

Published 6th March 2024

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 12th MARCH 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 11th March 2024.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 9th January 2024 as a true and fair record
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/23/67.1 Clerk bringing back to F&GP consideration of 24/25 projects – **See item 6.1**
 - 5.2** F&GP/23/55.3 To discuss Earmarking of Reserves options – **See item 6.1**
 - 5.3** F&GP/23/67.2 SPC Budget recommendations taken to be agreed at Full Council – **Actioned**
 - 5.4** F&GP/23/67.3 New phone system to be installed at the Steyning Centre – **Actioned**
 - 5.5** F&GP/23/67.4 To pay £600 grant to the Hope Charity with services based in Steyning – **Actioned**
 - 5.6** F&GP/23/68.1 To continue to discuss options for 2024 High Street Christmas light displays – **See item 7.1**
 - 5.7** F&GP/23/68.2 Youth service provision recommendations taken to SPC Full C. for agreement – **Actioned**
 - 5.8** F&GP/22/68.5 Ensure Community Engagement group consider items noted at last F&GP meeting – **Actioned / Item 7.4**
- 6.0 FINANCIAL MATTERS – (Supporting papers)**
 - 6.1** To consider SPC projects for 2024/25 and to agree Earmarking SPC Reserves for '24.
 - 6.2** To discuss and agree the income and expenditure reports for F&GP, covering December '23 and January 2024.
 - 6.3** To approve the SPC Payments lists for December '23 and January 2024.
 - 6.4** To discuss and agree final 23/24 grant requests from local groups.
 - 6.5** To discuss future project aspirations for the F&GP Committee
- 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** To consider the offer for a free portrait of the King, and agree for it to be displayed at the Steyning Centre

- 7.4** To consider the work undertaken, following the first meeting of the Community Engagement Group, and to discuss and agree the next message/s for the group to be working on.
- 7.5** To discuss and agree Community Committee recommendation concerning Full Council presentation request

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/23/42.3 CCTV working party to reconvene when first quotes received – Cllr S Alexander to chase
- 8.2** F&GP/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 8.3** F&GP/23/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** Information from WSCC Cllr Linehan concerning the Steyning Library
- 9.2** Town Clock maintenance update

10.0 CONFIDENTIAL SESSION - To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. {30mins}

11.0 STAFFING MATTERS – {20mins} (Supporting papers)

- 11.1** To discuss and agree the amended *Deputy Clerk and Steyning Centre Operations Manager* staff contract.
- 11.2** To be notified as to the details concerning the recent SPC staff selection process.
- 11.3** To be notified as to the JPYC selection process for the recruitment of Youth Service staff.

12.0 DATE OF NEXT MEETING – 14th May 2024

John Fullbrook,
Clerk to the Parish Council