

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13th JANUARY 2026 AT 7.30PM

Present: Cllrs Sharp (Chairman), Foxwell, S Alexander, Johnson and Ballance.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/25/39 APOLOGIES FOR ABSENCE

39.1 Apologies were received from Cllrs Norcross, Trundle, Bell and Ian Alexander.

F&GP/25/40 DECLARATIONS OF INTEREST AND DISPENSATIONS

40.1 None

F&GP/25/41 QUESTIONS FROM THE FLOOR {in summary}

41.1.1 **Q** – Trevor Cree, made a representation and asked questions.

He believed that the proposed CCTV 'consultation' will not meet the standards required by the Information Commissioner's Office and gave reasons.

Trevor also raised the following questions:-

41.1.2 In budget Line 1600 there is a budget income shown of £3,000 for the Joint Parishes Cemetery Committee. What is the justification for treating these funds as a SPC income?

41.1.3 In Line 1700 a sum of £4,034 is allocated for JYPC Service. Who receives this money in view of the fact that Line 4024 shows a separate budget payment of £28,500 for the Youth Service?

41.1.4 In Line 4016 a sum of £4,000 is allocated for Legal Fees/Elections. If the SPC decides to proceed with a civil case against a fellow councillor then this would cost tens of thousands of pounds in upfront legal costs during 2026/27.

41.1.5 In Line 4080 the cost of the Chairman's Function has risen from a 2025/26 budget of £900 up to £1,400. How can this be justified?

41.1.6 In Line 4977 a sum of £15,000 is allocated for Special Projects. What are the new 2026/27 projects that will be funded by this money?

41.1.7 In Line 1000 it shows a 'Donations' income of £10,000. Could the Committee clarify the potential source or sources of this income?

41.2 **Response** – The Chairman thanked Trevor for his questions and suggested they be answered at the appropriate time on the Agenda, and asked Trevor to feel free to remind members if they were not being answered

F&GP/25/42 MINUTES OF PREVIOUS MEETING

42.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 9th December 2025 be agreed as a true and fair record. **Agreed 4 For, 1 Abstained**

F&GP/25/43 MATTERS ARISING AND ACTIONS – *These items taken as read*

43.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register – **Actioned/ See item 44.5**

43.2 Office to process successful Parochial Church grant request details – **Actioned**

43.3 Canada Gardens Skip removed from site as full – **Actioned**

43.4 Cont. to highlight the true value of percentage income & expenditure minus Ill health cheque–**Actioned**

43.5 Take draft budget figure and use for consolidated draft budget and bring back to F&GP – **Actioned**

- 43.6 Update and discuss further the Action Plan progress – **See item 44.4**
- 43.7 Acceptance of MOU and associated Youth budget – **Actioned**
- 43.8 Office to process successful Vintage Years grant request details – **Actioned**
- 43.9 Office to process Steyning & District partnerships ‘Six sleeps to Christmas’ grant request – **Actioned**
- 43.10 Clerk to send robust response to WSCC outlining demands to hasten Railings renewal – **See item 44.6**
- 43.11 Clerk’s office to send out information to deny direct responsibility for railings renewal – **Actioned**
- 43.12 Clerk’s office to resolve first payment for interpretation board installation – **Actioned**
- 43.13 Compliance with Internal auditor recommendation – **Actioned/ See item 45.3**
- 43.14 Clerk to update on External Auditors position subsequent to completion of final checks – **See item 45.1**
- 43.15 Clerk & Cllr Norcross to update on Cricket Clubs position regards its redevelopment – **Item 45.2**
- 43.16 Clerk asked to obtain if possible a draft of Cricket Club business plan – **See item 45.2**
- 43.17 Clerk’s office to inform contractors concerning one year extension to their tender term – **Actioned**
- 43.18 CCTV consultation doc. to be amended & distributed for members to agree via email – **See item 45.4**
- 43.19 Clerk’s office to compile and then submit new format expression of interest forms – **Actioned**
- 43.20 Local Govt consultation to be dealt with by Planning and Premises Committee – **Actioned**

F&GP/25/44 FINANCIAL GOVERNANCE.

- 44.1 **To approve the list of SPC payments for November and December 2025.**
Members posed questions to the Clerk in consideration of payments covering this period. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the November and December 2025 SPC Payments lists. **Agreed**
- 44.2 **F&GP Income and Expenditure reports for October 2025.**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that the F&GP Income and Expenditure reports for November and December 2025 be accepted. **Agreed**
- 44.3 **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.** Members fully considered this matter, and debated options for keeping the draft precept increase to a minimum without sacrificing future project expenditures. Many budget increases were analyzed, with special attention made to Neighbourhood Plan and Youth service expenditure, with members satisfied with the reasoning behind these decisions. They also dealt with questions raised by members of the public online and in person. Members believed that there ought to be a number of questions answered by the office online, in this instance, to reassure residents who have concerns (on for example swimming pool and staffing expenditure), and to then say that further questions could be raised using the Clerk’s email address. Members wanted the Community Engagement Group to further discuss the matter of active online Q&A, and any staffing/ financial consequences. **CLERK**
- 44.3.1 **Members fully considered this matter, and debated options for keeping the draft precept increase to a minimum without sacrificing future project expenditures. Many budget increases were analyzed, with special attention made to Neighbourhood Plan and Youth service expenditure, with members satisfied with the reasoning behind these decisions. They also dealt with questions raised by members of the public online and in person. Members believed that there ought to be a number of questions answered by the office online, in this instance, to reassure residents who have concerns (on for example swimming pool and staffing expenditure), and to then say that further questions could be raised using the Clerk’s email address. Members wanted the Community Engagement Group to further discuss the matter of active online Q&A, and any staffing/ financial consequences.** **CLERK**
- 44.3.2 **The Clerk had presented a set of bullet points within supporting papers which further detailed reasons for the Council’s need for an 8.77% Precept rise, and members asked that this be put on social media platforms by way of an additional explanation.** **CLERK**
- 44.3.3 **Cllr Sharp proposed, seconded** by Cllr S Alexander that this committee recommends to Full Council the consolidated budget and resultant SPC Precept demand of 8.77% for the next financial year 2026/27. **Agreed** **CLERK**

