

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE  
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON  
TUESDAY 7<sup>th</sup> July 2015 AT 7.45 PM AT 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 2<sup>nd</sup> June 2015.
- 4. MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from the last meeting.
- 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 AND ANNUAL RETURN**
  - 7.1** To receive and agree details of the Income & Expenditure Report, Petty Cash Expenditure and Payments List for June 2015.
  - 7.2** Following VAT Return for period April – June 2015, to consider and agree authorisation of online payment of amount due to HMRC.
  - 7.3** To receive SAYS agreed accounts for 14/15.
  - 7.4** To review and agree the appointment of an Internal Auditor for 15/16.
  - 7.5** To review and agree the scope of Internal Audit for 15/16.
- 8. WORKING PRACTICES GROUP RECOMMENDATIONS**
  - 8.1** To consider and adopt SPC Training Statement
  - 8.2** To consider and adopt SPC Grant Awarding Policy

**8.3** To consider and agree the DRAFT SPC Business Plan, prior to the document being circulated for consultation.

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

**10. ISOLATION & LONELINESS**

**11. INFORMATION ITEMS AND CORRESPONDENCE**

**12. COMMUNITY INFRASTRUCTURE LEVY**

**13. DATE OF NEXT MEETING: 4<sup>th</sup> August 2015**

**Rebecca Luckin  
Clerk to the Council**

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