

Steyning Parish Council



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

www.steyningpc.gov.uk
www.thesteyningcentre.co.uk

Telephone: 01903 812042

**TO ALL MEMBERS OF THE FINANCE AND COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 14th FEBRUARY 2017 AT 7.45 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 the 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 in to the main electrical power supply of the Steyning Centre must be PAT tested.

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BUT WILL BE ASKED TO LEAVE BEFORE ITEM 17 DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS (Standing Order 3e applies)

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors declarations of interest in items on the agenda and consider any dispensations
- 3.0 QUESTIONS FROM THE FLOOR**
- 4.0 MINUTES OF PREVIOUS MEETINGS** – Councillors to agree and sign the minutes of the meeting held on 10.1.17
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&C/16/124 – item 8 on this agenda
 - 5.2** F&C/16/125 – item 9 on this agenda
 - 5.3** F&C/16/126 – Street cleansing /litter contract agreed 16.1.17 and awarded
 - 5.4** F&C/16/127 – grass cutting tender closed 13.2.17
 - 5.5** F&C/16/128 – quotes received for legionnaires work. Clerk/Cllr Bowell to agree quote
 - 5.6** F&C/16/129 – letter sent to HDC is response to Economic Strategy
 - 5.7** F&C/16/131.2 – Clerk confirmed all councillors on two committees
 - 5.8** F&C/16/132,2 – CAB advised of outcome of grant application
 - 5.9** F&C/16/132.3 – Cllr Pearcey training course booked.
 - 5.10** F&C/16/132.4 – allotment/cemetery course booked



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

Email: spcclerk@btconnect.com
Email: steyningcentre@btconnect.com

- 5.11 F&C/16/132.6 – admin post added to LGPS scheme
- 5.12 F&C/16/132.7 – ongoing investigation into alternative ill health liability insurance cover
- 5.13 F&C/16/133.1 - Budgets for 2017/18 agreed at EOM Full Council on 23.1.17.
- 5.14 F&C/16/135.1 – Clerk/Deputy Clerk research undertaken re alternative committee structures; working group held 30.1.17, draft proposals to members 13.2.17; other councillors invited to join group at Full Council 16.1.17 - no replies.
- 5.15 F&C/16/137.1 – CCTV see item 17 on this agenda

- 6.0 **SAYS**
- 6.1 Update including ongoing costs for 16/17 and beyond
- 6.2 To agree contract with Horsham Matters, MOU and Terms of Reference

- 7.0 **PAYMENTS 2016/17**
- 7.1 To approve list of payments made by the council 1.1.17 – 31.1.17

- 8.0 **RUBLEES ALLOTMENTS**
- 8.1 Financial update on fence/gate/shed project

- 9.0 **INTERNAL AUDIT ENGAGEMENT LETTER**
- 9.1 Note Internal Engagement letter for 2017/18

- 10.0 **GRASS CUTTING CONTRACT 2017 - 2020**
- 10.1 Update. Tender closed 13.2.17

- 11.0 **LEGIONNAIRES REPORT**
- 11.1 Discuss reports and way forward

- 12.0 **SECTION 106 MONIES**
- 12.1 Discuss and agree way forward

- 13.0 **ANY ITEMS FROM COMMITTEE MEETINGS** items requiring financial approval or actions from this Committee
- 13.1 Playing Fields Committee – 7.2.17
- 13.2 Highways and Lighting Committee – 24.1.17 – meeting cancelled

- 14.0 **FINANCIAL MATTERS**
- 14.1 To agree Income & Expenditure Report for January 2017
- 14.2 Agree to set up new bank account for Council Reserves – delegate to Chair and Clerk to action
- 14.3 To agree £130 for legionnaires on line training for 2 staff @ £65pp
- 14.4 Request for grant towards St Barnabas
- 14.5 Request for grant from Steyning Music Society

- 15.0 **BUSINESS PLAN/EMERGENCY PLAN**
- 15.1 Agree to add these items to Working Practices work programme

- 16.0 **INFORMATION/CORRESPONDENCE ITEMS - none**

Due to the confidential nature of the following items, Chairman will propose that these be discussed in a confidential session - Standing Order 3e applies

17.0 CCTV

17.1 Update from Cllrs Goldsmith and G Sullivan including approach, timeline, costs

18.0 DATE OF NEXT MEETING – 14th March 2017

C Stephenson

Carol Stephenson
Clerk to the Parish Council