44.4	Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan. Progress included:- Meetings have taken place at the Primary School, and with volunteers, with 210 free plants being gifted from the Steyning for Trees Group to help with the Chandlers Way Project: Ensuring Glebe Farm Contractor Communications remains productive: Christmas Light displays are being removed from the High Street in next few days: Steyning Centre door replacement quotes are being discussed at the next Premises Committee.	CLERK
44.5	To agree the contents of the SPC Asset Register for 2026. Items of Street furniture have been added following transfer of these Assets from the Steyning and District Partnership, plus there were additions in terms of the disposals. Members noted it would be clearer if the '<i>updated March 2023</i>' under '<i>Proxy cost</i>' be removed. Cllr Sharp proposed, seconded by Cllr Foxwell that SPC agree to the details of the Asset register {as per supporting papers, with noted amendment}. Agreed	CLERK
44.6	To consider progress and agree potential match funding of High Street Railings project being undertaken by West Sussex County Council. Further to previous information already minuted there was little new information, as the scope of works details remained commercially sensitive, from the WSCC point of view, so could not be discussed. There was verbal assurance that brickwork and paving renewal would be part of the undertaking, and a new and slightly reduced figure reflected the fact WSCC has removed the traffic management part from the match funding request. Members remained unhappy however about agreeing to funding and asked the Clerk to pursue the matter with the HDC conservation officer to avoid any likelihood of the laminate fencing being part of the solution. The Clerk was also asked to ensure there would be posts placed on SPC social media highlighting to residents that this issue was not SPC's problem, rather that our Council was lobbying WSCC in order to help find a solution. Cllr Sharp proposed, seconded by Cllr S Alexander that the Clerk be delegated to approach the HDC Conservation Officer to get their support to ensure the railings are not renewed with the laminate option, rather that proper preserved wood be used. Agreed	CLERK CLERK
44.7	To consider a grant application from the Ukrainian Refuge Group Cllr Sharp proposed, seconded by Cllr Foxwell that SPC agree to this grant application {for approx. £276 to cover Hall Hire}. Agreed	CLERK
44.8	To consider a grant application from the Horsham District Older Peoples Forum The request was for £44.10 to cover costs of room and kitchen hire. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to this grant application. Agreed	CLERK
F&GP/25/45	GOVERNANCE AND COMMUNITY MATTERS	
45.1	Notification re progress of the outstanding External Audit Report Still no indication of when receipt of this report will be forthcoming.	CLERK
45.2	Clerk to update concerning Cricket Club working party and progress of this project There was a working party on the 17th December, with Cricket Club reps, the newly appointed architect, and the Clerk and Cllr Norcross in attendance. The Architect reported there had been a number of meetings with local residents and the club officials and consequently and in line with the wishes of the Planning and Premises committee, the Architect has produced new and improved plans for the proposed rebuilding of the Clubhouse. SPC were invited to ensure the project was heading in the right direction, and the Clerk confirmed that a number of issues raised by objectors have been dealt with. There is another meeting planned for Friday the 16th January. The main focus of this meeting will be to further discussions concerning the Lease agreement – In attendance will be the Chairs of this committee and Planning and Premises.	CLERK & Cllrs
45.3	Convening of the Working Practices Group and to agree matters to be discussed SPC need to have a Website Accessibility Statement and IT Policy to be added to the website by the 31st March to meet the requirements of Governance Assertion 10, plus there is a need to agree a new SPC Privacy policy, and the SPC Financial risk assessment amendments	CLERK

45.4 To agree the text for the CCTV installation consultation, and the publicity associated with it **CLERK**
 There were two documents agreed at the previous meeting including *Your Mag* promotion, and the details of the online consultation format. Members further discussed the need for information being added to the remaining 'Background' documentation for residents better and potentially more balanced understanding of the reasons for SPC's wanting to pursue this project. Therefore to include the extent of the antisocial behaviour and other incidents faced, the costs involved, the need to help provide a mechanism for residents better safety, and some indication of the nature of the vandalism involved.
 Cllr S Alexander tabled some potential promotional posts for social media, and members asked that they be distributed to them for their input.

45.5 To agree a request for increased Street Cleaning contractual annual expenditure **CLERK**
 At the last F&GP meeting, it was agreed to extend this contract for a year. The contractor has subsequently agreed to this SPC condition but has also requested a 10% rise in the annual fee. In the first instance this may seem like a lot, but the Clerk reminded members that the contractor has not put up their fee for the last three years, and secondly, an increase was anticipated and is covered within the budget calculations for next year.
 Cllr Sharp **proposed, seconded** by Cllr Ballance that this request be approved. **Agreed**

45.6 Update concerning *Devolution* planning for SPC
45.6.1 Members have been involved in a number of meetings with the Grammar School, and some points were raised to the designers concerning some aspects that might be of better benefit to SPC residents. One additional meeting has been requested as part of the community engagement process to discuss their *Community Use Agreement* – this is so SPC can attempt to better understand and potentially positively influence the relationship between the school and the swimming pool contractor. **CLERK**
45.6.2 Another positive meeting has taken place with other Parish Councils who have expressed an interest in the management of their Car Parks, via a company which gains its income by pursuing parking penalty charges.

F&GP/25/46 PROGRESS REPORT

46.1	<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
46.2	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK & CCTV W. Prty
46.3	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
46.4	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
46.5	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
46.6	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
46.7	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
46.8	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK
46.9	<i>F&GP/25/35.5 More meetings hoped for with the Steyning Grammar School to discuss developments</i>	CLERK
46.10	<i>F&GP/24/25.12 SPC finance signatory amendments to take place in March 2026</i>	CLERK

F&GP/25/47 INFORMATION/CORRESPONDENCE ITEMS

47.1 None

F&GP/25/48 DATE OF NEXT MEETING – 10th March 2026 @7.30pm.

The Chair closed the meeting at 9.22pm

Signed Date 10th March 2026
 Chair

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

<https://youtu.be/az7d0zOp Ug>

JANUARY '26

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPROPRIATE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/01/2026	CR	848.00		848.00		R	Horsham District Council - STEYNING CENTRE
01/01/2026	CR		82.40	82.40		R	Receipt(s) Banked
02/01/2026	CR		66.15	66.15		R	Receipt(s) Banked
02/01/2026	Cr		238.98	238.98		R	Receipt(s) Banked
05/01/2026	VIS	37.85		37.85		R	SiteLock Websecurity
05/01/2026	DR	1.04		1.04		R	Data transaction
06/01/2026	DD	433.50		433.50		R	Grekeleasing Phones
06/01/2026	DD	240.00		240.00		R	Grenkeleasing phone
06/01/2026	VIS	12.99		12.99		R	Amazon - batteries
06/01/2026	VIS	13.00		13.00		R	Canva software
06/01/2026	JF/060126		50,000.00	50,000.00		R	Receipt(s) Banked - BANK TRANSFER
06/01/2026	CR		79.97	79.97		R	Receipt(s) Banked
06/01/2026	CR		11.80	11.80		R	Receipt(s) Banked
07/01/2026	VIS	11.39		11.39		R	Amazon - Bucket
07/01/2026	VIS	11.99		11.99		R	Amazon - Paint kit
07/01/2026	VIS	26.01		26.01		R	AGA Print Ltd
07/01/2026	VIS	151.19		151.19		R	Shelters4less - bike racks
07/01/2026	CR		17.70	17.70		R	Receipt(s) Banked
08/01/2026	CR		61.46	61.46		R	Receipt(s) Banked
08/01/2026	BP		140.70	140.70		R	Receipt(s) Banked
09/01/2026	CR		2.95	2.95		R	Receipt(s) Banked
12/01/2026	455/25.26	200.00		200.00		R	Clare Austin Gardening
12/01/2026	456/25.26	19.85		19.85		R	T Eckert film supplies
12/01/2026	457/25.26	1,704.30		1,704.30		R	Legal & General INs - ILL HEALTH INSURANCE
12/01/2026	459/25.26	48.82		48.82		R	EDF Elec Bus. shelter
12/01/2026	460/25.26	410.50		410.50		R	Horsham District Council
12/01/2026	461/25.26	45.00		45.00		R	Bramber hall - youth
12/01/2026	462/25.26	75.00		75.00		R	Bramber Hall- Youth
12/01/2026	463/25.25	45.00		45.00		R	Bramber Hall - Youth
12/01/2026	464/25.26	830.00		830.00		R	Mark Streeter Hedgeworks
12/01/2026	465/25.26	245.00		245.00		R	Positive lighting
12/01/2026	CR		739.33	739.33		R	Receipt(s) Banked - MEMORIAL
12/01/2026	Cr		121.51	121.51		R	Receipt(s) Banked BENCH PAYMENT
12/01/2026	CR		91.88	91.88		R	Receipt(s) Banked
12/01/2026	CR		82.40	82.40		R	Receipt(s) Banked
12/01/2026	25/69		21.00	21.00		R	Receipt(s) Banked
12/01/2026	25/70		311.00	311.00		R	Receipt(s) Banked
12/01/2026	25/71		207.00	207.00		R	Receipt(s) Banked
15/01/2026	VIS	8.64		8.64		R	Amazon - First aid st
15/01/2026	DD	20.74		20.74		R	Propel Finance phone
15/01/2026	CR		49.20	49.20		R	Receipt(s) Banked
15/01/2026	CR		116.50	116.50		R	Receipt(s) Banked
15/01/2026	CR		196.00	196.00		R	Receipt(s) Banked
15/01/2026	CR		118.20	118.20		R	Receipt(s) Banked
15/01/2026	CR		274.13	274.13		R	Receipt(s) Banked
15/01/2026	BP		73.80	73.80		R	Receipt(s) Banked
16/01/2026	DD	29.60		29.60		R	O2 phone
16/01/2026	VIS	104.97		104.97		R	4SIGHT

