

**TO: ALL MEMBERS OF THE FINANCE & COMMUNITY COMMITTEE
YOU ARE HEREBY SUMMONED TO A MEETING OF THE COMMITTEE TO BE HELD ON
TUESDAY 2nd DECEMBER 2014 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** – to receive Councillors' declarations of interest in items on the agenda.
- 3. MINUTES** – to agree and sign the minutes of 4th November 2014.
- 4. MATTERS ARISING AND ACTIONS** – to confirm the matters arising and report actions from the last meeting.
- 5. NEIGHBOURHOOD WARDEN SCHEME REPORT/LAT REPORT**
 - 5.1** To receive the Neighbourhood Wardens report
 - 5.2** To receive Local Action Team (LAT) report
- 6. INFORMATION ITEMS**
- 7. ITEMS FROM COMMITTEE MEETINGS** – items requiring financial approval or actions from this Committee
- 8. GRANT REQUESTS**
 - 8.1** To consider a grant request from the Neighbourhood Plan Steering Committee to cover the costs of hall and meeting room hire.
 - 8.2** To consider a grant request from the Visitor & Tourism Group to cover the costs of meeting room hire.
 - 8.3** To consider a grant request from the Steyning Music Society toward the cost of the Steinway grand piano service in 2015.
 - 8.4** To consider a grant request from Steyning in Bloom.

9. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

10. FINANCE MATTERS AND STATEMENT OF ACCOUNTS

- 10.1** To receive and agree details of the Finance & Expenditure Report, Payments List and Petty Cash payments for November 2014
- 10.2** To receive a revised draft of the Finance & Community Committee budget.
- 10.3** To receive an interim report from the Internal Auditor.
- 10.4** To agree a contract with the Parish Council website provider.
- 10.5** To agree a contract with Kestrel Alarms for Steyning Centre CCTV maintenance.

11. ISOLATION & LONELINESS / PRIDE OF PLACE

12. RISK ASSESSMENTS - To review and agree draft Risk Assessments:

- 12.1** Steyning Parish Council Guide to Risk Assessments
- 12.2** Risk Assessment Outline Document
- 12.3** Risk Assessment regarding use of the Steyning Centre
- 12.4** Risk Assessment regarding use of MPF and changing rooms
- 12.5** Risk Assessment regarding use of allotments
- 12.6** Risk Assessment regarding use of public toilets and High Street bus shelter
- 12.7** Risk Assessment regarding Finance and Internal Control
- 12.8** Steyning Parish Council Health & Safety Policy

13. COMMUNITY INFRASTRUCTURE LEVY

14. STAFFING MATTERS – Confidential item under Standing Orders 1d)

- 14.1** To receive information on NJC pay review for Local Government staff.

15. DATE OF NEXT MEETING: Tuesday 6th January at 7.30pm.

Rebecca Luckin
Clerk to the Council

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