

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 7th June 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. ELECTION OF CHAIRMAN**
- 2. ELECTION OF VICE CHAIRMAN**
- 3. APOLOGIES** – to receive and consider apologies for absence.
- 4. DECLARATIONS OF INTEREST AND DISPENSATIONS** - To note Declarations of Interest and any dispensations.
- 5. MINUTES OF THE PREVIOUS MEETING** – to agree the minutes of the meeting of 5th April 2016. The meeting scheduled for 3rd May 2016 was cancelled.
- 6. MATTERS ARISING AND ACTIONS** – to confirm matters arising and report actions from previous meetings.
 - 6.1 SAYS report** - alternative sites for the mobile skate park - update
 - 6.2 Software update** – Clerk to request software update be uploaded - update
- 7. NEIGHBOURHOOD WARDEN REPORT** - to receive the Neighbourhood Wardens' report.
- 8. ANY ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee - none
- 9. FINANCE MATTERS**
 - 9.1** To consider and agree Income & Expenditure Report for April 2016.
 - 9.2** To discuss and agree use of Steyning Centre rooms by Quarry Group - FOC
 - 9.3** Discuss and agree funding for training course on finance software
 - 9.4** To review procedures for payment of invoices in respect of works undertaken and goods received



Parish Clerk: Carol Stephenson
Deputy Clerk: Hazel Roxby

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

- 10. MOUSE LANE**
 - 10.1 Phase 1** - update
 - 10.2 Phase 2** - application to the Active Community Fund (Operation Watershed)

- 11. APPLICATION FOR GRANT FUNDING**
 - 11.1** Application received from Horsham District Age Concern for further funding from Steyning Parish Council – see attached application
 - 11.2** Request for donation received from Steyning Town Football Club – see attached email dated 11th April 2016

- 12. FUTURE OF SAYS**
 - 12.1** To discuss and agree names of two Members to accompany existing Trustee to represent Steyning Parish Council at meeting of four Parish councils re future funding

- 13. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
 - 13.1** Joint Parishes Burial Board (JPBB)
 - 13.2** Horsham Association of Local Councils (HALC)
 - 13.3** Steyning Area Youth Service (SAYS)

- 14. STEYNING PARISH COUNCIL LOTTERY PROPOSAL**
 - 14.1** Councillors to receive update on progress.

- 15. INFORMATION ITEMS AND CORRESPONDENCE**
 - 15.1 Steyning Post Office** – to note the letter dated 12th May 2016 advising that Steyning Post Office is to be modernised, one of many across the Post Office network, underpinned by Government investment. The Post Office will close on Sat 18th June 2016 at 12.30 midday and open again on Monday 27th June 2016 at 1pm. Posters are already being displayed in the branch to advise customers of this work.

- 16. COMMUNITY INFRASTRUCTURE LEVY**

- 17. DATE OF NEXT MEETING: 7.45pm on 5th July 2016**

Under Standing Order 1(d) the Chairman will propose that the remainder of the meeting be discussed in confidence, since employment matters will be considered

- 18. CONFIDENTIAL ITEM - STAFFING MATTERS –**
 - 18.1** Staff remuneration

**Carol Stephenson
Clerk to the Council**

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



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