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/01/2026	VIS	9.99		9.99		R 	Amazon - Youth Blue roll
16/01/2026	VIS	31.18		31.18		R 	Zoom
16/01/2026	CR		26.25	26.25		R 	Receipt(s) Banked
16/01/2026	CR		117.85	117.85		R 	Receipt(s) Banked
16/01/2026	CR		147.00	147.00		R 	Receipt(s) Banked
17/01/2026	CR		609.72	609.72		R 	Receipt(s) Banked - LODGE
17/01/2026	CR		91.88	91.88		R 	Receipt(s) Banked HALL HIRE
17/01/2026	BP		161.90	161.90		R 	Receipt(s) Banked
18/01/2026	CR		471.30	471.30		R 	Receipt(s) Banked
18/01/2026	CR		108.15	108.15		R 	Receipt(s) Banked
19/01/2026	VIS	62.00		62.00		R 	Amazon - Paperrolls youth
19/01/2026	VIS	21.72		21.72		R 	Amazon - Youth - Ollyball plan
19/01/2026	VIS	2.23		2.23		R 	Amazon - Youth - glue
19/01/2026	VIS	6.48		6.48		R 	Amazon - Valentine gifts - You
19/01/2026	VIS	45.28		45.28		R 	Amazon - Youth spotmarkers
19/01/2026	466/25.26	1,398.99		1,398.99		R 	Stey Centre Gas - UTILITIES
19/01/2026	467/25.26	592.57		592.57		R 	Bus S. Water Stey Centre - " -
19/01/2026	468/25.26	412.42		412.42		R 	Bus. S Water Allots - " -
19/01/2026	469/25.26	12.00		12.00		R 	Core website Manage
19/01/2026	470/25.26	122.73		122.73		R 	Horsham District B.S. Ins
19/01/2026	471/25.26	80.00		80.00		R 	Piano tuning
19/01/2026	CR		70.00	70.00		R 	Receipt(s) Banked
20/01/2026	CR		16.40	16.40		R 	Receipt(s) Banked
20/01/2026	CR		88.65	88.65		R 	Receipt(s) Banked
20/01/2026	BP		65.60	65.60		R 	Receipt(s) Banked
21/01/2026	DR	18.29		18.29		R 	HSBC Charges
21/01/2026	VIS	27.75		27.75		R 	Amazon - taps - Allotments
21/01/2026	CR		17.70	17.70		R 	Receipt(s) Banked
22/01/2026	CR		66.15	66.15		R 	Receipt(s) Banked
23/01/2026	472/25.26	59.99		59.99		R 	Core energy website
23/01/2026	473/25.26	210.00		210.00		R 	Smith of Derby
23/01/2026	474/25.26	306.00		306.00		R 	Southern Cinema Services
23/01/2026	475/25.26	186.00		186.00		R 	Sowerby security
23/01/2026	476/25.26	180.00		180.00		R 	Treedom tree works
23/01/2026	477/25.26	324.00		324.00		R 	HDC Play inspections
23/01/2026	478/25.26	4,407.98		4,407.98		R 	HMRC Tax & NIC - STAFF
23/01/2026	479/25.26	2,896.17		2,896.17		R 	Staff pensions
23/01/2026	480/25.26	65.00		65.00		R 	Chi Payroll
23/01/2026	481/25.26	189.00		189.00		R 	Barawood Publicity
24/01/2026	CR		110.25	110.25		R 	Receipt(s) Banked
24/01/2026	CR		188.60	188.60		R 	Receipt(s) Banked
26/01/2026	DD	54.02		54.02		R 	Go cardless phone
26/01/2026	VIS	11.04		11.04		R 	Zoho software
26/01/2026	BP	14,480.96		14,480.96		R 	Staff Salaries - STAFF
26/01/2026	CR		176.08	176.08		R 	Receipt(s) Banked
26/01/2026	CR		5.90	5.90		R 	Receipt(s) Banked
26/01/2026	CR		68.55	68.55		R 	Receipt(s) Banked
27/01/2026	VIS	24.89		24.89		R 	Amazon - Youth Tuck

Bank Reconciliation up to 31/01/2026 for Cashbook No 1 - Current Account

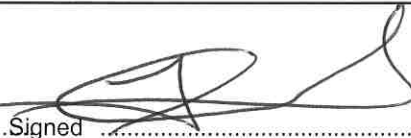
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/01/2026	25/74		89.00	89.00		R ☒	Receipt(s) Banked
27/01/2026	25/72		652.85	652.85		R ☒	Receipt(s) Banked
27/01/2026	25/73		273.20	273.20		R ☒	Receipt(s) Banked
27/01/2026	CR		88.65	88.65		R ☒	Receipt(s) Banked
28/01/2026	VIS	43.99		43.99		R ☒	Amazon - Youth Tuck
28/01/2026	VIS	26.31		26.31		R ☒	Amazon - Youth Tuck
28/01/2026	VIS	37.29		37.29		R ☒	Amazon - Youth Tuck
28/01/2026	VIS	19.86		19.86		R ☒	Amazon - Youth Tuck
28/01/2026	VIS	58.94		58.94		R ☒	Costco - Youth Tuck
29/01/2026	VIS	8.64		8.64		R ☒	Amazon - Mould St Centre
29/01/2026	482/25.26	91.00		91.00		R ☒	TC Maintenance
29/01/2026	483/25.26	17.00		17.00		R ☒	Bramber Hall - Youth rent
29/01/2026	484/25.26	121.74		121.74		R ☒	Staff salary
29/01/2026	485/25.26	136.48		136.48		R ☒	PIP Services
29/01/2026	486/25.26	107.58		107.58		R ☒	Youth expenses
29/01/2026	CR		43.35	43.35		R ☒	Receipt(s) Banked
30/01/2026	VIS	40.05		40.05		R ☒	Bench Plaque
30/01/2026	CR		58.76	58.76		R ☒	Receipt(s) Banked
30/01/2026	CR		51.36	51.36		R ☒	Receipt(s) Banked
30/01/2026	CR		49.20	49.20		R ☒	Receipt(s) Banked
31/01/2026	VIS	9.99		9.99		R ☒	Amazon - Youth Teaspoons
		32,531.93	57,018.36				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

20th Feb '26

Chair of F&GP:

Name

Signed

Date

11:30

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

January

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
101 Administration							
1000 Donations Received	350	18,000	17,650			1.9%	
1004 Reimbursed Charges & donations	739	200	(539)			369.3%	
1010 Misc Income	17	150	133			11.1%	
1075 CIL Receipts	0	2,000	2,000			0.0%	
1076 Precept Received	428,170	428,170	0			100.0%	
1077 Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090 Bank Interest Received	2,888	5,750	2,862			50.2%	
Administration :- Income	558,844	454,270	(104,574)			123.0%	0
4000 Salaries	179,723	208,000	28,277		28,277	86.4%	
4001 Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002 Printing, stationery, postage	1,304	3,150	1,846		1,846	41.4%	
4003 Staff Ill Health Insurance	1,704	2,850	1,146		1,146	59.8%	
4004 Telephones and Alarm	2,484	3,200	716		716	77.6%	
4005 Insurance	8,238	8,200	(38)		(38)	100.5%	
4006 Salaries Outsourcing	632	520	(112)		(112)	121.5%	
4007 Data Protection	741	1,350	609		609	54.9%	
4010 Audit Fees	1,352	2,300	948		948	58.8%	
4016 Legal Fees/Elections	1,745	850	(895)		(895)	205.3%	
4017 Bank Charges	284	420	136		136	67.6%	
4021 General Grants	1,637	2,500	863		863	65.5%	
4025 CCTV Maintenance	90	1,000	910		910	9.0%	
4030 Steyping in Bloom	2,850	2,850	0		0	100.0%	
4032 Memorial Gardens - upkeep	1,175	400	(775)		(775)	293.8%	
4033 Christmas Lights Grant	6,143	6,200	57		57	99.1%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,129	2,450	321		321	86.9%	
4039 Publicity and Advertising	638	2,200	1,562		1,562	29.0%	
4040 Town Clock	175	450	275		275	38.9%	
4045 Misc & Petty Cash	158	150	(8)		(8)	105.6%	
4047 Training	585	800	215		215	73.1%	
4055 HR Support	207	500	293		293	41.4%	
4060 Chairman's Function	837	900	63		63	93.0%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	1,200	2,440	1,240		1,240	49.2%	
4070 Software support & Packages	2,607	3,150	543		543	82.8%	
4071 ICT Equipment	404	2,400	1,996		1,996	16.8%	
4072 Website Development	384	480	96		96	79.9%	
4073 Neighbourhood Plan Exp	13,317	13,000	(317)		(317)	102.4%	

