.16.
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 SALC advice regarding EU Referendum and Councillor actions (purdah period).
27. **MEETING DATES FOR THE FORTHCOMING YEAR** – to agree meeting dates.
28. **Date of next Full Council Meeting** - 7.30pm 13<sup>th</sup> June 2016.

Rebecca Luckin  
Clerk to the Council

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



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Deputy Clerk: Hazel Roxby

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