

Published 3rd December 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 DECEMBER 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 8th December 2025.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 14th October 2025 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/24/67.5 Communications to continue with Cricket Club concerning proposed club house development – **Item 7.2**
 - 5.2** F&GP/25/25.2 Continue informing members re. Ill Health payment skewing percentage figures – **See item 6.2**
 - 5.3** F&GP/25/25.3 Bring back F&GP first draft budget for final reckoning to this meeting – **See item 6.3**
 - 5.4** F&GP/25/25.4 Clerk to update Action Plan list, plus amend text and bring back to next F&GP meeting – **Actioned**
 - 5.5** F&GP/25/25.5 Cil reports to go onto SPC web site – **Actioned**
 - 5.6** F&GP/25/25.6 Place external audit notice on web site and update members on audit report next F&GP – **Actioned**
 - 5.7** F&GP/25/25.7 Move forward with WSCC and their High St railings project and bring back to members – **Actioned**
 - 5.8** F&GP/25/25.8 Submit to HDC the 'SPC Expression of Interest' listings re potential Asset transference – **Actioned/ item 7.7**
 - 5.9** F&GP/25/25.9 Clerk's office to complete Steyning in Bloom grant transaction – **Actioned**
 - 5.10** F&GP/25/25.10 CCTV referendum text to be further discussed at Community Engagement Committee – **See item 7.6**
- 6.0 FINANCIAL MATTERS GOVERNANCE AND COMMUNITY MATTERS** – *(Supporting papers)*
 - 6.1** To approve the list of SPC payments for October 2025.
 - 6.2** To agree F&GP Income & Expenditure reports for October 2025.
 - 6.3** To consider and agree the final draft of the F&GP budget paper for the financial year – 2026.27
 - 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 JPYC memorandum of understanding budgetary figure for the next financial year
 - 6.6** To discuss and agree payment of the Vintage Years grant request for this financial year

- 6.7 To discuss and agree a grant request from the Steyning and District Partnership
- 6.8 To discuss and agree a grant request from the Parochial Church Council of St Andrew and St Cuthman.
- 6.9 To discuss and agree potential match funding of High Street Railings project being undertaken by WSCC
- 6.10 To discuss and agree payment of the first project payment associated with the interpretation board installation and consider a recommendation to Full Council that the full invoice be paid

7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 7.1 To consider recent Internal Audit Reports and agree any actions and for the Clerk to notify re progress of the outstanding External Audit Report
- 7.2 Clerk to notify re the convening of Cricket Club working party and update on progress of this project
- 7.3 To discuss and agree the extension of grass and street cleaning/bin contracts for one year as per Community Committee recommendation
- 7.4 Update on status of Neighbourhood Plan project
- 7.5 Chair to update members in consideration of the Steyning Grammar Schools development, and agree any actions.
- 7.6 To consider and agree the text for the CCTV installation referendum, and the publicity associated with it
- 7.7 Update on potential asset transference from HDC, including ongoing discussions with key stakeholders

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/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register
- 8.10 F&GP/25/25.12 SPC finance signatory amendments to take place in March 2026

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1 Letter of thanks from SPC Bowls Club

10.0 DATE OF NEXT MEETING – 13th January 2025

John Fullbrook,
Clerk to the Parish Council