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075 Isolation and Loneliness	1,750	3,000	1,250		1,250	58.3%	
Administration :- Indirect Expenditure	<u>361,173</u>	<u>275,810</u>	<u>(85,363)</u>	<u>0</u>	<u>(85,363)</u>	<u>131.0%</u>	<u>0</u>
Net Income over Expenditure	<u>197,671</u>	<u>178,460</u>	<u>(19,211)</u>				
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	60,420	60,420		60,420	0.0%	
4101 Swimming Pool	0	23,200	23,200		23,200	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>83,620</u>	<u>83,620</u>	<u>0</u>	<u>83,620</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(83,620)</u>	<u>(83,620)</u>				
<u>103 Youth Provision</u>							
1700 JPYC Service	2,907	18,000	15,093			16.2%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	<u>2,907</u>	<u>42,117</u>	<u>39,210</u>			<u>6.9%</u>	<u>0</u>
4017 Bank Charges	18	1,000	982		982	1.8%	
4023 SPC Cont. to salary	32,750	32,750	(0)		(0)	100.0%	
4024 JPYC General	30,135	41,117	10,982		10,982	73.3%	4,559
Youth Provision :- Indirect Expenditure	<u>62,903</u>	<u>74,867</u>	<u>11,964</u>	<u>0</u>	<u>11,964</u>	<u>84.0%</u>	<u>4,559</u>
Net Income over Expenditure	<u>(59,996)</u>	<u>(32,750)</u>	<u>27,246</u>				
6000 plus Transfer from EMR	4,559	0	(4,559)				
Movement to/(from) Gen Reserve	<u>(55,437)</u>	<u>(32,750)</u>	<u>22,687</u>				
Finance & General Purposes Ctt :- Income	<u>561,751</u>	<u>496,387</u>	<u>(65,364)</u>			<u>113.2%</u>	
Expenditure	<u>424,076</u>	<u>434,297</u>	<u>10,221</u>	<u>0</u>	<u>10,221</u>	<u>97.6%</u>	
Net Income over Expenditure	<u>137,675</u>	<u>62,090</u>	<u>(75,585)</u>				
plus Transfer from EMR	4,559	0	(4,559)				
Movement to/(from) Gen Reserve	<u>142,234</u>	<u>62,090</u>	<u>(80,144)</u>				

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Ear Marked Reserves</u>							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	5,978	13,500	7,522		7,522	44.3%	2,348
Earmarked Res F & C :- Indirect Expenditure	<u>5,978</u>	<u>18,500</u>	<u>12,522</u>	<u>0</u>	<u>12,522</u>	<u>32.3%</u>	<u>2,348</u>
Net Expenditure	<u>(5,978)</u>	<u>(18,500)</u>	<u>(12,522)</u>				
6000 plus Transfer from EMR	2,348	0	(2,348)				
Movement to/(from) Gen Reserve	<u>(3,631)</u>	<u>(18,500)</u>	<u>(14,869)</u>				
<u>550 Joint Parishes Cemetery Ctre</u>							
1600 JPCC income	5,816	3,000	(2,816)			193.9%	
Joint Parishes Cemetery Ctre :- Income	<u>5,816</u>	<u>3,000</u>	<u>(2,816)</u>			<u>193.9%</u>	<u>0</u>
Net Income	<u>5,816</u>	<u>3,000</u>	<u>(2,816)</u>				
Ear Marked Reserves :- Income	5,816	3,000	(2,816)			193.9%	
Expenditure	5,978	18,500	12,522	0	12,522	32.3%	
Net Income over Expenditure	<u>(162)</u>	<u>(15,500)</u>	<u>(15,338)</u>				
plus Transfer from EMR	2,348	0	(2,348)				
Movement to/(from) Gen Reserve	<u>2,185</u>	<u>(15,500)</u>	<u>(17,685)</u>				
Grand Totals:- Income	665,489	609,437	(56,052)			109.2%	
Expenditure	553,457	609,437	55,980	0	55,980	90.8%	
Net Income over Expenditure	<u>112,032</u>	<u>0</u>	<u>(112,032)</u>				
plus Transfer from EMR	10,810	0	(10,810)				
Movement to/(from) Gen Reserve	<u>122,842</u>	<u>0</u>	<u>(122,842)</u>				

Steyning Cil Funding for interpretation Boards

Briefing Note

At the F&GP Meeting in December, members agreed to the first payment for the interpretation boards – that being £2,347.50 for the first 25% of the construction process. The contractor will now need the second payment for this project – We are committed to a further £970.23 which represents the remainder of our available Cil monies (from SDNP) and the full cost commitment via our Cil was for £3,317.73.

The Clerk therefore seeks approval for this next payment to be made to the Steyning & District Partnership as they are project leaders in this matter. This is a simple procedural item.

It should be noted that the first of the personal contributors for the project has transferred their contribution to the Partnership at the beginning of February – this amounting to £1,000. Our thanks should go to this individual.

In preparation for Items 6.5 to 6.10 – Grant Applications

Briefing Note

It should be understood that there is currently £863 left in the SPC Grant budget

However it should also be noted that we are committed to a further £276 to the Steyning Ukrainian Refuge, as well as £44.10 to the Older Peoples Forum which has not as yet been used by these groups.

