



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 14th MAY 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 STATEMENT FROM THE CHAIR

4.0 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 13th May 2024.

5.0 MINUTES. To agree the Draft minutes for the meeting held on the 12th March 2024 as a true and fair record

6.0 MATTERS ARISING AND ACTIONS - These items to be taken as read

- 6.1 F&GP/23/77.1 Clerk to bring back for further discussion the possible earmarking of SPC Reserves – **See item 7.1**
- 6.2 F&GP/23/77.1 Youth Service unspent funds placed under 'Earmarked Reserves' and into new Bank Account – **Actioned**
- 6.3 F&GP/23/77.4 Clerks office to process four final year grant payments to local groups and clubs – **Actioned**
- 6.4 F&GP/23/78.1 Clerk to bring back Christmas light display options for discussion – **See item 8.1**
- 6.5 F&GP/23/78.2 'Risks to timescale' column to be added to 'Project Action List' – **Actioned/ see item 8.2**
- 6.6 F&GP/23/78.3 Portrait of the King to be requested and when delivered hung prominently in Steyning Centre – **Actioned**
- 6.7 F&GP/23/78.4 Cllr S Alexander & Clerk to amend promotional 'Whose responsibility is it?' leaflet & distribute – **Actioned**
- 6.8 F&GP/23/78.4 Clerk to complete Resident responses/ feedback emails – **Actioned**
- 6.9 F&GP/23/78.4 Clerk to compile promo boards, leaflets, clip board and book table for next Farmers Market – **Actioned**
- 6.10 F&GP/23/78.4 Messages to be discussed for next Community Engagement meeting, then recommendations brought back to this committee – **See item 8.4**
- 6.11 F&GP/23/80.1 Information concerning Steyning Library temporary Closure to be publicised – **Actioned**
- 6.12 F&GP/23/80.2 Technicians to be summoned back to deal with High Street Clock mechanism issues - To resolve - **Actioned**
- 6.13 F&GP/23/82.1 New staff contract with amendments to be taken to Full Council for discussion/approval – **Actioned**
- 6.14 F&GP/23/82.2 Staff Selection Process – Clerk to return with update for this committee – **See Item 8.5**



Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

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7.0 FINANCIAL MATTERS – (Supporting papers)

- 7.1** To consider SPC projects for 2024/25 and to agree Earmarked SPC Reserves for 2024.
- 7.2** To discuss and agree the income and expenditure reports for F&GP, covering February and March 2024.
- 7.3** To approve the SPC Payments lists for February and March 2024.

8.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 8.1** To consider next year's Christmas light display options for the Steyning High Street, and agree any actions
- 8.2** To update and consider progress on the 2023/24 SPC Action Plan, and agree any subsequent actions.
- 8.3** To discuss and agree the SPC response to the request for comments regarding the HDC Draft Greenspace Strategy 2024 - 29
- 8.4** To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to discuss and agree recommendations as well as the next message/s for the group to be working on.
- 8.5** Clerk to update with a notification regarding the recent Staff selection process – A full update with 'recommendations for approval' will be discussed at the Full Council meeting on the 20th May

9.0 PROGRESS REPORT

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

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

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1** None at time of printing

11.0 DATE OF NEXT MEETING – 11th June 2024

John Fullbrook,
Clerk to the Parish Council