

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 AND GENERAL PURPOSES MEETING
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE
TO BE HELD ON TUESDAY 12TH SEPTEMBER 2017 AT 7.30 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 the 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 plugged in to the main electrical power supply of the Steyning Centre must be PAT tested.

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THE MEETING BUT WILL BE ASKED TO LEAVE BEFORE ITEM 15 DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS (Standing Order 3e applies)

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST** – disclosure by councillors of personal interests in matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR - PUBLIC PARTICIPATION.** Up to 15 minutes (2 minutes per person), will be allowed for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with standing orders.
- 4.0 MINUTES.** To accept the minutes of the meetings held on 11th July 2017 as a correct record.
- 5.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&GP/17/23.2 Car Park Charges, meeting and resultant correspondence with HDC. Update.
 - 5.2** F&GP/17/23.3 Legionella Water Testing. Update from Clerk.
 - 5.3** F&GP/17/23.4 Deed of Variation of Lease on High Street Toilets - update
 - 5.4** F&GP/17/23.5 Telephony. Investigation of alternative provider update from Clerk (See supporting paper).
 - 5.5** F&GP/17/23.6 Steyning in Bloom – See item 11.0 below
 - 5.6** F&GP/17/25.1 Bowling club lease – ongoing
 - 5.7** F&GP/17/28.1 Finance reports - report by Clerk
 - 5.8** F&GP/17/28.2 Funds to carry forward – see item 10.2 below
 - 5.9** F&GP/17/28.4 Bank Mandate completed and sent off
 - 5.10** F&GP/17/28.5 Transfer of £80K to Barclays account completed



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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

- 5.11 F&GP/17/29.1 Insurance renewal Annual premium paid and cover now provided
- 5.12 F&GP/17/30.1 Councillor Allowances – No requests at this stage
- 5.13 F&GP/17/33.2 Street cleaning contract - A walk round of areas covered in contract to take place with Clerk and Contractor.

6.0 PAYMENTS 2017/18

- 6.1 To approve list of payments made by the council 1.7.17 – 31.7.17 and 1.8.17 – 31.8.17

7.0 STATEMENTS FROM THE COUNCIL – presented by Clerk

- 7.1 Councillor's conduct
- 7.2 SWAB Neighbourhood plan latest`

8.0 JOINT PARISHES CEMETRY COMMITTEE UPDATE

- 8.1 Update from Cllr Willett

9.0 ANY ITEMS FROM COMMITTEE MEETINGS

Items requiring financial approval or actions from this Committee

- 9.1 Premises Committee
- 9.2 Amenities Committee

10.0 FINANCIAL MATTERS

- 10.1 To agree Income & Expenditure Report for both July and August 2017
- 10.2 To agree funds 'SAVED' from up to date project list (see supporting paper) be put forward for additional projects – which can be discussed at next Premises and Amenities committees.
- 10.3 CiLCA course for Clerk (See supporting paper)
- 10.4 Training session for Chairs and Clerks in October – subject – conduct of meetings. Approx. £250 for Approx. 2 hours with SALC representatives
- 10.5 Pension request – Clerk to go onto scheme
- 10.6 Royal British Legion request for reimbursement of hall costs for AGM and Poppy appeal festival lunch (See supporting papers)

11.0 STEYNING IN BLOOM

- 11.1 Reports from Cllrs Pearcey

12.0 ALLOTMENTS

- 12.1 An update on figures relating to annual subscription payments and lease agreement signatories from Clerk

13.0 STAFF MATTERS

- 13.1 Clerk's 3 month review due soon

14.0 INFORMATION/CORRESPONDENCE ITEMS

Due to the confidential nature of the following item, Chairman will propose that these be discussed in a confidential session - Standing Order 3e applies

15.0 CCTV

- 15.1 Update from Cllr Muncey

16.0 DATE OF NEXT MEETING – 10th October 2017.

**John Fullbrook
Clerk to the Parish Council**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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