
MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13th MAY 2025 AT 7.30PM

Present: Cllrs S. Alexander (Chairman), Foxwell, Ballance, I Alexander, Norcross and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F & GP/24/58 APOLOGIES FOR ABSENCE

58.1 Apologies were received from Cllrs Sharp, M Alexander and Trundle.

F&GP/24/59 DECLARATIONS OF INTEREST AND DISPENSATIONS

59.1 Cllr I. Alexander declared a non-pecuniary interest in item 64.1 as he is Chair of the Steyning and District Partnership.

F&GP/24/60 QUESTIONS FROM THE FLOOR {in summary}

60.1 None

F&GP/24/61 MINUTES OF PREVIOUS MEETING

61.1 Cllr S. Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 11th March 2025 be agreed as a true and fair record. **Agreed**

F&GP/24/62 MATTERS ARISING AND ACTIONS – *These items taken as read*

62.1 Clerk to add three additional Earmarked General Reserves to SPC Accounts – **Actioned**

62.2 Clerk to verify Climate Action Page activated on SPC Website – **Actioned**

62.3 Clerk's office to process SCO grant application for £100 – **Actioned**

62.4 Clerk's office to process Partnership grant application for £400 for Revival meeting – **Actioned**

62.5 Clerk's office to process First Responders grant application for £125 for defibrillator sponsor – **Actioned**

62.6 Clerk's office to process Partnership grant application for £350 for Country Fair – **Actioned**

62.7 Clerk's office to process 4Sight Vision org. grant application for £390 – **Actioned**

62.8 Clerk's office to inform vendor that they have licence permissions to trade on the MPF – **Actioned**

62.9 Clerk to inform HDC that SPC approves the new Wardens three year contract and to sign doc. – **Actioned**

62.10 Clerk's office to pay Scaffolding contractors - £1,650 plus £300 adaptation fees – **Actioned**

62.11 F&GP Recommendation for payment of Clock renewal work taken to Full Council – **Actioned**

62.12 Clerk's office to process Vintage Years annual grant application for £1,500 – **Actioned**

62.13 High Street Clock Ad placed in Your Steyning – **Actioned**

62.14 Wardens promo social media postings made on monthly basis – **Actioned**

62.15	Clerk to send letter of support for permissive path proposal – Actioned	
62.16	Clerk to work with Partnership on letter of support for grant app. for interpretation boards – Actioned	
F&GP/24/63	FINANCIAL MATTERS.	
63.1	To approve the list of SPC payments for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Johnson that SPC accepts the February '25, and January '25 SPC Payments lists. Agreed	
63.2	F&GP Income and Expenditure reports for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Ballance that SPC accepts the F&GP Income and Expenditure reports for February and March '25. Agreed	
63.3	To consider increase to weekly bin emptying frequency for the summer season on the MPF – costed at £32 per week. It was suggested that within the next tendering process, it could be written into the new three-year contract that this be considered every year. Cllr S Alexander proposed, seconded by Cllr Johnson that an additional bin emptying at the MPF take place for this summer season and the cost be agreed at £32 per week for this service. Agreed	CLERK
63.4	To consider a new engagement strategy for residents and especially in relation to the Farmers Market ongoing monthly arrangement for Cllrs attendance. There had been some good feedback in consideration of this community engagement idea, however after an initial positive reaction, the number of productive communications with residents not already engaged in Council matters has diminished to near zero. While this is in some respects good news as it suggests that generally residents must be relatively content, it means it is not time well spent. Also, gaining Cllr attendance / support has been progressively more difficult. Other strategies were therefore discussed by members present and reflective upon the notes presented by Cllrs Linfield and Young. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC stops a monthly attendance at the Farmers Market, and instead book a stall when it was felt necessary {for example when the Council were involved with potentially controversial developments or were attempting public consultations or similar} and instead, and on a quarterly basis, organise a <i>surgey</i> at the Steyning Centre with District and County Councillors also invited to attend {with these days publicised via social media and website}. Agreed	CLERK
63.5	To agree an application for a grant for an allotment community plot installation. This item deferred to next meeting as the completed application was not forthcoming.	CLERK
63.6	To agree any financial commitment to the renovation of the High Street railings adjacent the mini roundabout. Though SPC do not own the railings, it was felt the Council needed to be part of the solution, and indeed this had been the case the last time there had been a necessity for renewal. The Clerk had already invited WSCC highways officers on site on the 6 th May to gain understanding of the issue first hand. The Steyning Society had also been in touch with the Clerk's office asking for appropriate action to be taken, and suggesting it might be able to provide financial support. Cllr S. Alexander proposed, seconded by Cllr I. Alexander that SPC could supply partial financial support if necessary for the replacement of the railings on the proviso that WSCC act without delay to rectify the failing foundations and underlying issues with wall and pavement. Agreed	CLERK
63.6.1		
63.6.2	Cllr S Alexander proposed, seconded by Cllr Johnson that SPC begin preparing a TRO on West Sussex CC's behalf due to the safety issue and attempt to gain support from the West Sussex County Councillor Paul Linehan for this scheme. Agreed	CLERK
F&GP/24/64	GOVERNANCE AND COMMUNITY MATTERS	
64.1	To consider a proposal from the Steyning and District Partnership for the transference of assets to SPC as per detailed within the supporting papers. The Partnership acquires grants and installs new infrastructure for the residents, but it is understood that after a set period of ownership they generally hand over these assets to the Parish Council so that their maintenance can be taken care of. In this instance assets included a large number of finger posts, a notice	