Therefore available Grant monies total is £543

SPC Action Plan for 2025/26

Updated 4th March '26

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Risk Mitigations	
MPF / Charlton St - Twitten resurface	Lobby WSCC to complete the works on this rough, uneven and unkempt pathway	Visit site with WSCC Highways engineers to continue to lobby	By End June 25	Compile notes on risk assess. using WSCC criteria to help case	By July.	Complete Highways scheme if no action being taken	By Aug.	Project completion, including removal of kissing gate	By Sept.	Clerk & Chair engage with less able bodied reps in prep - new play	By Oct..	Clerk & Chair	In hands of WSCC and their meagre finances - Just need to pursue the matter relentlessly and keep near the top of their priorities	Maintain positive coms	
Chandlers Way Pocket Park	Complete first phase of planting programme, plus engage voluntary support	Liason with school & agree first planting day - hedge/tree	By Oct.	Continue liason with sch. & agree second planting day - bulbs	By Nov.	Complete initial trellis install & play gate	By Nov.	Agree and install entrance gate	By March 26.	Complete South and west borders and change grass cutting	By May 26	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers motivated	
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Secure funding from SDNP for interpretation boards	By June	Have planning app. completed and board info agreed	By Aug.	Gain planning consent and appoint contractors	By Dec.	Complete phase I project	By Jan 25	Consider Bollard and Trough installations	By June 26	Clerk & Community Com.	Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success	Keep all partners in loop to avoid over-reaching.	
Glebe Farm Housing Dev.	Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario	Complete first stage com engagement prog with and for Vistry	By June	Receive Reserve matters planning app & org. Com meeting	By July.	Prepare Steering Com recommendations and ensure P&P coms off	By Aug.	Continue coms and lobbying of HDC planning re comments	By Nov.	Set up pathway to easy coms with office for project liasons	By Feb26	Steering Com + Clerk & D. Cllr	Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's	COMPLETED	
Climate Action Targets achieved	Climate Action Plan - Cycle racks & Glebe connectivity + overhaul Steyning Centre heating system	High St Cycle Racks Highways scheme app. completed	By End July	Gain support for best connective scheme - lobby Vistry and HDC	By Aug.	Find specialist heating engineer and discuss scope of works	By Feb 26.	Agree scope of works and timescale	By March 26.	Agree financial commitment & contractor for works	By April	Clerk & P&P Com.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialbe will be a risk to timescale	Use resident/ volunteer skillsets	
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions	Agree display for Christmas 2025 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need test	By Sept.	Complete all doc. permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down	COMPLETED	
Armistice Event Org.	Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised	Org. Ground works - appoint gardener & gain quotes	By Aug.	Chair & Clerk to meet with Father Mark to discuss arrangements	By Sept.	Chair / Clerk to engage with key stakeholders to ensure attendance	By Sept.	Publicity in place to promote event + inform Tennis club etc.	By Oct.	Ensure attendance/ equip/ reefs / garden prepd & event success	By Nov.	Clerk & Community Com.	In hands of Church, key stakeholders, volunteers, weather and luck in many respects	COMPLETED	
Cricket Club Devel. & Lease	Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease are appropriate/ future safe	Begin details of Lease such as Length & appoint solicitor	By End June	After Com engagement, work with club to agree plans	By End July	Discuss lease agreement details needing to be changed	By Oct	Draft new Lease and agree to planning application	By Dec	Agree Lease details inc clauses with Club & gain SPC approval	By Feb	Clerk and F&GP Team	Cricket Club are determined to veer towards a more commercial orientation - negotiating a resolution will take good coms	Good and regular communications	
Compile Steyning Flood Plan	SPC now has additional riparian responsibilities at Abbey Road. This is to establish what needs to be done & when	Meet EA & OART reps & begin to recognise responsibilities	By End June	Meet with residents for phase I works - & then complete	By Sept.	Compile draft of Flood Plan for Abbey Road	By Dec	Meet with AORT & EA for sign off on plan and works to be scoped	By Feb 26	Meet with res. for phase II - scope, cost & arrange date/access	By April 26	Clerk & Community Com.	Discussions with residents take time and increase potential issues re access - The works environment is challenging	Not a project that can be rushed w/o Com engage.	
Devolution Business Planning	Work with HDC to obtain information on what Assets could be available for SPC to gain transfer, and build business case	Obtain as detailed an asset list from HDC as possible	By June	Buy Land registry Docs to get understanding of land details	By Sept.	Gain SPC approval for submitting expression of interest	By Nov.	Clerk to obtain background info re other PC positions	By March '26.	Gain SPC approval on draft outline Business plan	By May.	Clerk & Devolution working party	Dependent upon HDC, Dist Cllrs, WSCC and the soon to be unitary authroity makig up their minds on whats going to happen	Present a strong case and allow for options	
Steyning Centre Front doors renew	Steyning Centre front doors are broken & in need of swift renewal- but not like for like. ^ Opportunity to modernise/ benefit	Gain approval for works to be undertaken + budget	By June	Get an understanding of the range of scope of works options	By July.	Get selection of quotes based on best fit scenario	By Aug.	Gain approval from P+P on scope and cost	By End Sept.	Complete installation process	By Dec.	D. Clerk & P+P Com.	The Doors are not an easy fix, as the design needs particular parameters dealt with	company need good references	
CCTV purchase & Phase I install.	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring final recommendations to F&GP - scope & cost	By Oct	Gain agreement at Full Council for prefered system	By Nov	Org. Public consultation - Max scope, 'future safe'	By End Jan26	Work to ensure infrastructure and permissions in place	By Feb 26	Gain public support & Complete phase 1 installation	By End June '26	Clerk, working party , Full Council	Working productively with appropriate companies takes time inc. site meetings. Consultation / Publicity important	Com engagement to ensure scheme understood	
Revamp Steyning Emergency Plan	Clerk and Councillors need to establish together what needs to be covered and why - eg Parish Mains Water cut off etc.	Set up Working Party, to review existing cover & agree scope	By Sept.	Understand what others have done and draft plan	By End Nov.	Outline Plan agreed by SPC	By Feb 26.	Complete details of plan	By April	Full C. agree plan, & office to enable contacts and equip.	End May	D. Plan / Clerk / Full Council	The Plan must be reviewed and the result must be acheivable, and easily understood by the appropriate groups and individuals	Keep it as simple as possible	
Twitten / DMMO Management + Inquiry	Identify Twittens / Pathways throughout Steyning Parish and finalise what needs to be DMMO'd / Managed by SPC	Identify Twittens + understand what HDC & WSCC own/maintain	By Sept.	Gain final dates from judiciary re DMMO inquiry + attendance	By Oct.	Explore longer term maintenance arrange - ments with WSCC	By Jan 26.	Agree a plan for future SPC maintenance of Twittens - Bus. Plan	By Feb 26	Agree full extent of any further DMMO applications	End April	Clerk & Community Com.	WSCC may not want to agree terms at this stage for any asset transfer nor enter into MOU re their joint management	Ensure WSCC receive lots of maint. requests	
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local res. & other key stakeholders to alleviate current issue	Gain data gathered by WSCC engineers, & identify solutions	By Oct	Reconvene working party to discuss next approach	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 26	Finalise application and decide upon any match funding	By Feb	W. Party, Clerk and Key stakeholders	WSCC Engineers info. proving illusive, this slows the process. Main problem is no one currently knows how to alleviate the issue.	Might have to simply go for best value approach	
Railings renewal	Work with WSCC and Steyning Society to ensure High St Path & Railings issue dealt with in reasonable timescale.	Alert WSCC to their safety responsibilities by meeting on site	By June	Cllrs / Steyning Society check alternative post material & respond	By July.	Discuss alternatives with WSCC & source quotes	By End Aug.	Have quotes in place & agree scope with WSCC	By End Sept.	WSCC appointing contractor and date fixed for repair	By Oct.	Clerk / WSCC / All Cllrs / Key Stakeholders	In WSCC hands - can merely lobby for works completion, and keep pressure on to get done ASAP	Keep positive and regular Coms	
Neighbourhood Plan - Phase II / III	N. Plan continue to consider missing elements from first plan. Phase II complete & to examiner + Phase III begin	Review intial design code works for consul -tants & review draft	By Oct. 25	Complete vision statement update & update Intro	By Nov.	Complete review and update existing doc. inc. consultants work	By Feb.	Take updated N. Plan through Reg 14 cons. & submit for Reg 16	By March 26.	Continue working with team on the next Phase - Full Plan comp.	By June 26	N. Plan Steering Com.	Depends on the commitment from Cllrs & res. reps, as to whether difficult time constraints + timetable dealt with affectively	Work with N. Plan consult. to manage expectations	
Last Years project completions	To complete the unfinished SPC projects from the year 2025/26 list	1. Parish wide bin installations complete	By End Nov.	2. Check Bank Accounts for Climate Action Group	By June 26	3. Implementation Plan 'Sign off' from HDC	By Jan.	4. Complete Social media start up by agreeing APP provider	By April 26	5. Draft new Tree Management Strategic Plan	Before End of May 26	Clerk and Community Com.	Finding office time to complete 2, 4 and 5 might be a challenge. 3. is completely in hands of HDC	Keep positive lobbying HDC, to assist with 1 & 3	

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD

The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ



Please contact us via email: steyninganddistrict@gmail.com

Steyning Vintage Revival Sunday 3rd May 2026 - Overview and Funding Request

- **Funding Request**

We are asking for a grant of £400 (as per 2025) from Steyning Parish Council's 2025/26 Grants Fund to enable us to publicise and general running costs the forthcoming Steyning Vintage Revival Event.

