

Published 8th October 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 14th OCTOBER 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 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 13th October 2025.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 9th September 2025 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/25/16.2 Clerk to rectify percentage income and expenditure totals by manually adjusting on I&E reports – **Item 6.2**
 - 5.2** F&GP/25/16.3 Clerk's office to place SPC Finance / Business Plan for 25.26 on web site – **Actioned**
 - 5.3** F&GP/25/16.4 Allotment Association grant for AGM transaction completed – **Actioned**
 - 5.4** F&GP/25/16.5 Clerk to communicate SPC's intension for future Wardens service protection – **Actioned**
 - 5.5** F&GP/25/16.6 Budget papers for each SPC committee drafted by Clerk as per planning timeline – **Actioned/ See item 6.3**
 - 5.6** F&GP/25/16.7 SPC Finance Risk Assessment amended – **Actioned**
 - 5.7** F&GP/25/16.7 SPC Finance Regs updated and new version placed on Web Site – **Actioned**
 - 5.8** F&GP/25/16.8 Clerk's office to pay the Festive lights invoice – **Actioned**
 - 5.9** F&GP/25/16.9 Clerk's office to pay the Neighbourhood Plan consultants invoice – **Actioned**
 - 5.10** F&GP/25/16.10 Asset Transference meetings to be entered into by Clerk and reported back – **See item 6.8**
 - 5.11** F&GP/25/16.11 Clerk to work with external auditors to deal with resident objections – **Actioned**
 - 5.12** F&GP/25/16.12 Clerk to inform Tyler Trust of their unsuccessful grant enquiry – **Actioned**
 - 5.13** F&GP/24/63.6 WSCC to rectify issues with High St railings with support from SPC Clerk - **See item 6.7**
 - 5.14** F&GP/25/7.4 Clerk to organise Community Engagement working party to consider CCTV referendum – **See item 6.10**
- 6.0 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for August 2025 and September 2025.
 - 6.2** To agree F&GP Income & Expenditure reports for August 2025 and September 2025.
 - 6.3** To consider and discuss the first draft of the F&GP budget paper for the financial year - 2025.26
 - 6.4** To receive an update on progress from the Clerk in consideration of the 2025/26 SPC Action Plan.

- 6.5 To discuss and agree the end of year SPC Cil Reports for 2024/25
- 6.6 Clerk to notify regards External Audit interim notice
- 6.7 Update from the Clerk regards High Street Railings project being undertaken by WSCC
- 6.8 Report on work undertaken so far on potential asset transference from HDC, and to agree the expression of interest correspondence before submission to HDC
- 6.9 To receive notification of the Steyning in Bloom annual grant transaction.
- 6.10 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.
- 6.11 Notification re internal finance checks from Cllrs and Clerk
- 6.12 To discuss and agree potential additional SPC finance signatory

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/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register

8.0 INFORMATION/CORRESPONDENCE ITEMS

- 8.1 None at time of printing

9.0 DATE OF NEXT MEETING – 9th November 2025

John Fullbrook,
Clerk to the Parish Council