

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 2nd June 2015 AT 7.30 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. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**
- 3. ADOPTION OF TERMS OF REFERENCE**
- 4. APOLOGIES** – to receive and consider apologies for absence.
- 5. DECLARATIONS OF INTEREST AND DISPENSATIONS** – to receive Councillors' Declarations of Interest in items on the agenda and agree Dispensations.
- 6. MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting of 5th May 2015.
- 7. MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from the last meeting.
 - 7.1** (F&C 7th April 2015 11.3) To consider placing recordings of Parish Council meetings onto the SPC website.
- 8. NEIGHBOURHOOD WARDEN REPORT** - to receive the Neighbourhood Wardens' report.
- 9. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
- 10. FINANCE MATTERS AND ANNUAL RETURN**
 - 10.1** To receive and agree details of the Income & Expenditure Report, Petty Cash Expenditure and Payments List for May 2015.
 - 10.2** To receive the Internal Auditor's report.
 - 10.3** To agree Annual Return Statement and sign.

- 10.4** To agree Annual Governance Statement and sign.
- 10.5** Following adoption of NALC Financial Regulations, to consider and agree Parish Council use of online banking.
- 10.6** To consider and agree to 'vire' funds from one budget cost centre to another.
- 10.7** To consider a grant request from the Visitor & Tourism Group regarding the Steyning and District Food & Drink Festival September 2015.
- 10.8** To consider a grant request from 4Sight who support 27 vision impaired residents in Steyning.
- 10.9** To consider a grant request from Steyning Area Minibus Association.
- 10.10** To consider a grant request from St Barnabus House Charity.
- 10.11** To review Parish Council insurance cover and consider quotes.

11. WORKING PRACTICES GROUP RECOMMENDATIONS

- 10.1** To consider the ICO Publication Scheme – following ICO model
- 10.2** To consider a Staff Discipline Policy – following SLCC model.
- 10.3** To consider a Staff Grievance Policy – following SLCC model.
- 10.4** To consider a Dignity at Work Policy.
- 10.5** To consider a Communications Protocol.

12. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

13. ISOLATION & LONELINESS

14. INFORMATION ITEMS AND CORRESPONDENCE

15. COMMUNITY INFRASTRUCTURE LEVY

16. DATE OF NEXT MEETING: 7th July 2015

Rebecca Luckin
Clerk to the Council

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