



The Steyning Centre, Fletchers Croft, Steyning
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Published 4th December 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 10th DECEMBER 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 9th October 2024.*

4.0 MINUTES. To agree the Draft minutes for the meeting held on the 8th Oct. 2024 as a true and fair record.

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

- 5.1 F&GP/24/21.4 Clerk and Chair to attend the next Internal Audit review – dated 16th October 06.3 – **Actioned**
- 5.2 F&GP/24/31.3 Clerk to ensure preferred I&E reports as agreed at last meeting are for monthly agreement – **Actioned**
- 5.3 F&GP/24/31.4 Clerk to ensure newly agreed SPC Business, Finance and Action Plans are published – **Actioned**
- 5.4 F&GP/24/31.5 Clerk to bring back updated F&GP draft budget for approval at next meeting – **See Item 6.4**
- 5.5 F&GP/24/31.6 Clerk to ensure deposit invoice payment made and to commit to the Town Clock faces renewal – **Actioned**
- 5.6 F&GP/24/32.1 Clerks office to ensure A5 Correx boards printed & given to Wardens for appropriate distribution - **Actioned**
- 5.7 F&GP/24/32.1 Bring back SPC App as a likely project for 25/26 – **See item 6.4**
- 5.8 F&GP/24/32.3 2023/24 AGAR 'Holding notice' from the external auditor to be published on SPC website – **Actioned**
- 5.9 F&GP/24/32.4 2024/25 Asset register to be published on SPC website – **Actioned**
- 5.10 F&GP/24/32.5 All member working party notes to be collated and brought back to this committee – **Actioned**
- 5.11 F&GP/24/32.6 Cil money use to be confirmed with HDC, plus new SPC Cil report for 24/25 published – **Actioned**
- 5.12 F&GP/24/32.7 New Community Association noticeboard MOU to be agreed and signed by all parties – **Actioned**
- 5.13 F&GP/24/32.8 Clerk to inform Steyning Bowls club that all four recent requests were acceptable – **Actioned**
- 5.14 F&GP/24/33.1 FOI panel to complete response to SPC councillor and then Clerk to send - **Actioned**

6.0 FINANCIAL MATTERS – *(Supporting papers)*

- 6.1 To approve the list of SPC payments for October 2024.
- 6.2 To agree F&GP Income & Expenditure reports for October 2024.
- 6.3 To consider amending the 2024/25 SPC Action Plan, subsequent to the recent agreement for SPC to concentrate on a Neighbourhood plan review ahead of original schedule.



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

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- 6.4 To discuss and agree the likely SPC projects and / or focus for the year 2024/25 following the recent all member working party on SPC future projects.
- 6.5 To agree next year's Youth Service expenditure, and to instruct the Clerk to complete the new memorandum of understanding for agreement by all parties
- 6.6 To consider the amended F&GP budget for 2025/26, then as per budget recommendations from the other SPC committees, begin to consolidate the full SPC budget paper for 2025/26.
- 6.7 Update on the redecorative/renewal works to the High Street Tower Clock.
- 6.8 To consider commitment to the new three year Neighbourhood Wardens Contract

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 receive notification of the External Audit Report and Certificate for the year 2022/23, and agree publication plus payment of associated invoice
- 7.3 To receive and agree to publish the annual SDNP Cil report
- 7.4 To discuss and agree Rialtas 'End of Year' service agreement
- 7.5 To consider the request for remote meetings consultation response and agree any actions.

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

- 8.1 Report from the Clerk on news relating to Data Protection and Freedom of Information requests.

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/24/08.2 CCTV project to be further discussed with contractors on site
- 9.3 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 – 14th January 2024

John Fullbrook,
Clerk to the Parish Council