

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14th OCTOBER 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), I Alexander, Bell, Trundle, S Alexander, Ballance and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

MINUTES

ACTIONS

F & GP/25/20 APOLOGIES FOR ABSENCE

20.1 Apologies were received from Cllrs Norcross and Foxwell.

F&GP/25/21 DECLARATIONS OF INTEREST AND DISPENSATIONS

21.1 None

F&GP/25/22 QUESTIONS FROM THE FLOOR {in summary}

22.1 None

F&GP/25/23 MINUTES OF PREVIOUS MEETING

23.1 Cllr Sharp **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 9th September 2025 be agreed as a true and fair record. **Agreed 5 For, 2 abstained**

F&GP/25/24 MATTERS ARISING AND ACTIONS – *These items taken as read*

24.1 Clerk to rectify percentage income & expenditure totals by manually adjusting on I&E reports- **Item 25.2**

24.2 Clerk's office to place SPC Finance / Business Plan for 25.26 on web site – **Actioned**

24.3 Allotment Association grant for AGM transaction completed – **Actioned**

24.4 Clerk to communicate SPC's intension for future Wardens service protection – **Actioned**

24.5 Budget papers for each SPC committee drafted by Clerk as per planned timeline – **Actioned/ Item 25.3**

24.6 SPC Finance Risk Assessment amended – **Actioned**

24.7 SPC Finance Regs updated and new version placed on Web Site – **Actioned**

24.8 Clerk's office to pay the Festive lights invoice – **Actioned**

24.9 Clerk's office to pay the Neighbourhood Plan consultants invoice – **Actioned**

24.10 Asset Transference meetings to be entered into by Clerk and reported back – **See item 25.8**

24.11 Clerk to work with external auditors to deal with resident objections – **Actioned**

24.12 Clerk to inform Tyler Trust of their unsuccessful grant enquiry – **Actioned**

24.13 WSCC to rectify issues with High St railings with support from SPC Clerk - **See item 25.7**

24.14 Clerk to organise Community Engagement working party to consider CCTV referendum - **See item 25.10**

F5GP/25/25	FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.	
25.1	To approve the list of SPC payments for August and September 2025. Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. Cllr Sharp proposed, seconded by Cllr Bell that SPC accepts the August and September 2025 SPC Payments lists. Agreed	
25.2	F&GP Income and Expenditure reports for August and September 2025. The Ill Health insurance payment was skewing the percentage on the reports and the Clerk had manually amended the figures to omit this unbudgeted figure from the total percentage noted, for the benefit of Cllrs as per previously agreed at this committee. Cllr Sharp proposed, seconded by Cllr S Alexander that the F&GP Income and Expenditure report for September 2025 be accepted. Agreed	CLERK
25.3	To consider the first draft of the F&GP budget paper for the financial year – 2026.27 This was the members' first chance to discuss next year's budget, and an extensive discussion ensued covered many aspects of the considerations involved. A 4% rise for the youth service was not opposed. A suggested increase to the precept in line with the current inflation rate was proposed for the second draft, and then there will be a need to take on board the requested overspend from the other committees, so that a balanced and combined council budget can be presented at the December F&GP meeting, in preparation for a Full Council agreement in January.	CLERK
25.4	Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan. All 22 projects for the current year were discussed in depth and varying amounts of progress had been made by this point which is effectively a third of the way through the 'Action Plan Year' with headway being made as per schedule. Two small amendments to the text were noted by the Clerk.	CLERK
25.5	To agree the end of year SPC Cil Reports for 2024/25 There were two reports discussed as per supporting papers – the general Cil report and the SDNP report, both of which needed to be published subsequently onto the SPC website. Cllr Sharp proposed, seconded by Cllr S Alexander that these {Cil Report} documents are acceptable and are to put on the SPC website. Agreed	CLERK
25.6	Clerk to notify regards External Audit interim notice Due to ongoing resident objections, the External Auditors were not as yet in a position to complete their procedure for SPC's 24/25 year-end review. Therefore an interim report, as per supporting paper, had been sent to SPC which then needed to be published by the 30th September, and this had been actioned.	CLERK
25.7	Update from the Clerk regards High Street Railings project being undertaken by WSCC WSCC have been actively seeking quotes for reparations, but progress has been unreasonably slow. In the meantime, the Steyning Society have also chased WSCC for a speedier resolution, and have written a letter reiterating that there has been a WSCC commitment to these works in the past, as well as suggesting that they would be open to assisting with a part payment to ensure the job is completed to a standard in keeping with the railings historical value.	CLERK
25.8	Report on work undertaken so far on potential asset transference from HDC, and to agree the expression of interest correspondence before submission to HDC The Clerk had prepared a draft 'Expression of Interest' document and invited comments to ensure the concept, format, and content were appropriate. His report outlined recent meetings held over the past month with various stakeholders: parish council representatives regarding car park management; Father Mark regarding churchyard management; HDC representatives concerning the management of Bramber Brooks; and the School Foundation and Headteacher about swimming pool operations and broader school development matters. Following discussion, members reconsidered their earlier views on certain assets which had initially	CLERK

