

**TO: ALL COUNCILLORS - YOU ARE HEREBY SUMMONED TO A MEETING OF  
THE FULL PARISH COUNCIL TO BE HELD ON  
MONDAY 13<sup>th</sup> April 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.*

**QUESTIONS FROM MEMBERS OF THE PUBLIC:**

**A G E N D A**

- 1. APOLOGIES FOR ABSENCE** – to receive and consider apologies for absence.
- 2. DECLARATIONS OF ABSENCE AND DISPENSATIONS** – to receive Councillors' declarations of interest on items on the agenda and agree dispensations.
- 3. MINUTES OF THE PREVIOUS MEETING** – to agree and sign the minutes of the meeting of 9<sup>th</sup> February 2015.
- 4. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from previous meetings.
- 5. POLICE, NEIGHBOURHOOD WARDEN AND YOUTH WORKER REPORTS**  
To receive updates on current issues.
- 6. NEIGHBOURHOOD PLAN**  
To receive an update on progress.
- 7. 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.
  - 7.1 Finance & Community Committee** – Minutes of 3<sup>rd</sup> March and 7<sup>th</sup> April 2015.  
To consider a recommendation by F&C to adopt revised Standing Orders (following the NALC model)  
To consider a recommendation by F&C to adopt revised Financial Regulations (following the NALC model)
  - 7.2 Highways & Lighting Committee** – Minutes of 17<sup>th</sup> February and 24<sup>th</sup> March 2015.

- 7.3 Playing Fields Committee** – Minutes of 24<sup>th</sup> February 2015.  
To consider a recommendation by Committee for a Community Orchard noticeboard to be placed on the Memorial Playing Field.
- 7.4 Steyning Centre Committee** – Minutes of 17<sup>th</sup> March 2015.
- 7.5 Planning Committee** – Minutes of 17<sup>th</sup> February, 3<sup>rd</sup> and 17<sup>th</sup> March and 7<sup>th</sup> April.
- 8. INTERIM BANKING ARRANGEMENTS**
- 8.1** To discuss and agree signatories of the Parish Council bank account, to ensure continuity of business.
- 9. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 10. ITEMS FOR PRESS RELEASE**
- 11. INFORMATION** – to report on any information items.
- 11.1** HDC Litter & Cleansing Team Leader has informed SPC that re-cycling banks in Fletcher’s Croft car park will be removed, due to the provider going into administration.
- 11.2** Visitor & Tourism Group update on Walks for All update.
- 12. CORRESPONDENCE** – to note items of correspondence.
- 13. MEETING DATES**
- 13.1** **Date of Annual Full Parish Council Meeting** – 18<sup>th</sup> May 2015.
- 14. CONFIDENTIAL ITEM**  
Due to the nature of the discussion, the Chairman will propose that the remainder of the meeting be discussed in confidence under 1 d) of previous Standing Orders, OR 3 e) of revised Standing Orders.
- 14.1** To discuss an item of correspondence received by the Parish Council and to consider an appropriate response.
- 14.2** To consider and agree Parish Council expenditure on legal fees, if necessary.
- 14.3** To receive a performance appraisal regarding a member of staff and review salary.

**Rebecca Luckin**  
Clerk to the Council

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