board, the Steel Archway at Tanyard Lane Car Park, the A283 tourism sign, the display panel at Fletchers Croft and a Lamppost at Kings Barn Villas footbridge.

Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the proposal from the Steyning & District Partnership for the transfer of assets to SPC as detailed within their supporting paper. **Agreed**

CLERK

64.2 CCTV working party progress, and to agree any recommendations concerning this project

64.2.1 Cllr S Alexander outlined the progress made by the working party over the last several months. 3 CCTV companies have been engaged in quotes, on-site visits and ongoing communications. Company #1 it was felt, were not professional enough both in terms of maintaining positive communications, being receptive and responsive and in terms of their level of expertise when it came down to technical specifications, and although their costs were relatively cheap, the working party rejected their quote.

64.2.2 Company #2 were very much focused on the technical aspect rather than the installation, and their installation costs were relatively high.

64.2.3 Company #3 were based locally and would be buying-in the same equipment as Company #2 which the working party thought to be the optimal package, however the installation costs were not only cheaper, but also included the MPF additional pole installation, not covered by Company #2.

64.2.4 The cost for the installation of the 13 cameras specified within the preferred scope of works was £8,900 + VAT from Company #3. The cost of the equipment - £24,616
Cost of Data Sims, Camera Licenses and Cellular Gateway Licenses – Between £9,200 and £20,500 depending on whether a one-year or up to five-year cover was entered into.
It was not possible to gain further like-for-like quotes as different companies deal with different equipment suppliers and specifications.

64.2.5 The unanimous recommendation however from the working party was that F&GP ought to recommend to the Full Council the purchase of the CCTV package as presented within its outline quote by Company #3. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that F&GP recommend to Full Council that SPC move forward with the CCTV project and ask Full Council to begin the consultation process, which can be overseen by the Community Engagement Committee. **Agreed**

CLERK

64.3 To consider potential issue regarding an Ice Cream Vendor's unlicensed use of MPF Car Park

Cllr S Alexander reported that the matter had been dealt with in the last few days, with Vendors licensing authority stipulating they should not return to Steyning.

F&GP/24/65 PROGRESS REPORT

65.1 *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.*

CLERK

65.2 *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**

65.3 *F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*

CLERK

65.4 *F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support*

CLERK

65.5 *F&GP/24/53.7 Communications to continue with Cricket Club concerning proposed club house development*

CLERK

65.6 *F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal*

CLERK

65.7 *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*

CLERK

65.8 *F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*

CLERK

65.9 *F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*

CLERK

65.10	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
65.11	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK

F&GP/24/66 INFORMATION/CORRESPONDENCE ITEMS

66.1 None

F&GP/24/67 DATE OF NEXT MEETING – 8th July 2025 @7.30pm.

The Chair closed the meeting at 8.23pm

Signed Date 8th July 2025
Chair

A video recording of this meeting can be found using this link: https://youtu.be/wZZx3i_kYqs