



Councillors are hereby summoned to a meeting of Steep Parish Council for the transaction of business set out below.

S Humphrey

Sandra Humphrey, Clerk to the Council, 2nd May 2024

Email: clerk@steep-pc.co.uk

AGENDA

1. **Apologies for absence**
2. **To elect a Chair then sign and witness Declaration of Acceptance of office.**
3. **To elect a Vice-Chair**
4. **To receive and record Declarations of Interest:**

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter.
5. **Approval of Minutes:** to approve the minutes of the meeting held on 15th May 2023.
6. **Public Comment**
7. **To appoint a Chair of the Finance Working Group**
8. **To appoint a Chair of the Planning Committee**
9. **Review of Standing Orders and Financial Regulations**

Standing Orders have been reviewed and circulated to all Councillors. Councillors to approve any further amendments.

The new model Financial Regulations have been reviewed by the Clerk and circulated to all Councillors. Councillors to approve the adoption of the new model Financial Regulations.
10. **Review The Asset Register**

These have been reviewed and circulated to all Councillors to approve any further amendments.
11. **Review The Risk Register**

These have been reviewed and circulated to all Councillors to approve any further amendments.
12. **Review The Statement of Internal Controls**

These have been reviewed and circulated to all Councillors to approve any further amendments.
13. **To review the appointments to the following Committees and groups:**
 - (a) Finance Working Group
 - (b) Planning Committee
 - (c) Roads and traffic working group.
 - (d) Policies working group.
 - (e) Events working group.
14. **To consider existing signatories and adding any new signatories on the Council bank accounts**
15. **To review the Responsible Councillor(s) for:**
 - (a) Steep Common
 - (b) War Memorial
 - (c) Steep Village Hall
 - (d) Footpaths and Rights of Way
 - (e) HR & Staffing
 - (f) Communications (e.g., Newsletter, Website and social media)
 - (g) Ashford Hangers
 - (h) Lutcombe Pond
 - (i) Lengthsman
 - (j) I.T.
 - (k) Phase 2 Traffic Management project
 - (l) Swings at Hays Cottages project

16. **Finance:**
 - (a) To enter in the minutes the approved the bank reconciliation for April
 - (b) To enter in the minutes the approved cheques and direct debits list for May payment
 - (c) To approve cheques and direct debits for late May payment
 - (d) To note Actual to Budget figures to end of financial year 23-24
17. **To review and confirm the Calendar of Meetings for the rest of 2024**
18. **To agree a date for the next Village Hall Trustee meeting**
19. **Date and time of next meeting:** to be confirmed.