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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 11th MARCH 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, I Alexander, M Alexander, Norcross and Johnson.
Clerk: John Fullbrook

Members of the Public in attendance: 1
Meeting commenced: 7:31 pm

MINUTES

ACTIONS

F &GP/24/48 APOLOGIES FOR ABSENCE
48.1 Apologies were received from Cllrs Foxwell and Trundle.

F&GP/24/49 DECLARATIONS OF INTEREST AND DISPENSATIONS
49.1 Cllr Sharp in item 53.12, as has a Vintage Years connection. Cllr I Alexander in item 53.5 as Chair of Steyning and District Partnership, and would abstain when voting on grant requests.

F&GP/24/50 QUESTIONS FROM THE FLOOR {in summary}
50.1 None

F&GP/24/51 MINUTES OF PREVIOUS MEETING
51.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 10th December 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/52 MATTERS ARISING AND ACTIONS – *These items taken as read*
52.1 Clerk to update and amend the 24/25 SPC Action Plan and bring back to F&GP **– Actioned/ Item 53.4**

52.2 Clerk and Chairman to update and amend the 25/26 proposed projects lists – **Actioned**

52.3 Clerk to draft Youth MOU for next financial year **– Actioned/ See Item 6.6**

52.4 Clerk to draft consolidated SPC budget for 25/26 and bring back to F&GP **– Actioned**

52.5 Clerk to communicate with HDC heritage officer concerning High St Clock redecorative works – **Actioned**
52.6 Clerk to inform HDC regards commitment to Wardens programme for next three years **– Actioned**

52.7 Neighbourhood Plan volunteer advert to be published/ distributed – **Actioned**

52.8 Parking permit leaflets amended, printed and distributed **– Actioned**

52.9 External Audit Report and Notification for 22/23 published – **Actioned**

52.10 The SPC 23/24 SDNP Cil Report to be published on the SPC website – **Actioned**

52.11 Councillors complete a response to the remote meetings consultation, then clerk to compile a response based on majority views and to submit a council response **– Actioned**
52.12 FOI response to be loaded onto SPC website **– Actioned**

52.13 Clock Tower working party to convene in efforts to locate relevant documentation **- Actioned**

52.14 Community Engagement working party to convene to discuss SPC website upgrades **– See item 54.1**

F&GP/24/53 FINANCIAL MATTERS.

53.1 **To approve the list of SPC payments for November 2024, December 2024 and January 2025.**
Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accepts the November '24, December '24 and January '25 SPC Payments lists. **Agreed**

53.2 **F&GP Income and Expenditure reports for November 2024, December 2024 & January 2025**.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure reports for November '24, December '24, and January '25. **Agreed**

53.3 **To agree 'Earmarking' of SPC reserves as per supporting papers** **CLERK**
{This item brought forward on the agenda by the Chair so that all financial elements dealt with at the same time}
The Clerk explained the nature of SPC Earmarked Reserves and outlined the current position, before members considered the suggested additions, as per supporting papers, plus an additional earmarking of unspent Youth Service funds was proposed by Cllr S Alexander.
Cllr Sharp **proposed, seconded** by Cllr I Alexander that SPC agree to earmark the £3,000 funds from the *'Essential Tree Fund'* budget for tree works, and earmark the unspent £1,500 from the *'Town Improvement'* budget for MPF project, and earmark any remaining *'Youth service'* budget to hold as a Youth service reserve for 25/26. **Agreed**

53.4 **2024/25 SPC Action Plan Report.**
The Clerk updated on the progress so far this year. Two of the 17 project lines were completed. Five of the remaining projects are almost done. All others have varying progress recorded.
Clerk to check why new *Climate Action* page has not been uploaded on website. Clerk also to **CLERK**
bring back the idea of installing spotlights for the clock tower to a future agenda **CLERK**

53.5 **To consider a number of grant applications for possible SPC support as per detailed within supporting papers.** The Clerk had produced a seven page document detailing the five grant requests, while also noting that there was £1,382 left in this budget, and that this was the last opportunity for these funds to be allocated before {financial} years end.