- **Background**

The Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning our fourth Steyning Vintage Revival on the 3rd of May 2026.

This event will take place on the bank holiday weekend and will include local enthusiasts with classic cars, buses, classic motor bikes, traction engines and other vehicles to be displayed in the High Street. We also hope to have a small ride-on railway that will be located off the High Street. There will also be entertainment with a focus of local acts as well as pop-up stalls that will include food and drink as well as vintage and collectable market area.

- **Overview of the Steyning and District Community Partnership**

Steyning & District Community Partnership was formed in 2001 and incorporated as a non-profit making limited company in May 2007. The "& District" consists of Ashurst, Wiston, Upper Beeding, Bramber, Edburton & Small Dole. Since its onset it has instigated and overseen a great many community projects and events, working with groups of hard working local volunteers. There are 5 sub-groups working within the Partnership and reporting to the Management Committee, one of these being the Visitor & Tourism Committee, who are responsible for organising and running numerous projects and event, one of which is the Vintage Revival Day, for which funding is now sought.

The Partnership currently has 5 directors with approximately 15 other management Committee members and a further 60-70 active volunteers across all Committees.

- **Aim of the Steyning Vintage Revival**

- To host an event following the success of the previous years
- To create an exciting and vibrant High Street for the residents and visitors to experience a range of vintage and historic vehicles, memorabilia and entertainment.
- To promote the local shops and the town in general
- To build community cohesion
- To provide a level of education and knowledge
- To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

- **Purpose of the publicity campaign**

- To publicise the Steyning Vintage Revival in order to provide a good level of attendance to support the event and local business and to create a level of energy and excitement around the event.

- **Publicity**

The publicity campaign has already started and will ramp up at the start of April 2026 with the production of; A5, A4 and A3 fliers and posters, to be distributed in local shops, the library and museum etc. Nearer the time three new banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street (possibly Tanyard Lane this year), one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and hopefully a radio slot and all publicity will link to more details about the event on our website (www.VisitSteyning.co.uk) as well as on Facebook at facebook.com/visitsteyning and Instagram too. This year we have also reached out to local car clubs and they have been busy promoting the event through their own social media accounts and newsletters.

- **Total anticipated costs for this part of the project (2025 costs previously approved)**

Printing:

A4 posters x 30 = £18 + VAT

A3 posters x 10 = £9 +VAT

A5 flyers (double sided) x 250 = £65 (no VAT)

3no. New Banners (Replace 3 year old versions) - £250 + VAT

Total cost = £342.00

General:

Bins and Clean up = Approx £400 + VAT

First Aid = £400 + VAT

Licences + High Street Closure = Approx £140 + VAT

Entertainment + PA = £800 + VAT

Total cost = £1,740.00

- **Match Funding from V&T Committee**

Value of volunteer time to plan and execute event, including the time of volunteers outside the V&T Committee who will assist: circa 200 hours @ £15ph = £3,000.00

- **Amount of Grant to be requested**

A contribution from the Parish Council of £400 (as per 2025) from its Grants budget to fund the publicity materials to support the event. *Note also this contribution assists with the overall running cost that we incur when delivering an event that is free entry/access.*

- **Back account details - Internal Use Only**

Bank: HSBC, Storrington

Sort Code: 40 43 48

Account No: 61253972

Name of account: Steyning & District Community Partnership Ltd.

By signing this grant application, I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms & conditions are complied with. Further I also confirm that I will submit updates to the council informing how the Grant was use to improve Steyning.

Signed: Russell G K Barnes (Chair of the V+T Committee and Member of the Management Team)

Date: 06.03.26

Steyning & District Community Partnership Ltd.

A company limited by guarantee. Registered in England No. 6247372

Registered Office: The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

SPC Grant Application

Organisation	Person responsible for financial Administration
Name STEYNING PATIENT PARTICIPATION GROUP (PPG)	Name JOHN HOMEYARD
Year of Formation 1998	Telephone number 01903
Current membership ALL PATIENTS REGISTERED TO STEYNING PRACTICE	Email address
Objectives (not more than 50 words) TO PROVIDE INFORMATION ABOUT THE PRACTICE, AND DEVELOPMENTS IN HEALTH. TO INFORM PATIENTS ABOUT HEALTH CONDITIONS. TO ACT AS PATIENT VOICE TO THE PRACTICE	Postal address STEYNING BN44

Steyning Parish Council has recognised there is a Climate Crisis and so it is desirable, though not essential, that your project, equipment, installation or other reason for funding focuses on one of the following - (please tick all that apply)
☐ Biodiversity - Rewilding to create more and better spaces for wildlife ☐ Carbon Reduction - Radically reducing carbon emissions ☐ Climate Resilience - Improving resilience to changing climate ☐ Energy - Transitioning to clean secure, affordable energy, or energy conservation ☐ Food - Developing a fairer or more sustainable food source ☐ Transport - Shifting to sustainable transport and improving air quality ☐ Waste Reduction - Reducing waste, increasing reuse, recycling and composting ☐ Water - Improving water quality and reducing consumption

Explain the purpose of your grant application and how this may benefit Steyning
Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding WORTHING FALLS PREVENTION TEAM HAVE AGREED TO GIVE A TALK IN STEYNING AT THE REQUEST OF THE PPG. THE PPG WOULD APPRECIATE FUNDING FOR THE USE OF THE STEYNING CENTRE TO PROVIDE VALUABLE INFORMATION ON FALLS PREVENTION TO OUR LOCAL RESIDENTS

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ 67.80	£ 67.80

Bank Account details for BACS Payment arrangements	
Bank Account Number - 7112 2101 1	Bank Sort Code -

- ☒ I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms and conditions are complied with
- ☒ I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyning

Signed Dated **27/1/16**

Please return to the Council Office in person, by post or by email

8th January 2026

Dear John Fullbrook - Parish Clerk

On behalf of the Board, staff, volunteers and clients of 4Sight Vision Support, I would like to thank Steyning Parish Council for generously supporting our work over past years, most recently in 2025 with a grant of £390. Your support enabled us to help people in your Parish to continue leading positive independent lives, whilst living with sight loss. I am writing today to ask if Steyning Parish Councillors would consider supporting our work again.

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our clients. We currently support 26 residents from your parish who are blind or partially sighted. Your support would directly impact them. Our aim is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that we can be there for them when it matters most.



The current challenges

Financial difficulties

People continue to battle with increased living costs. People who are blind or partially sighted continue to experience disproportionate challenges:

- They are more reliant on devices (additional lighting in their homes, Alexa to help them manage their everyday tasks, etc.) which are now costing more to run
- They are more reliant on benefits than the general population; only one in four people who are registered blind or partially sighted of working age are in employment
- The process of claiming Government benefits is complex, forms are often lengthy and paper based

With more and more of our clients being pushed into poverty, having to make impossible decisions about what to cut back on and at increasing risk of a decline in their mental health, access to the correct financial support has never been more important.



01243 828 555

enquiries@4sight.org.uk

www.4sight.org.uk



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REGULATOR**

Registered Company No.
Registered Charity No. 107544 /

For three years now, one of our most in demand services has been for support with accessing benefits and completing complex benefits forms/assessments. In the last year we provided 202 hours of support, just on this topic alone, and we expect this level of demand to continue and increase.

Financial pressures also affect us as an organisation, our operating costs are going up at a much quicker rate than our income – our supporters have less to give and the competition for funding from trusts and foundations has increased.

