

Published 3rd September 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 9th SEPTEMBER 2025 AT 7.30 PM IN THE STEYPING 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 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 8th September 2025.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 8th July 2025 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
- 5.1** F&GP/25/7.2.1 Clerk to help renegotiate wardens expenditure for 2025 due to the reduced service provision – **Item 6.6**
 - 5.2** F&GP/25/7.3 Clerk to bring back first part of SPC Business plan, to complete finance and action plan – **See Item 6.4**
 - 5.3** F&GP/25/7.4 Clerk to compile the 25/26 SPC Draft Action Plan – **See item 6.4**
 - 5.4** F&GP/25/7.5 Clerk's office to complete grant transaction with the Community Allotment Group – **Actioned**
 - 5.5** F&GP/25/7.6 Clerk to appoint internal auditor for the 25/26 period, following F&GP agreement – **Actioned**
 - 5.6** F&GP/25/7.7 Clerk to communicate to Steyping CC that SPC in principle not against a long lease agreement – **Actioned**
 - 5.7** F&GP/25/7.7 Clerk to confirm fee arrangement for the Cricket Club lease with the SPC Solicitor – **Actioned**
 - 5.8** F&GP/25/7.8 Clerk to take signed special motion to Full Council – **Actioned**
 - 5.9** F&GP/25/7.9 Clerk to complete & sign the Archway at Newmans gardens asset lease transference document – **Actioned**
- 6.0 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS** – *(Supporting papers)*
- 6.1** To approve the list of SPC payments for June 2025 and July 2025.
 - 6.2** To agree F&GP Income & Expenditure reports for June 2025 and July 2025.
 - 6.3** To consider and agree the second part of the SPC draft Business Plan and Finance Plan 2025/26.
 - 6.4** To further consider project priorities for the 2025/26 period and agree the 2025/26 SPC Action Plan.
 - 6.5** To consider and agree a grant application for an allotment association AGM room hire cover grant.
 - 6.6** Clerk to notify with regards Wardens payment for this financial year and for members to consider a motion which further supports the Wardens service provision through and beyond the period of devolution.

- 6.7 To discuss and agree this year's SPC budget planning timeline as per supporting papers
- 6.8 F&GP to consider an amendment to the SPC Finance Risk Assessment and Finance Regs as per supporting paper
- 6.9 To discuss and agree payment of Christmas Lights invoice
- 6.10 To discuss and agree payment of invoice to design code consultants for the first part of their work in assisting the SPC Neighbourhood Plan update works.
- 6.11 Report on work undertaken so far on potential asset transference, with a view to future Car Park management options and to agree any actions
- 6.12 Following the fact that two residents have raised objections to SPC's 2024/25 AGAR, and have sent these to the external auditor, for members to gain an understanding of the process and likely cost implications
- 6.13 To discuss and agree a grant application from the Tylet Trust organisation as per supporting papers.

7.0 ONGOING ITEMS

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

- 7.1 F&GP/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 7.2 F&GP/24/08.2 CCTV project to be further discussed with contractors on site
- 7.3 F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back
- 7.4 F&GP/24/53.7 Communications to continue with Cricket Club concerning proposed club house development
- 7.5 F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy
- 7.6 F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56
- 7.7 F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation
- 7.8 F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal
- 7.9 F&GP/24/54.1 A3 *conservation* signs to be purchased for Abbey Road
- 7.10 F&GP/24/63.6 WSCC to rectify issues with High St railings foundations, wall and posts with support from SPC Clerk
- 7.11 F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register
- 7.12 F&GP/25/7.4 Clerk to organise Community Engagement working party to consider CCTV referendum

8.0 INFORMATION/CORRESPONDENCE ITEMS

- 8.1 None at time of printing

9.0 DATE OF NEXT MEETING – 14th October 2025

John Fullbrook,
Clerk to the Parish Council