53.5.1 Cllr Sharp **proposed, seconded** by Cllr Norcross to agree a grant request from the Steyning Community Orchard for £100 to cover public liability insurance costs of the groups work. **Agreed** **CLERK**

53.5.2 Cllr Sharp **proposed, seconded** by Cllr S Alexander to agree a grant request from the Steyning & District Community Partnership for £400 to cover publicity and running costs for the Vintage Revival event. **Agreed, 6 For, 1 abstained** **CLERK**

53.5.3 Cllr Sharp **proposed, seconded** by Cllr Ballance to agree a grant request from the Steyning & District Community Partnership for £350 to cover running costs for the Steyning Country Fair. **Agreed, 6 For, 1 abstained** **CLERK**

53.5.4 Cllr Sharp **proposed, seconded** by Cllr Norcross to agree a grant request from the Steyning Area First Responders to enable extending defibrillator sponsorship {located by Steyning Centre entrance} for another year at a cost of £125. **Agreed** **CLERK**

53.5.5 Cllr Sharp **proposed, seconded** by Cllr Ballance to agree a grant request from the 4Sight Vision organisation, for £390 to enable support for 6 sight impaired Steyning based clients for a year. **Agreed** **CLERK**

53.6 **To consider a possible hand over of the 3 x digital screens installations from HDC.** **CLERK**
{This item brought forward by the Chair}
This was an offer of a non-expenditure asset transference of these screens from Horsham District Council. Supporting papers detailed the likely replacement and maintenance costs. The District Partnership's Visitor and Tourism Team remained positive and resolute in their determination to utilise the provision and agreed they would update the content regularly as it would be based upon their *'Visit Steyning'* website narrative.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC acquire the three digital screens from HDC, and try and acquire the spare parts; add these assets to SPC insurance; let Steyning and District Partnership use them; and review the situation in a years' time. **Agreed**

53.7 **To consider the Cricket Club's future Lease arrangements and need for amendment and renewal of this Lease in the light of the Clubs desire to have the clubhouse redeveloped.**
The Chair had completed a lot of research into the matter and reported many aspects which members needed to consider in relation to the request. Research included NALC legal topic notes concerning installations on open space with Village Green status. The parameters of the Lease including hours and type of business proposed, any limitations to the footprint of the building, as well as Lease duration. Also a factor to be discussed would be understanding any potential building disposals policy. Finally, it was accepted that it would be unfair for the Club to go too far with this venture, without the Council having first established a clearer position. **CLERK**

53.7.1 Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is instructed to brief the SPC lawyers as soon as possible to establish what Lease options are possible, and what are the pros and cons of each option. **Agreed** **CLERK**

53.7.2 Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is also instructed to obtain advice from WSCC legal officers as to the details of WSCC property disposal policies. **Agreed** **CLERK**

53.7.3 Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is instructed to contact NALC to investigate further the legal advice that lay behind Legal note LTN 56. **Agreed** **CLERK**

53.8 **MPF Licence for trading agreement request as per supporting papers.** **CLERK**
Cllr Sharp **proposed, seconded** that SPC approve permission for this vendor**. Agreed**

53.9 **To consider the new draft Wardens three year contract.** **CLERK**
SPC had already agreed the three year MOU for this contract. Members had had the supporting papers for a number of months, and these papers detailed eleven amendments to the previous three year agreement. The Chair spoke in support of all the amendments suggested, plus noted the increased clarity of information put forward in the new appendices'.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC approve the new draft wardens three year contract {2025 to 2028}. **Agreed**

53.10 **Report on the Town Clock, and Tower renovations, and to recommend for payment the associated invoices.**
The Clerk updated members on the project, which started in October 24 and was completed at the beginning of March 2025. The coordination of the many different parties including tower owner; the leaseholder; the scaffolders; the decorators; and the clock face and mechanism contractors, had not been easy but ultimately the collaboration was very successful.
One aspect that members had called for clarification on was to ensure that Horsham District Councils Senior Conservation Officer was happy for the renewal of clock faces to continue as per the contractors altered specification, that is, that aluminium replace the glass fibre clock face, but suggested that the Parish Council research the longer term notion of replacement to hard wood when the redecoration be next considered.

