



The Steyning Centre, Fletchers Croft, Steyning  
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## 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 8<sup>th</sup> OCTOBER 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 7<sup>th</sup> October 2024.*
- 4.0 MINUTES.** To agree the Draft minutes for the meeting held on the 10<sup>th</sup> Sept. 2024 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
  - 5.1** F&GP/24/06.3 Clerk to check & relay to members details of miss postings – **Actioned**
  - 5.2** F&GP/24/20.1 Clerk to check on nature of weedkillers being used by SPC to ensure they are ecologically sound – **Actioned**
  - 5.3** F&GP/24/20.3 Clerk to take alternative I&E reports to other SPC members and bring back – **Actioned**
  - 5.4** F&GP/24/20.4 Clerk to complete SPC Business plan, Finance plan & updated Action plan to next F&GP meeting – **Item 6.4**
  - 5.5** F&GP/24/20.5 Clerk to bring updated SPC Asset register back to next F&GP meeting – **See item 7.4**
  - 5.6** F&GP/24/20.6 SPC to pay grant for Steyning Allotment Association to cover AGM costs – **Actioned**
  - 5.7** F&GP/24/20.7 SPC to pay grant for St Barnabas House of £300 – **Actioned**
  - 5.8** F&GP/24/20.8 Clerk to arrange for Steyning High Street Lamp Post testing to be completed – **Actioned**
  - 5.9** F&GP/24/20.9 Clerk to prepare F&GP Budget papers for 2025/26 for next meeting – **Actioned**
  - 5.10** F&GP/24/21.1 D. Clerk to arrange Com. Eng. Meeting – SPC App and Lamppost posters to be discussed – **Actioned**
  - 5.11** F&GP/24/21.1 Cllr S Alexander to prepare draft Lamppost posters for discussion – **Actioned**
  - 5.12** F&GP/24/21.3 Clerk & Cllr S Alexander to complete new SPC promo banner design and complete purchase – **Actioned**
  - 5.13** F&GP/24/21.2 Clerks office to take social media postings recommendation to Full Council for approval – **Actioned**
  - 5.14** F&GP/24/21.5 All-member SPC projects working party to be convened following next Full Council meeting – **Actioned**
  - 5.15** F&GP/24/21.6 Clerk and SPC Chair to complete work on order of service for the 2024 SPC Chairmans function – **Actioned**
  - 5.16** F&GP/24/21.6 Date and initial arrangements inc. list of invitations for Chairmans function confirmed – **Actioned**
  - 5.17** F&GP/24/22.1 FOI Panel to convene in order to discuss two FOI reviews – **Actioned**



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

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## **6.0 FINANCIAL MATTERS – (Supporting papers)**

- 6.1** To approve the list of SPC payments for September 2024.
- 6.2** To agree F&GP Income & Expenditure reports for September 2024.
- 6.3** To discuss and agree which version of the Rialtas Income and Expenditure Reports SPC will be checking on a monthly basis henceforth.
- 6.4** To consider the SPC draft Business Plan, Finance Plan and 2024/25 SPC Action Plan, and agree any subsequent actions.
- 6.5** To consider the F&GP budget for 2025/26, as per first draft within supporting papers.
- 6.6** To discuss and agree to proceed with a commitment to complete redecorative/renewal works to the High Street Tower Clock as per previous decisions, and in regard to the scope of work as per supporting papers, and therefore to approve payment for the deposit invoice, again as per supporting papers.

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

- 7.1** 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.
- 7.2** To review draft social media postings/ pages and to agree any actions.
- 7.3** To receive notification of External Audit interim notice.
- 7.4** To discuss and agree the updated SPC Asset Register for 2024/25.
- 7.5** To consider the next step following the recent all member working party on SPC future projects and agree any actions.
- 7.6** Clerk to confirm Cil money expenditure update and committee to agree any actions.
- 7.7** To discuss and agree the noticeboard MOU agreement between the Steyning Society and SPC as per supporting papers
- 7.8** To consider and agree to the proposals raised by the Steyning Bowls Club as per supporting papers

## **8.0 DATA PROTECTION AND FREEDOM OF INFORMATION - (Supporting papers)**

- 8.1** Report on news relating to Data Protection and Freedom of Information requests from Clerk and FOI panel and to agree any actions.

## **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/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 9.2** F&GP/24/21.4 Clerk and Chair to attend the next Internal Audit review – dated 16<sup>th</sup> October
- 9.3** F&GP/24/08.2 CCTV project to be further discussed with contractors on site
- 9.4** F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation

## **10.0 INFORMATION/CORRESPONDENCE ITEMS**

- 10.1** None at time of printing

## **11.0 DATE OF NEXT MEETING – 10<sup>th</sup> December 2024**

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