



The Steyning Centre, Fletchers Croft, Steyning
West Sussex,
BN44 3XZ
Tel. 01903 812042

www.steyningpc.gov.uk

Published 3rd July 2024

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Sharp (Chair), S Alexander (Vice), Norcross, Trundle, Ballance, Foxwell, M Alexander, I. Alexander and Johnson.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 9th JULY 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.
- 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 8th July 2024.*
- 5.0 MINUTES.** To agree the Draft minutes for the meeting held on the 14th May 2024 as a true and fair record
- 6.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 6.1** F&GP/23/90.1 Clerk to bring back project list for agreement – **See item 7.4**
 - 6.2** F&GP/23/90.1 Clerk to amend SPC Earmarked Reserve list – **Actioned**
 - 6.3** F&GP/23/90.3 Clerk to check and relay to members details of miss-postings – **Actioned**
 - 6.4** F&GP/23/91.1 Clerk to bring back Christmas light display to F&GP for final decision – **See item 8.1**
 - 6.5** F&GP/23/91.2 Clerk to bring back ongoing projects for integration into new year Action Plan – **Actioned/ see item 7.4**
 - 6.6** F&GP/23/91.3 Clerk to respond to request for comments concerning HDC Draft Green Space Strategy – **Actioned**
 - 6.7** F&GP/23/91.4 Clerk and Cllr S Alexander delegated to complete details for and submit text to 'Your Steyning' – **Actioned**
 - 6.8** F&GP/23/91.5 Clerk to complete full staff selection update concerning SPC staff selection at next Full Council – **Actioned**
 - 6.9** F&GP/23/42.3 CCTV working party to reconvene when first quotes received Clerk – **See item 8.3**
- 7.0 FINANCIAL MATTERS** – *(Supporting papers)*
 - 7.1** To approve the list of SPC payments for April & May 2024
 - 7.2** To agree F&GP Income & Expenditure reports for April & May 2024
 - 7.3** To consider a request for a grant for the Steyning and District Partnership Food & Drink festival 2024
 - 7.4** To update and consider progress on the 2023/24 SPC Action Plan, and agree any subsequent actions.
 - 7.5** Clerk to update on the 23/24 End of Year and internal audit process, and agree any actions
 - 7.6** To discuss and agree SPC projects for 2024/25.



Parish Clerk: **John Fullbrook**
Deputy Clerk: **Leanne Poole**

Email: clerk@steyningpc.gov.uk
Email: leanne.poole@steyningpc.gov.uk

8.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 8.1** 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.
- 8.2** To receive an update concerning the SPC CCTV installation project.
- 8.3** To discuss and agree the proposed contract details concerning installation of the SPC notice board at the High Street Car Park wall – property of adjacent retail space owner
- 8.4** To consider and agree an ILCA training course entry for the new Deputy Clerk

9.0 DATA PROTECTION AND FREEDOM OF INFORMATION - (Supporting papers)

- 9.1** Update on any news relating to Data protection and Freedom of information requests from Clerk

10.0 PROGRESS REPORT

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

- 10.1** F&GP/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 10.2** F&GP/23/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership

11.0 INFORMATION/CORRESPONDENCE ITEMS

- 11.1** None at time of printing

- 12.0 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 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain

13.0 COMMUNITY MATTERS – (Supporting papers)

- 13.1** To discuss and agree any actions concerning the Clock Tower, as per raised within the Chairs supporting paper

14.0 DATE OF NEXT MEETING – 10th September 2024

John Fullbrook,
Clerk to the Parish Council