

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 4th NOVEMBER 2014 AT 7.30 PM AT 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 used in the Steyning Centre and plugged into the main electrical supply must be PAT tested.

QUESTIONS FROM THE FLOOR:

A G E N D A

- 1. APOLOGIES** – to receive and consider apologies for absence.
- 2. DECLARATIONS** – to receive Councillors' declarations of interest in items on the agenda.
- 3. MINUTES** – to agree and sign the minutes of
 - a)** Finance & Community Committee meeting 7TH October 2014.
 - b)** Steyning Centre Management Group meeting 21st October 2014
- 4. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from the last meeting.
- 5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**
 - 5.1** To receive the Neighbourhood Wardens report
 - 5.2** To receive Local Action Team (LAT) report
- 6. INFORMATION ITEMS**
- 7. STEYNING CENTRE MANAGEMENT GROUP**
 - 7.1** To receive an update on Steyning Centre issues.
 - 7.2** To receive a recommendation from the Steyning Centre Management regarding restructuring to form a Committee.
- 8. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
 - 8.1** To consider the purchase of a steam cleaner for use in the Steyning Centre Kitchens and lavatories.

9. GRANT REQUESTS

- 9.1 To consider a grant to the Neighbourhood Plan Steering Committee to cover the costs of hall and meeting room hire.
- 9.2 To consider a grant request from the West Sussex Mediation Service.

10. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

11. FINANCE MATTERS AND STATEMENT OF ACCOUNTS

- 11.1 To receive and agree details of the Finance & Expenditure Report, Payments List and Petty Cash payments for October 2014
- 11.2 To receive the first draft of the Finance & Community Committee budget.
- 11.3 To agree a contract with the Internal Auditor.

12. ISOLATION AND LONELINESS / PRIDE OF PLACE

- 12.1 To consider budgeting £1,000 towards to meet the costs of the Isolation & Loneliness project.

13. RISK ASSESSMENT - To review and agree draft Risk Assessments:

- 13.1 Steyning Parish Council guide to Risk Assessments
- 13.2 Risk Assessment Outline Document
- 13.3 Risk Assessment regarding use of the Steyning Centre
- 13.4 Risk Assessment regarding use of MPF and changing rooms
- 13.5 Risk Assessment regarding use of allotments
- 13.6 Risk Assessment regarding use of public toilets and High Street bus shelter
- 13.7 Risk Assessment regarding the handling of cash
- 13.8 Steyning Parish Council Health & Safety Policy

14. COMMUNITY INFRASTRUCTURE LEVY

15. STAFFING MATTERS – Confidential item

- 15.1 To receive information on HDC re-grading of community warden posts.

- 16. **DATE OF NEXT MEETING:** Tuesday 2nd December 2014 at 7.30pm.

Rebecca Luckin
Clerk to the Council

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