seemed undesirable. On reflection, concerns arose about the implications of these assets being managed by organisations that may be less locally focused or community minded. Although no commitment to asset transfer was being made at this stage, it was agreed that submitting an expression of interest would allow SPC to better understand HDC's perspective and gain clarity on any associated costs or liabilities. It was noted that the format of the Expression of Interest document provided a useful framework for raising relevant questions.

Cllr Sharp **proposed, seconded** by Cllr S Alexander that members were pleased with the concept and content of the *Expression of Interest* document and asked the clerk to include within the document all the other potential assets not already agreed for being of interest, so that a better understanding would be forthcoming in those instances. **Agreed**

25.9	To receive notification of the Steyning in Bloom annual grant transaction. SPC had received a formal request from the Steyning in Bloom group for their annual grant. This grant had been previously agreed by Council as per its grant policy and via the annual SPC budgetary agreement. This therefore was to notify members that this £2,850 transaction had taken place on the 3 rd October.	CLERK
25.10	To consider the work undertaken by the recent meeting of the Community Engagement Group, and to agree any recommendations	CLERK
25.10.1	A meeting was held on the 9 October 2025 to discuss upcoming community engagement and consultations. It was agreed that the CCTV consultation and Neighbourhood Plan referendum will be carried out separately. No referendum is required for the transition to a Town Council or for potential asset transfers, though information on these will be included for transparency. The CCTV consultation will focus on community safety and asset protection, with a public vote required before installation. The Neighbourhood Plan referendum will proceed as part of the statutory review, with materials distributed via <i>Your Mag</i> and online.	
25.10.2	Cllr Sharp proposed, seconded by Cllr Ballance that the following two recommendations be agreed by F&GP Committee. Agreed 1. That the Neighbourhood Plan referendum and the CCTV public consultation/referendum be carried out as two distinct exercises to maintain clarity and focus. 2. That information regarding the Town Council transition and potential asset transfers be included as an informational section within the Neighbourhood Plan consultation, to ensure transparency and public awareness.	
25.10.3	The Community Engagement Group will prepare a standard public statement to address questions, with Cllr S Alexander drafting the initial communication for review. Final wording and FAQs will be agreed upon by the committee before release.	C. E. Group
25.11	Notification re internal finance checks from Cllrs and Clerk Cllr Sharp and S Alexander had within the previous week completed internal financial governance checks separately and independently and in line with SPC Finance Risk Assessment guidelines. Both reported the process had been thorough, rigorous and had proved successful in showing the appropriate procedures had been followed.	
25.12	To agree potential additional SPC finance signatory Cllr Sharp proposed, seconded by Cllr I Alexander that Cllrs S Alexander and Sharp be designated as new signatories but as Chair and Vice chair in current roles will preclude themselves until such time as the regulations are changed in approximately 5 months' time. Agreed	CLERK
F&GP/25/26	PROGRESS REPORT	
26.1	<i>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.</i>	D. Clerk
26.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
26.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
26.4	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK

26.5	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
26.6	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
26.7	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
26.8	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
26.9	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
26.10	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK

F&GP/25/27 INFORMATION/CORRESPONDENCE ITEMS

27.1 None

F&GP/24/28 DATE OF NEXT MEETING – 9th December 2025 @7.30pm.

The Chair closed the meeting at 9.32pm

Signed Date 9th December 2025
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/TYmGpLY4fYA>