

Published 2nd July 2025

TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

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

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 8th JULY 2025 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 thereafter 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 ELECTION OF VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR 2025/26 MUNICIPAL YEAR**
- 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 6th July 2025.*
- 5.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 13th May 2025 as a true and fair record.
- 6.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 6.1** F&GP/24/63.3 Clerk to communicate positive response to Street Cleaner re. increased bin emptying frequency - **Actioned**
 - 6.2** F&GP/24/63.4 Farmers Market/ Cllrs to be informed re change of SPC Community engagement strategy - **Actioned**
 - 6.3** F&GP/24/63.5 Clerk to bring back Allotment grant request – **See item 7.5**
 - 6.4** F&GP/24/53.5 Clerk to begin discussion with WSCC engineers concerning Railings installation renewal – **Actioned**
 - 6.5** F&GP/24/53.5 Clerk to speak with Steyning Society concerning Railing post samples and compile comments – **Actioned**
 - 6.6** F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal – **Actioned/ See item 7.7**
 - 6.7** F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support – **Actioned/ See item 7.10**
- 7.0 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS** – *(Supporting papers)*
 - 7.1** To approve the list of SPC payments for April 2025 and May 2025.
 - 7.2** To agree F&GP Income & Expenditure reports for April 2025 and May 2025.
 - 7.3** To consider and agree the SPC draft Business Plan and Finance Plan 2025/26.
 - 7.4** To discuss project priorities for the 2025/26 period and decide upon the outline content of the forthcoming year's SPC Action Plan.
 - 7.5** To consider and agree a grant application for an allotment community plot installation.
 - 7.6** To discuss and agree a continued service arrangement with the current SPC internal auditor.

- 7.7** Cricket Club Lease renewal update from the Clerk, and to consider and agree the length of the new Lease.
- 7.8** Following an agreed motion at Full Council on the 16th June which involved a reversal of a previous Council resolution in non-observance of SPC Standing order 7(a), for F&GP to consider recommending to the next Full Council meeting a motion to avoid any potential ultra vires decision in consideration of that matter.
- 7.9** To agree that the Clerk pursues and completes if possible the asset lease transference forms from HDC of the 'Archway at Newmans Gardens'.
- 7.10** Notification regarding the signing of a Licence agreement for the Steyning Car Park digital screens.

8.0 ONGOING ITEMS

To receive the following ongoing items and to understand they will be taken to the next F&GP meetings

- 8.1** F&GP/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 8.2** F&GP/24/08.2 CCTV project to be further discussed with contractors on site
- 8.3** F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back
- 8.4** F&GP/24/53.7 Communications to continue with Cricket Club concerning proposed club house development
- 8.5** F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy
- 8.6** F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56
- 8.7** F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation
- 8.8** F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal
- 8.9** F&GP/24/54.1 A3 *conservation* signs to be purchased for Abbey Road
- 8.10** F&GP/24/63.6 WSCC to rectify issues with High St railings foundations, wall and posts with support from SPC Clerk
- 8.11** F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** None at time of printing

10.0 DATE OF NEXT MEETING – 9th September 2025

John Fullbrook,
Clerk to the Parish Council