



The Steyning Centre, Fletchers Croft, Steyning
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TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs S. Alexander (Chair), R. Bell (Vice), Norcross, Trundle, Ballance, Foxwell, Sharp, I. Alexander and Campbell.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 9th JANUARY 2024 AT 7.30 PM IN THE STEYNING CENTRE

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

Please note that the Council is, and members of the public and individual councillors could be, making audio or video recordings of this meeting. The Council's recordings will be uploaded to a cloud-based website of record and will be available indefinitely to the general public.

AGENDA

- 1.0 APOLOGIES FOR ABSENCE** – to receive and accept apologies for absence
- 2.0 DECLARATIONS OF INTEREST** – disclosure by Councillors of personal interests regarding matters on the agenda, and whether the councillor believes their interest is prejudicial under the terms of the SPC Code of Conduct.
- 3.0 QUESTIONS FROM THE FLOOR** – *Up to 15 minutes (2 minutes per person) will be available for the public to make representations or ask questions or (preferably) to answer questions which have been submitted in writing to the Clerk by noon on Monday 8th January 2024.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 12th December 2023 as a true and fair record
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/23/55.3 Bring back projects for 24/25 for further discussion – **Actioned/ See item 6.1**
 - 5.2** F&GP/23/55.3 Operational survey (Heating Plant controls) to be arranged for the Steyning Centre – **Actioned**
 - 5.3** F&GP/23/55.4 Clerk to bring back full consolidated draft SPC budget for next meeting – **Actioned/ See 6.2**
 - 5.4** F&GP/23/55.5 One agreed invoice payment plus one Town clock service arrangement – **Actioned**
 - 5.5** F&GP/23/55.6 Storyboard /Tourist Signs for Steyning to be brought back to F&GP - **Actioned / See item 7.3**
 - 5.6** F&GP/23/56.1 To look at Christmas decoration options for next year / three years from same provider – **See item 7.1**
 - 5.7** F&GP/23/57.1 For next Action Plan update exclude 'Mitigation to risks if item completed - **Actioned / See item 7.2**
 - 5.8** F&GP/22/15.10 Clerks office waiting for Land registry searches to be completed to enable further updating of the SPC Land and Asset register, item to come back to F&GP in six months – **Diarised, Actioned**
 - 5.9** F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices - **Actioned**
 - 5.10** F&GP/23/18.3 Clerks office to enquire about Youth Service contract payment reimbursements, now with JPYC– **Actioned**
 - 5.11** F&GP/23/60.1 Grass contractors to be contacted with to convey the decisions from F&GP - **Actioned**
- 6.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 6.1** To consider SPC projects for 2024/25, and earmarking reserves for 2024 year-end.
 - 6.2** To consider the consolidated SPC budget for 2024/25
 - 6.3** To consider a new phone system for the Steyning Centre, and agree any actions
 - 6.4** To consider a grant funding request from the 'Hope' charity, and agree any actions
 - 6.5** To discuss and agree the need for an out of hours security call out service for the Steyning Centre
 - 6.6** To discuss future project aspirations for the F&GP Committee



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Deputy Clerk: Hazel Roxby

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7.0 GOVERNANCE AND COMMUNITY MATTERS – (*Supporting papers*)

- 7.1** To consider next year's Christmas light display on the Steyning High Street, and agree any actions
- 7.2** To update and consider progress on the 2023/24 SPC Action Plan and agree any subsequent actions.
- 7.3** Storyboard/ Tourist Signs to be considered as a project for 24/25, and any actions agreed
- 7.4** Discuss and agree the first message for the likely, and soon to be set up, community engagement group to be working on.

8.0 PROGRESS REPORT

To receive the following ongoing items and to discuss and agree any subsequent actions to be taken

- 8.1** F&GP/23/55.3 Earmarking of reserves to be discussed at March '24 meeting
- 8.2** F&GP/23/42.3 CCTV working party to reconvene when first quotes received – Cllr S Alexander to chase

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** None at time of publication

10.0 DATE OF NEXT MEETING – 12th March 2024

**John Fullbrook,
Clerk to the Parish Council**