Increasing demand

There are an estimated 36,200 people living with sight loss or low vision in West Sussex, and our county has the largest incidence of age-related sight loss in the UK, with over 6,500 people registered as blind or partially sighted (RNIB Sight loss Data). RNIB projections indicate this number will rise a further 22% by 2032.

On average we receive 60 new referrals each month. We are currently supporting over 3,675 people.

We continue to be a small team. We have lengthy waiting lists for some of our services:

- Accessible Technology – for our Advisor to make initial contact with clients, the wait time is 2 weeks, if a face-to-face visit is needed to support the client further then they will have to wait again (a further 3-4 weeks).
- Benefits Support – the wait time is currently approximately 10-12 weeks. This type of support is often time sensitive, with paperwork needing to be returned within 3-4 weeks.
- Low Vision – we have 9 people waiting for initial contact about this service, this happens within a week. If a visit is required, this typically takes place within 3-4 weeks.

Our Vision Support Advisors work across our services, so if their support is required in one area then there is a knock-on effect to our other services/waiting lists.

Please help us to continue to be there for our clients:

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our growing client base, which currently stands at just over 3,675; 26 of which live in your Parish.

A donation, however great or small, will enable us to:

- Listen, and provide emotional and practical support for our clients after diagnosis, which can be a devastating and life-changing time, helping people to feel less isolated and alone.

“
I wanted to say a
big thank you to you all, as
what you have done for me
has given me the
confidence to go back out
again.

”



- Help people to understand their condition and what it means.
- Carry out our dedicated assessments to identify magnification, techniques and products to help with everyday tasks such as reading, shopping, medication, preparing meals; helping our clients to make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Support our clients with accessing benefits and concessions, helping them to complete often complex and paper-based forms, such as Personal Independence Payments, Attendance Allowance and Blue Badge, ensuring they and their families are provided for, which improves their financial stability and reduces stress and anxiety.
- Assist with setting up and using accessibility features on a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones, the outside world and their wider community – reducing isolation.

£85 would enable us to support 1 client for a year

£680 would enable us to support 8 clients for a year

£1,955 would enable us to support 26 clients for a year

Our Chief Executive, Kirstie Thomas, would welcome the opportunity to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support more people living with sight loss in your Parish. If this would be of interest to you, please email me: tina.mitchell@kensington.org.uk or phone: 020 7582 2222 to discuss this further.

Thank you very much for taking the time to consider our request.

Yours sincerely,

Tina Mitchell
Fundraising and Communications Officer



John,

I hope you don't mind me contacting you again with my begging bowl, but I shared a table with [REDACTED] and others on Saturday and mentioned to him that Steyning & District Good Neighbours Association were seeking funds to help us with our application to the Charities Commission. It is a legal requirement that we place our organisation under the guidance of the CC and not really something that we wanted to do.

We did try to prepare the submission to the CC without external assistance, but we have no specialists amongst our number to deal with this properly and there are strict time limits once an application has been submitted to complete such application for approval by the C C. We therefore had no option but to contact a firm of professional advisors competent in this regard to make the application on our behalf because our time limit was ticking.

The cost of this is an excess of £1800 and we have met this out of our now seriously depleted reserves. Obviously, I am not asking Steyning PC to cover these costs but I wonder if it would consider making a contribution of any amount to assist us in protecting our reserves. These reserves are used to back up our running costs when they are not adequately covered by donations. In our last year, our surplus was £100, close to break even, and we are expecting a difficult year this year. Our website will provide you with details of the services we offer, but I am happy to meet with you or the Counsellors to discuss this application.

In conclusion, SGN is very appreciative of the assistance that you have given us in the past.

Kind regards,

[REDACTED]

Chairman

Steyning & District Good Neighbours Association

SPC Grant Application Form

This form is fillable. Please complete all relevant sections and tick where applicable.

Applicant Details

Name of Organisation / Group:

___Worthing Table Tennis Club formed in 2021 and currently has 150 members_____

Contact Name:

___Sally Hughes_____

Address:

Registered Address: [REDACTED]

Operational Address: [REDACTED]

Email:

___[REDACTED].com_____

Telephone Number:

[REDACTED]_____

Project Details

Project Title:

Easter Holiday Table Tennis Taster Day_____

Description of Project:

Worthing Table Tennis Club offers inclusive and accessible table tennis sessions across West Sussex and we are seeing an increasing number of child from the Steyning, Storrington and Bramber travelling to our home venue in central Worthing.

We'd like to offer a school holiday taster day for children in Steyning to try table tennis with a qualified, licensed and DBS checked coach to develop specific sporting skills but also build team work, collaboration and resilience as part of their social development.

We would look to hire a school hall in Steyning with suitable table tennis tables, provide a coach to run the session and a volunteer to support.

The run a 3hour afternoon taster session.

We will be looking to specifically invite children who either live in Steyning or go to school in Steyning to ensure the activity is supporting the area of Steyning.

Amount of Grant Requested (£):

__250_____

Total Project Cost (£):

__250_____

Proposed Start Date:

__April 2026 (hall booking would occur as soon as grant outcome is known)_____

Proposed End Date:

April 2026_____

Climate Focus (please tick all that apply)

- ☐ Biodiversity – Rewilding / wildlife spaces
- ☐ Carbon Reduction – reducing emissions
- ☐ Climate Resilience – adapting to climate change
- ☐ Energy – clean energy or conservation
- ☐ Food – sustainable food sources
- ☐ Transport – sustainable transport / air quality
- ☐ Waste Reduction – reuse, recycling, composting
- ☐ Water – water quality or reduced consumption

Declaration

I hereby certify that to the best of my knowledge the above information is correct and that the grant eligibility criteria and terms and conditions are complied with.

I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyning.

Signed: __S.Hughes_____ **Date:** 27/12/2025_____



Steyning Community Orchard
Mr Roger Brown

Steyning
West Sussex
BN44

Invoice Number:

Invoice Date: 15/02/2026

Receipt

Policy number	
Period of insurance from	01/03/2026
Period of insurance to	28/02/2027

Description	Amount
Insurance (excluding IPT)	£89.29
Insurance Premium Tax (IPT) (at current HMRC rate)*	£10.71
Total amount paid	£100.00

*Insurance Premium Tax as levied by HM Government.

Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

MCHAKA01 (09/24)

Report to Governance Committee

Wednesday, 18 February 2026

By the Monitoring Officer

DECISION REQUIRED



Not Exempt

Horsham District - Community Governance Review

Executive Summary:

The last district-wide Community Governance Review (CGR) was completed in 2013. The statutory guidance suggests that it is good practice for principal councils to conduct such reviews every 10-15 years. Further to this, in recent years, informal enquiries have been made by individuals, and parish councils, in relation to the current arrangements.

It is proposed that Horsham District Council (HDC) undertake a CGR of the whole of its area, to ensure that the parishes accurately reflect and represent the changing communities across the district. In doing so, this should ensure that parish councils reflect community identity, and provide effective and convenient local government.

The proposed timetable sets the completion of the CGR for the end of 2026, to allow parish councils to set appropriate precepts, in light of any amendments that may be agreed, and for the changes to be implemented in time for the parish council elections in May 2027.

Recommendations:

That the Committee is recommended:

- i) To approve that a Community Governance Review of the parishes in Horsham District be undertaken; and
- ii) To approve the timetable and Terms of Reference for the Community Governance Review, as set out in Appendix 1; and
- iii) To delegate authority individually or jointly to the Monitoring Officer and the Democratic Services and Elections Manager, in consultation with the Chair of the Governance Committee, to undertake all necessary steps in relation to the Community Governance Review.

Reasons for Recommendations:

It is timely to conduct a review now in accordance with statutory guidance, and to strengthen community governance.