53.10.1 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC pay the invoice to cover 50% scaffolding and permit charges costing £1,650.00, plus payment of adaptation works to scaffolding structure costing £300. **Agreed** **CLERK**

53.10.2 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that this committee recommends to SPC Full Council the payment of the final restoration works invoice to Smiths of Derby for £12,623.52. **Agreed** **CLERK**

53.10.3 Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC install a double socket in the tower {to facilitate possible future camera project}. **Agreed** **CLERK**

53.10.4 Cllr Norcross **proposed, seconded** by Cllr I Alexander that it should be the intention of SPC to be able to publish a strategy for the future of the clock tower with an intended long term solution. **Agreed** **CLERK**

53.11 **To approve Vintage Years annual grant request**
Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC approve the annual grant of £1,500 for the Vintage Years group. **Agreed** **CLERK**

F&GP/24/54	**GOVERNANCE AND COMMUNITY MATTERS**	
54.1	**To consider the work undertaken, following the meeting and recommendations from the Community Engagement Group, and to agree the next message/s for the group.** The Clerk had distributed publicity designs initially produced by Cllr S Alexander, and then considered and amended by the Community Engagement Group at its last meeting.	
54.1.1	Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC publish the announcement about the refurbishment of the High Street Clock as a half page advertisement in *Your Steyning*. **Agreed**	**CLERK**
54.1.2	Cllr Sharp **proposed, seconded** by Cllr Norcross that two A3 signs, {with text detailing conservation work and promoting use of dog bins} be purchased for Abbey Road, and for volunteers to install, to a cost of up to £100. **Agreed**	**CLERK**
54.1.3	Cllr Sharp **proposed, seconded** by Cllr Ballance that a Wardens social media promotion {titled 'Who to call and when'} be put out by the Clerk's office on a monthly basis, henceforth. **Agreed**	**CLERK**
54.1.4	It was suggested that the Community Engagement Group begin to focus on method and timeline of SPC's future consultation requirements, especially involving CCTV.	**CLERK**
54.2	**Consultation response to be considered and agreed for a Permissive Path proposal** An email was sent to SPC from the WSCC Senior Rights of Way Officer by way of a consultation request relating to a proposed permissive cycle route affecting footpaths 2731, 2776 and 3203 in the parishes of Steyning and Upper Beeding. This route affectively joining Kings Barn Lane via the White Bridge to Salting's Way in Upper Beeding. Cllr Sharp **proposed, seconded** by Cllr M. Alexander that SPC send a letter in support of this permissive path proposal. **Agreed**	**CLERK**
54.3	**To agree a letter of support to accompany a grant application to the South Downs National Park in relation to the Interpretation Boards project on the MPF.** Cllr Sharp **proposed, seconded** by Cllr M Alexander that SPC writes a letter of support for the SDNP grant application and indicates that it also agrees permission for the installation to occur on its land**. Agreed**	**CLERK**
F&GP/24/55	**PROGRESS REPORT**	
55.1	*F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed* ***– Ongoing – details to be discussed with deputy clerk.***	**D. CLERK**
55.2	*F&GP/24/08.2 CCTV project to be further discussed with contractors on site –* ***Ongoing, with Cllr S Alexander working with new company to coordinate another on site meeting.***	**CLERK & CCTV W. Party**
F&GP/24/56	**INFORMATION/CORRESPONDENCE ITEMS**	
56.1	None	
F&GP/24/57	**DATE OF NEXT MEETING – 13th May 2025 @7.30pm.**	

The Chair closed the meeting at 9.37pm

Signed ………………………………………………… Date 13th May 2025
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/nmR4o3kegok