

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 & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 5th January 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 consider and agree requests for Dispensations from Cllrs Muggridge, Syred and Bowell regarding SAYS. (Request supported by Head of Legal & Democratic Services, HDC, for duration of terms of office).
3. **MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting of 1st December 2015.
4. **MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.
 - 4.1 (F&C/15/87.2) Internal Control request. Confirmation of advice from Internal Auditor.
 - 4.2 (F&C/15/87.3) HSBC Card reader update.
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 December 2015.
 - 7.2 To agree the final budget for 16/17 and to make recommendation to Full Council.
 - 7.3 To consider and agree SWAB request with regard to financial matters (dependent upon HDC not withdrawing grant funding).
 - 7.4 To consider and agree whether to go forward with three year commitment to youth provision. (Agenda item dependent upon SAYS receiving a response to request for legal advice, prior to meeting).



Parish Clerk: Rebecca Luckin
Deputy Clerk: Hazel Roxby

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

- 7.5** To consider and agree whether tendering process should be undertaken with regard to ongoing youth provision. (Agenda item dependent upon SAYS receiving a response to request for legal advice, prior to meeting).
- 7.6** To consider and agree request from SAYS Treasurer that incorrectly rebated funds should be returned (Agenda item dependent upon SAYS receiving a response to request for legal advice, prior to meeting).
- 7.7** To receive and consider request from West Sussex Mediation Service for grant support.
- 7.8** To receive and consider request from Steyning in Bloom for grant support.
- 7.9** To receive and consider request from 4Sight for grant support.
- 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**
- 10. INFORMATION ITEMS AND CORRESPONDENCE**
- 10.1** Chairman's letter to Lloyds Bank regarding proposed closure.
- 10.2** Chairman's letter to HSBC Bank regarding continued service.
- 11. COMMUNITY INFRASTRUCTURE LEVY**
- 12. DATE OF NEXT MEETING: 2nd February 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** To note a complaint made against a member of staff and agree further action.
- 13.2** To note a complaint made by a member of staff and agree further action.

Rebecca Luckin
Clerk to the Council

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



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