

Steyning Parish Council



The Steyning Centre, Fletcher's Croft, Steyning,
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**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 13TH JUNE 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 16 DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS (Standing Order 3e applies)

AGENDA

- 1.0 ELECTION OF CHAIRMAN FOR 2017/18**
- 2.0 ELECTION OF VICE- CHAIRMAN FOR 2017/18**
- 3.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 4.0 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.
- 5.0 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.
- 6.0 MINUTES.** To accept the minutes of the meetings held on 11 April 2017 and 16th May 2017 as a correct record.
- 7.0 MATTERS ARISING AND ACTIONS**
 - 5.1** F&C/162.2 Bank Account for Council Reserves. update.
 - 5.2** F&C/162.6 Car Park Charges, meeting with HDC. Update.



Locum Parish Clerk: Linda Baker
Deputy Clerk: Hazel Roxby

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- 5.3 F&C/164.1. Legionnaires Testing. Quotation for 12 monthly checks by TSS has been accepted.
- 5.4 F&C/165.1 Deed of Variation of Lease on High Street Toilets with HDC. HDC has been informed that the deed of variation is accepted.
- 5.5 F&C/167.1 Telephony. Investigation of alternative provider ongoing.
- 5.6 F&C/168.2 Funds to carry forward from 2016/17. See item 10.2 below
- 5.7 F&C/169.1. Steyning in Bloom. To note that the Internal Auditor has confirmed that it is not possible for the Parish Council to take over the payment of the account for floral displays on behalf of SIB to reclaim VAT, as requested.

6.0 PAYMENTS 2017/18

- 6.1 To approve list of payments made by the council 1.4.17 – 31.4.17 and 1.5.17 to 31.5.17

7.0 STEYNING AREA YOUTH SERVICES (SAYS)

Oral report Cllr Bowell.

8.0 JOINT PARISHES YOUTH COMMITTEE (JPYC)

Oral report Cllr Syred.

9.0 ANY ITEMS FROM COMMITTEE MEETINGS items requiring financial approval or actions from this Committee

- 9.1 Highways and Lighting Committee – 25.4.17
- 9.2 Amenities Committee – 23.5.17

10.0 FINANCIAL MATTERS

- 10.1 Internal Audit Report 2016/17. To note the Internal Audit Report, and that there are no matters the Internal Auditor wishes to bring to the attention of the council
- 10.2 Annual Governance Statement 2016/17. To consider the Annual Governance Statement to be submitted to full council for approval.
- 10.3 Annual Accounting Statements 2016/17. To consider the Annual Accounting statements to be submitted to full council for approval.
- 10.4 To agree Income & Expenditure Report for April and May 2017
- 10.5 To agree funds to carry forward to 2017/18
- 10.6 Grant request from Steyning Business Chamber for May Fair use of Steyning Centre
- 10.7 Letter from Steyning Music Society dated 19.4.17
- 10.8 Grant request from the Steyning & District Food & Drink Festival for funding for the September 2017 event.
- 10.9 Grant request from St Barnabas Hospice

11.0 INSURANCE RENEWAL

- 11.1 To discuss and receive quotes for renewal of annual insurance.

12.0 COUNCILLORS' ALLOWANCES.

- 12.1 To review the arrangements for the reimbursement of councillor's expenses (FULL17/36.1 refers)

13.0 SALC Training.

13.1 To consider proposals for SALC to provide some guidance and training on the conduct of meetings, compliance with Standing Orders etc to be put to full council for approval (minute FULL/17/28.5 refers)

14.0 INFORMATION/CORRESPONDENCE ITEMS

15.1 To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with standing Orders s.3(e), to exclude the press and public on the grounds that the confidential matters to be discussed under items 13-15 below would be prejudicial in the public interest.

16.0 CCTV

16.1 Update from Cllr Muncey.

16.2 To consider the contract for 2017/18, and invoice received

17.0 DATE OF NEXT MEETING – 18th July 2017.

Linda Baker
Locum Clerk to the Parish Council