

TO ALL COUNCILLORS – YOU ARE HEREBY SUMONED TO THE ANNUAL MEETING OF THE PARISH COUNCIL TO BE HELD ON MONDAY 13th MAY 2013 AT 7.30 P.M AT THE STEYNING CENTRE

A G E N D A

- 1. To appoint a Chairman for the ensuing year.**
- 2. To appoint a Vice Chairman for the ensuing year.**
- 3. To sign acceptance of office for Chairman and Vice Chairman.**
- 4. APOLOGIES – to receive apologies from Councillors**
- 5. MINUTES – to agree and sign the minutes of the meeting held on 11th March 2013.**
- 6. STANDING ORDERS, FINANCIAL REGULATIONS, INTERNAL AUDIT, CODE OF CONDUCT**
 - to confirm acceptance of Internal Auditors report for submission to External Audit
 - to confirm acceptance of and agreement to amendments to Standing Orders to include terms of reference for committees
 - to confirm current Finance Regulations
 - to confirm adoption of Code of Conduct under section 27 (2) of the Localism Act 2011 and Dispensation Scheme
- 7. COMMITTEE CONFIRMATION**
 - to confirm and agree committees, management groups, membership of and number of members of committees for the ensuing year
 - to confirm representatives on outside bodies
- 8. DECLARATIONS - to receive Councillors declarations of interest in items on the agenda**
- 9. MATTERS ARISING AND ACTIONS – to confirm the matters and report actions brought forward from the last meeting.**
- 10. POLICE/NEIGHBOURHOOD WARDENS/LAT REPORTS – to receive updates on current issues**
- 11. QUESTIONS FROM THE FLOOR – to receive questions from members of the public**

- 12. SKATEBOARD FACILITY**
- to discuss and agree recommendations from working party on amendments to plans relating to bunding, and disabled parking.
- 13. COMMITTEE REPORTS – to agree and adopt Committee Reports and authorise payment of accounts and expenditure for the previous period.**
- 13.1 Playing Fields – 19th March & 23rd April 2013.**
- to update on Fencing of Play Area
- to update on report from Allotments Association
- 13.2 Planning - 5th & 19th March, 2nd, 16th & 30th April 2013**
- 13.3 Highways & Lighting – 16th April 2013**
- to report on the introduction of electric car charging points into car parks
- to report on disabled parking in High Street
- 13.4 Finance & Community – 2nd April & 7th May 2013**
- to agree recommendation from committee at the 7th May meeting to employ additional part-time administrative assistance on a temporary contract.
- to agree recommendations for grant aid for Steyning Chamber of Trade, Age UK
- to confirm acceptance of recommendations for Neighbourhood plan
- to agree recommendations regarding financing the cost of the by-election
- 14. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**
- 15 ITEMS FOR PRESS RELEASE**
- 16. CORRESPONDENCE – see below**
- 17. INFORMATION – to receive information from Councillors**
- Councillors to receive and sign Register of Members Interest update form.
- 18. CONFIDENTIAL – due to the nature of the business the Chairman will propose that this item be taken under Standing Order 1(d) and that the press and public be excluded.**
- to agree recommendations from F & C committee with regard to legal advice and costs for Village Green protocol
- to agree recommendations from F & C committee with regard to costs and legal advice for potential Judicial Review
- 19. DATE OF NEXT MEETING - Monday 10th June 2013 at 7.30 pm**

Sue Booth - Clerk to the Council

Please Note: The public have a right and are welcome to attend this and any of the Parish Council committee meetings.

The public do not have a right to speak at meetings but Steyning Parish Council allocates a short time on each Agenda for public participation ("Questions from the floor"), and the Chairman will invite questions or comment on Agenda items at this point only in the meeting.