

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 5th May 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. 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 7th April 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. INFORMATION ITEMS**
- 7. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
- 8. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**
- 9. FINANCE MATTERS AND STATEMENT OF ACCOUNTS**
 - 9.1** To receive and agree details of the Income & Expenditure Report, Petty Cash Expenditure and Payments List for April 2015.
 - 9.2** To confirm that bank reconciliations for 2014/15 have been signed by the Chairman.
 - 9.3** To receive an Income & Expenditure Report for the period 01.04.14 – 31.03.15 and a Balance sheet for 31.03.15.
 - 9.4** To receive an explanation of statements and list of evidence that is required by the External Auditor for the Annual Return.

9.5 To appoint an Internal Auditor for 2015/16.

10. 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.

11. ISOLATION & LONELINESS

12. COMMUNITY INFRASTRUCTURE LEVY

13. DATE OF NEXT MEETING: Tuesday 5th May 2015.

14. CONFIDENTIAL ITEM:

Under Standing Orders 3 e) the Chairman will propose that the remainder of the meeting be discussed in confidence, since an item of correspondence, relating to a legal issue, will be considered.

Rebecca Luckin
Clerk to the Council

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