

Published 7th January 2026

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 13th JANUARY 2026 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 12th January 2026.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 9th December 2025 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register – **Actioned / See item 6.5**
 - 5.2** F&GP/25/34.1 Office to process successful Parochial Church grant request details – **Actioned**
 - 5.3** F&GP/25/34.2 Canada Gardens Skip removed from site as full – **Actioned**
 - 5.4** F&GP/25/34.3 Cont. to highlight the true value of percentage income and expenditure minus Ill health cheque – **Actioned**
 - 5.5** F&GP/25/34.4 Take draft budget figure and use for consolidated draft budget and bring back to F&GP – **Actioned**
 - 5.6** F&GP/25/34.5 Update and discuss further the Action Plan progress – **See item 6.4**
 - 5.7** F&GP/25/34.6 Acceptance of MOU and associated Youth budget – **Actioned**
 - 5.8** F&GP/25/34.7 Office to process successful Vintage Years grant request details – **Actioned**
 - 5.9** F&GP/25/34.8 Office to process Steyning & District partnerships 'Six sleeps to Christmas' grant request details – **Actioned**
 - 5.10** F&GP/25/34.9 Clerk to send robust response to WSCC outlining demands to hasten Railings renewal – **See item 6.6**
 - 5.11** F&GP/25/34.9 Clerk's office to send out information to deny direct responsibility for railings renewal – **Actioned**
 - 5.12** F&GP/25/34.10 Clerk's office to resolve first payment for interpretation board installation – **Actioned**
 - 5.13** F&GP/25/35.1 Compliance with Internal auditor recommendation – **Actioned/ See item 7.3**
 - 5.14** F&GP/25/35.1 Clerk to update on External Auditors position subsequent to completion of final checks – **See item 7.1**
 - 5.15** F&GP/25/35.2 Clerk & Cllr Norcross to update members on Cricket Clubs position regards its redevelopment – **Item 7.2**
 - 5.16** F&GP/25/35.2 Clerk asked to obtain if possible a draft of Cricket Club business plan – **See item 7.2**
 - 5.17** F&GP/25/35.3 Clerk's office to inform contractors concerning one year extension to their tender term – **Actioned**
 - 5.18** F&GP/25/35.6 CCTV consultation doc. to be amended and distributed for members to agree via email– **Actioned/item 7.4**
 - 5.19** F&GP/25/35.7 Clerk's office to compile and then submit new format expression of interest forms – **Actioned**
 - 5.20** F&GP/25/37.2 Local Govt consultation to be dealt with by Planning and Premises Committee – **Actioned**

6.0 FINANCIAL MATTERS – (Supporting papers)

- 6.1** To approve the lists of SPC payments for November and December 2025.
- 6.2** To agree F&GP Income & Expenditure reports for November and December 2025.
- 6.3** To consider and agree the final draft of the F&GP consolidated budget paper for the financial year – 2026/27 and to make recommendation to Full Council concerning the SPC Precept for the next financial year.
- 6.4** To receive an update on progress from the Clerk & discuss the 2025/26 SPC Action Plan and agree any actions.
- 6.5** To discuss and agree the contents of the SPC Asset Register for 2026
- 6.6** To consider progress and agree potential match funding of High Street Railings project being undertaken by West Sussex County Council
- 6.7** To consider and potentially agree to a grant application from the Ukrainian Refugee Group
- 6.8** To consider and potentially agree to a grant application from the Horsham District Older Peoples Forum

7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 7.1** Clerk to notify re progress of the outstanding External Audit Report
- 7.2** Clerk to update concerning Cricket Club working party and progress of this project
- 7.3** To discuss and agree the convening of the Working Practices Group and to agree matters to be discussed
- 7.4** To consider and agree the text for the CCTV installation referendum, and the publicity associated with it
- 7.5** To discuss and agree a request for increased Street Cleaning contractual annual expenditure.
- 7.6** Update concerning *Devolution* planning for SPC

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 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy
- 8.5** F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56
- 8.6** F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation
- 8.7** F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal
- 8.8** F&GP/24/54.1 A3 *conservation* signs to be purchased for Abbey Road
- 8.9** F&GP/25/35.5 More meetings hoped for with the Steyning Grammar School to discuss developments
- 8.10** F&GP/25/25.12 SPC finance signatory amendments to take place in March 2026

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** None at time of printing

10.0 DATE OF NEXT MEETING – 10th March 2026

John Fullbrook,
Clerk to the Parish Council