Background Papers: None

Wards Affected: All Wards

Contact: Aisha Nottage, Democratic Services and Elections Manager

1. Proposal:

- 1.1 It is proposed that a review of the parishes within Horsham District is undertaken, as [statutory guidance](#) issued by the then Department of Communities and Local Government and the Local Government Boundary Commission for England states that it is good practice to conduct such a review every 10-15 years. Further to this, discussions have taken place with a number of parish councils, who believe it would be appropriate to review the arrangements in their parish, due to changes that have taken place in their communities since the previous review in 2013.
- 1.2 Through the Local Government Reorganisation (LGR) process, HDC will be abolished, and it could be interpreted that there will be a gap in representation between the new unitary authority and local communities. Parish councils provide the most local level of local government, and a review of the parishes in Horsham District will ensure that each parish is set up in a way that best represents the community, and provides effective and convenient local government.
- 1.3 The Local Government and Public Involvement in Health Act 2007 sets out the framework for principal councils to undertake Community Governance Reviews of their local area. A Community Governance Review is a legal process through which the principal council (HDC) will consult those living in the area, and other interested parties, on the most suitable ways of representing the people in the area identified in the review.
- 1.4 A review can consider one or more of the following options:
 - a) Creating, altering, merging or abolishing parishes
 - b) The naming of parishes and the style of new parishes and the creation of parish councils
 - c) The electoral arrangements for parishes (for instance, the ordinary year of election, the number of councillors to be elected to the council and parish warding)
 - d) Grouping parishes under a common parish council or de-grouping parishes
 - e) Other types of arrangements including parish meetings
- 1.5 In conducting this review, the Council must have regard to the need to secure that the community governance in the area under review reflects the identities and interests of the community in that area, and is effective and convenient. The impact of the community governance arrangements on community cohesion and the size, population and boundaries of the local community should also be taken into account.
- 1.6 The proposed Terms of Reference (Appendix 1) sets out the scope of the Review as well as its timetable and forms the foundation of the Review. Should the Governance Committee agree to undertake the Review and approve the Terms of Reference, the Terms of Reference will be published on the Council's website. This will signify the formal start of the CGR process.

2. Council Policy Alignment:

- 2.1 Always listening, learning and improving: "Review the boundaries and electoral arrangements of the parishes in the district." (Annual Plan 2026/27).

3. Next Steps:

- 3.1 In undertaking the review, the Council is required to consult both those local government electors in the area under review, and others which appear to have an interest in the review and must take account of any representations received.
- 3.2 Other interested parties will include, but is not limited to, all parish councils, the county council, businesses, local organisations, and elected representatives at all levels of local government and parliament.
- 3.3 The Terms of Reference, if approved, will be published on the Council's website and distributed to parish councils to provide awareness of the process and timescales to make representations.
- 3.4 The initial consultation period will seek the views of local government electors, and other interested parties, in relation to the current arrangements for community governance, and whether any changes should be made. The changes proposed would need to be within the scope of a CGR, as outlined in paragraph 1.4.
- 3.5 The initial consultation will be publicised through the Council's website, social media channels and any other appropriate routes. The parish councils will be requested to support the promotion of the consultation. The initial consultation will be broad, and invite local government electors, and any other interested parties, to comment and make suggestions in relation to the current arrangements for each parish.
- 3.6 The responses from the initial consultation will form the draft recommendations, which will be the subject of the second consultation. The second consultation will be promoted in the same manner as the initial consultation. Following the second consultation, final recommendations will be produced, for approval by the Governance Committee. Should there be changes requiring a reorganisation order, the Governance Committee will make this recommendation to Full Council.
- 3.7 No assumptions are made as to what the draft or final recommendations may encompass. The Terms of Reference are deliberately broad to encourage representations regarding any aspect of local governance.

4. Consultation and Engagement:

- 4.1 The consultation that will be undertaken as part of this review is set out in section 3, "Next Steps".
- 4.2 Consultation has taken place with the Monitoring Officer and the Director of Resources to ensure legal and financial probity.

5. Other Courses of Action Considered but Rejected:

- 5.1 Not conducting a CGR was considered but rejected. The statutory guidance states that it is good practice to conduct a review every 10-15 years, and the last district-wide review concluded 13 years ago. Additionally, in anticipation of LGR, it is considered suitable to conduct a CGR, to ensure that the most local level of government is effective and convenient for residents. Further to this, a number of informal enquiries have been made from parish councils, and residents, about

conducting such a review. If the review was not conducted, there is a risk that petitions could be lodged, which would require multiple CGRs, at staggered stages. This would create significant complexity.

6. Resource Consequences:

Financial:

- 6.1 A budget of £75,000 has been included in the 2026/27 budget, which is due for consideration at the February meeting of Full Council. This budget is intended for the use of a consultant for the review, and miscellaneous costs, such as printing posters. There are no other financial implications.

Other:

- 6.2 The review requires a significant amount of work from the Democratic Services and Elections team. As such, a consultant will be appointed to ensure that the CGR can be delivered within the required timescale to enable parish councils to set any precept, and for the electoral arrangements to be in place for the parish council elections scheduled for May 2027.
- 6.3 In conducting this review, resource will be required from the Communications Team in promoting the review. Resource may/will also be required from the Finance and Legal Teams, should there be changes to the precept, and reorganisation order(s) required.

7. Legal Considerations:

- 7.1 Chapter 3 of Part 4 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act') contains provisions in relation to the conduct of Community Governance Reviews with which the Council must comply alongside the Terms of Reference of the Review.
- 7.2 Section 82 of the 2007 Act provides the Council with the power to undertake a Community Governance Review.
- 7.3 Section 81(2) and (4) of the 2007 Act provide, broadly, that the Terms of Reference of the Review must specify the area under review and, subject to that, it is for the Council to decide the Terms of Reference. Section 81(5) of the 2007 Act requires the Council to publish the Terms of Reference as soon as practicable after deciding them.
- 7.4 Section 79(3) of the 2007 Act requires the Council to notify West Sussex County Council that a Community Governance Review is to be undertaken and to inform them of the Terms of Reference of the Review.
- 7.5 Sections 93(1) and (2) of the 2007 Act provide that it is for the Council to decide how to undertake a Community Governance Review subject to complying with the duties contained in that section, as briefly outlined in the below two paragraphs.
- 7.6 Section 93(3) of the 2007 Act imposes a duty on the Council to consult (a) the local government electors for the area under review and (b) any other person or body

(including a local authority) which appears to the Council to have an interest in the Community Governance Review.

7.7 Section 93(4) of the 2007 Act requires the Council, when undertaking a Community Governance Review, to have regard to the need to secure that community governance within the area under review (a) reflects the identities and interests of the community in that area and (b) is effective and convenient.

7.8 The Council is required to have regard to the guidance issued by the Secretary of State and the Local Government Boundary Commission under section 100 of the 2007 Act when undertaking a Community Governance Review and giving effect to recommendations. This guidance is titled "[Guidance on Community Governance Reviews](#)" and was published jointly by the Department for Communities and Local Government and the Local Government Boundary Commission for England in 2010.

8. Risk Analysis and Mitigation:

8.1 The review timetable is considerably short, and has been set to ensure that consultation takes place outside of the pre-election period, whilst allowing the review to be concluded with sufficient time for parish councils to set their budget and precept, and for elections to take place in 2027 on any revised boundaries. Given the resource required, and the timescales, this risk has been mitigated by the intended use of a consultant to carry out much of the work required.

9. Procurement Implications:

9.1 The procurement of an appropriate consultant will be conducted as set out in the Council's Contract Procedure Rules and Procurement Code.

10. Equalities, Human Rights & Public Sector Equality Duty Considerations:

10.1 In carrying out the review the Council will engage with the local community and take into account any impact of community governance arrangements on community cohesion. There are no equalities implications as a result of this report, however the consultation process will be reviewed to ensure equal access.

10.2 An Equality Impact Assessment will be undertaken following the initial consultation, to assess the potential impact of any proposals in the draft recommendations.

11. Environmental Implications:

11.1 There are no environmental implications.

12. Other Considerations:

12.1 There are no other considerations.