

Steyning Parish Council



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

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**TO ALL MEMBERS OF THE FINANCE AND COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 6th DECEMBER 2016 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 1.11.16
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&C/16/88.4 – consolidated budgets for SPC – see item 10
 - 5.2** F&C/16/89.1 – Cllr Bowell to update see item 6
 - 5.3** F&C/16/89.2 – there is no record of a SAYS risk assessment having been undertaken; see item 6
 - 5.4** F&C/16/90.1 – Sec 106 monies - TL/Clerk still to meet to take forward, other Chairs still to respond
 - 5.5** F&C/16/91.1 – budgets - see item 10; Cllr Picking liaising with Clerk/Deputy Clerk re web site development; Cllr Bowell/Clerk to liaise re brief and 3 quotes for web site development.
 - 5.6** F&C/16/92.1 – Rublees allotment – see item 8
 - 5.7** F&C/16/92.2 – to circulate financial information v.v. car park charging proposals and correspondence from HDC for EOM meeting - done.
 - 5.8** F&C/16/93.1 – Income and Expenditure report for October previously circulated



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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- 5.9 F&C/16/93.2 – desk ordered for admin assistant
- 5.10 F&C/16/96 – CCTV see item 16

- 6.0 **SAYS**
- 6.1 Update including MOU, ongoing costs for 16/17 and beyond

- 7.0 **PAYMENTS 2016/17**
- 7.1 To approve list of payments made by the council 1.4.16 – 30.11.16

- 8.0 **INTERIM INTERNAL AUDIT REPORT 2016/17**
- 8.1 Interim Internal Audit report for 2016/17 attached for noting and approval

- 9.0 **RUBLEES ALLOTMENTS**
- 9.1 Update on fence project

- 10.0 **STREET CLEANING/LITTER CONTRACT**
- 10.1 Discuss and agree contract and inc financial implications in light of decision at Highways and Lighting Committee 22.11.16 and Playing Field EOM Committee 30.11.16 and implications for Grass Cutting Contract.
- 10.2 Agree to extend existing contract with existing contractor on existing terms and conditions until 31.3.17

- 11.0 **BUDGETS 2017/18**
- 11.1 Update

- 12.0 **REVISED STEYNING PARISH COUNCIL STANDING ORDERS**
- 12.1 To agree revised Standing Orders

- 13.0 **FREEDOM OF INFORMATION POLICY**
- 13.1 To agree Freedom of Information Policy

- 14.0 **ANY ITEMS FROM COMMITTEE MEETINGS** items requiring financial approval or actions from this Committee
- 14.1 Playing Fields Committee – EOM 30.11.16
- 14.2 Highways and Lighting Committee – 22.11.16 rural car park charging update; High St toilets progress update
- 14.3 Steyning Centre Committee – 15.11.16 and request for funds for internal doors. See also item 15.7

- 15.0 **FINANCIAL MATTERS**
- 15.1 To consider and agree Income & Expenditure Report for October – previously circulated and to agree Income and Expenditure report for November 2016
- 15.2 Consider and agree grant application from Steyning Community Orchard Group
- 15.3 Consider and agree grant application from Steyning in Bloom
- 15.4 Consider and agree grant application from Steyning Business Chamber - Christmas lights
- 15.5 Consider and agree grant application from Citizens Advice Bureau
- 15.6 Consider and agree making permanent admin assistant post and increasing hours to 20 hpw.

15.7 To discuss possibility of setting up reserves/contingency budget going forwards e.g Steyning Centre maintenance.

16.0 INFORMATION/CORRESPONDENCE ITEMS

16.1 Mobile phone signal in Steyning - email

16.2 Newsletter – discuss future contributions

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 CONTRACTUAL PAYMENTS

17.1 Discuss and agree way forward

18.0 CCTV

18.1 Cllrs Lloyd, Goldsmith and G. Sullivan to provide update on quote received and discuss and agree way forward and any financial implications inc CCTV camera High Street, Steyning

19.0 DATE OF NEXT MEETING – 10th January 2017

C Stephenson

Carol Stephenson
Clerk to the Parish Council