

# 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 2<sup>nd</sup> February 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 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**
  - 2.1 To note Declarations of Interest
  - 2.2 To note Dispensations.
3. **MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting of 5<sup>th</sup> January 2016.
4. **MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.
  - 4.1 (F&C/15/102.1) To receive advice regarding a lottery project 'seed' fund.
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 January 2015.
  - 7.2 To consider and agree whether tendering process should be undertaken with regard to ongoing youth provision.
  - 7.3 To consider and agree a request by HDC that an Agreement for Provision of Neighbourhood Warden Scheme be signed by Steyning Parish Council.
  - 7.4 To receive and consider request from West Sussex Mediation Service for grant support.
  - 7.5 To receive and consider request from Steyning in Bloom for grant support.
  - 7.6 To receive and consider request from 4Sight for grant support.
  - 7.7 To receive and consider a request from Steyning Allotment Association regarding grant of room use.



Parish Clerk: Rebecca Luckin  
Deputy Clerk: Hazel Roxby

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

**8.1** Joint Parishes Burial Board

**8.2** HALC

**8.3** SAYS

**9. STEYNING PARISH COUNCIL LOTTERY PROPOSAL**

**9.1** Councillors to receive update on progress.

**10. INFORMATION ITEMS AND CORRESPONDENCE**

**10.1** Councillors to note letter from Dr Chris Lyons, HDC, regarding financial support of Neighbourhood Plans.

**11. COMMUNITY INFRASTRUCTURE LEVY / S106 MONITORING OFFICER, HDC**

**11.1** Councillors to note creation of post and appointment of S106 Monitoring Officer, HDC.

**12. DATE OF NEXT MEETING:** 1<sup>st</sup> March 2016.

**13. CONFIDENTIAL ITEM**

Due to the nature of the item, regarding an employee of Steyning Parish Council, the Chairman will be propose that under section 3 e) of Steyning Parish Council Standing Orders, the remainder of the meeting be discussed in confidential session.

**13.1** Following budget provision in the year 16/17, Councillors to consider and agree to make recommendation that eligible staff (with reference to guidance provided by the Pensions Regulator) be given the opportunity to join the Local Government Pension Scheme as administered by WSCC. Membership is not extended to any other individuals.

**13.2** Councillors to note a report provided by a review panel (SALC) following a complaint made against a member of staff and a complaint made by a member of staff.

**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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