

# Steyning Parish Council



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

[www.steyningpc.gov.uk](http://www.steyningpc.gov.uk)  
[www.thesteyningcentre.co.uk](http://www.thesteyningcentre.co.uk)

Telephone: 01903 812042

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE  
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON  
TUESDAY 1<sup>st</sup> December 2015 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 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 OF INTEREST AND DISPENSATIONS** – to receive Councillors' Declarations of Interest in items on the agenda and agree Dispensations.
3. **MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting of 3<sup>rd</sup> November 2015.
4. **MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.
  - 4.1 (F&C/15/61.3) Highway signage – update from Cllrs Lloyd and Willett.
  - 4.2 (F&C/15/61.6) Swimming pool costs – update from HDC Councillors.
5. **NEIGHBOURHOOD WARDEN REPORT** - to receive the Neighbourhood Wardens' report.
6. **ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
7. **FINANCE MATTERS**
  - 7.1 To consider and agree Income & Expenditure Report, Payments list and Petty Cash Expenditure for November 2015.
  - 7.2 To receive report regarding Internal Control and Clerk's action plan and clarification of the role and responsibilities of committee member undertaking Internal Control.
  - 7.3 To receive Internal Auditor's Interim Report for November 2015.
  - 7.4 To receive Working Party recommendations and to consider and agree continuing commitment to Youth Provision for the forthcoming three years.
  - 7.5 To consider and agree a request from SAYS that funds should be returned to SAYS.
  - 7.6 Steyning Showcase update and to consider and agree options and costs.
  - 7.7 Budget preparations – Councillors to consider second draft of budget.



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

Email: [spcclerk@btconnect.com](mailto:spcclerk@btconnect.com)  
Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)

**8. REVIEW OF STEYNING PARISH COUNCIL RISK ASSESSMENTS**

- 8.1 To review and agree RA for Caretakers Duties
- 8.2 To review and agree RA for Online Banking
- 8.3 To review and agree RA for Orchard Group Volunteers
- 8.4 To review and agree RA Financial Duties
- 8.5 To review and agree General SPC Risk Assessment

**9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

- 9.1 Joint Parishes Burial Board
- 9.2 HALC
- 8.3 SAYS

**10. Steyning Parish Council lottery proposal**

- 10.1 Councillors to consider a proposal regarding a Steyning Parish Council Lottery.

**11. INFORMATION ITEMS AND CORRESPONDENCE**

**12. COMMUNITY INFRASTRUCTURE LEVY**

- 13. **DATE OF NEXT MEETING:** 5<sup>th</sup> January 2016

**Rebecca Luckin**  
**Clerk to the Council**

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



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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Email: [steyningcentre@btconnect.com](mailto:steyningcentre@btconnect.com)