

Published 8th April 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 14th APRIL 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 3rd April 2026.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 10th March 2026 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/25/54.3 Clerk's office to complete Cil payment for MPF interpretation board project – **Actioned**
 - 5.2** F&GP/25/54.4 200 hedging plants potted with volunteer support – **Actioned**
 - 5.3** F&GP/25/54.4 MPF Access improvements progressed – **Actioned**
 - 5.4** F&GP/25/54.4 Neighbourhood Plan Steering Committee convened to discuss Cricket Club and School plans – **Actioned**
 - 5.5** F&GP/25/54.4 CCTV Project working party to be convened – **Actioned / See item 7.7**
 - 5.6** F&GP/25/54.5 £100 Grant to SCO and £67.80 grant to Steypning PPG processed and groups informed – **Actioned**
 - 5.7** F&GP/25/54.5 4 Sight Vision Support group – unsuccessful application responded to – **Actioned**
 - 5.8** F&GP/25/54.5 Worthing Table Tennis group – unsuccessful application responded to – **Actioned**
 - 5.9** F&GP/25/54.5 S&D Good Neighbours Group contacted to discuss further grant application details – **See item 6.8**
 - 5.10** F&GP/25/54.5 S&D Partnership grant processed and group informed – **Actioned**
 - 5.11** F&GP/25/55.1 Clerk to contact Cambridgeshire FOI member of public to discuss matters via phone call – **Actioned**
 - 5.12** F&GP/25/55.2 Cricket Club working party to be reconvened to progress application for Lease and new build – **Actioned**
 - 5.13** F&GP/25/55.2 Action Plan Risk Assessment comments amended – **Actioned**
 - 5.14** F&GP/25/55.3 Potential data breach scenario dealt with through the ICO – **Actioned**
 - 5.15** F&GP/25/55.5 District Cllrs to assist with gaining understanding of Sports Centre lease agreement – **See item 7.5**
 - 5.16** F&GP/25/55.6 In-House Finance and Governance review to be completed – **Actioned / See item 7.6**
 - 5.17** F&GP/24/54.1 A3 Conservation interpretation Boards to be introduced to Abbey Road – **Actioned**
 - 5.18** F&GP/25/25.12 SPC finance signatory amendments to take place in March 2026 – **See item 7.3**
 - 5.19** F&GP/25/56.9 Steypning Grammar School development discussions and communications to continue – **Actioned**
 - 5.20** F&GP/24/08.2 CCTV project to be further discussed with contractors on site – **See item 7.7**

6.0 FINANCIAL MATTERS – (Supporting papers)

- 6.1** To approve the list of SPC payments for February 2026.
- 6.2** To agree F&GP Income & Expenditure report for February 2026.
- 6.3** To receive an update on progress from the Clerk & discuss the 2025/26 SPC Action Plan.
- 6.5** To consider initial preferred projects for the 2026/27 Business Plan / Action Plan and agree any actions.
- 6.6** To consider and agree proposed new SPC Earmarked Reserves subsequent to End of Year review
- 6.7** To consider and potentially agree to a grant application from the Steyning Community Table
- 6.8** To consider and potentially agree to a grant application from the Steyning & District Good Neighbours Association
- 6.9** To consider and agree the SPC Cil reports for 2025/26

7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 7.1** Members to consider the External Audit Report response and agree any actions
- 7.2** Chair to update concerning Cricket Club working party and progress of this project and agree any actions
- 7.3** SPC Signatory considerations and if necessary any suggested associated amendments to SPC Finance regs to be agreed
- 7.4** Update regarding the Community Governance Review.
- 7.5** Update concerning *Devolution* planning for SPC, and agree any actions
- 7.6** Update concerning the recent in-house finance and governance audit review
- 7.7** To consider recommendations from the CCTV working party and agree any actions

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/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back
- 8.3** F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy
- 8.4** F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56
- 8.5** F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation
- 8.6** F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal
- 8.7** F&GP/25/55.3 Staff & Cllr Data Protection training date and trainer confirmed with Cllr S Alexander to assist

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1** None at time of printing

10.0 CONFIDENTIAL SESSION

- 10.1** To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under item 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

11.0 GOVERNANCE MATTERS – {15 mins}

- 11.1** To discuss and agree to the criteria and items associated with a new Cricket Club Lease, so that a draft document can be requested from the designated solicitor

12.0 DATE OF NEXT MEETING – 7th July 2026

John Fullbrook,
Clerk to the Parish Council