

Date published 13th May 2026

TO ALL MEMBERS OF STEYNING PARISH COUNCIL - YOU ARE HEREBY SUMMONED TO THE ANNUAL PARISH COUNCIL MEETING TO BE HELD ON MONDAY 18th MAY 2026 AT 7.30 PM AT THE STEYNING CENTRE

MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS MEETING

GDPR Notice : Following the Local Audit and Accountability Act 2014 and with regard to regulations on Access to Local Government Meetings, members of the public are advised that they have the right to film/record meetings of Steyping Parish Council. Members of the public are also advised that by attending a meeting of Steyping Parish Council they give their consent to being filmed/ recorded by other members of the public if such an activity is taking place.

AGENDA

{Timing references in brackets for each item are noted as a guide – As such therefore, this meeting will likely take approx. 2 Hours 30 mins}

- 1.0 ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2026/27 {6 minutes}**
 - 1.1** To receive nominations for and agree the position of Mayor of the Steyping Town Council.
- 2.0 ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2026/27 {4 minutes}**
 - 2.1** To receive nominations for and agree the position of Deputy Mayor of the Steyping Town Council.
- 3.0 APOLOGIES FOR ABSENCE {2 minutes}** – To receive and accept apologies for absence
- 4.0 DECLARATIONS OF INTEREST {2 mins}** – Disclosure by Councillors of their personal interests in regards matters on the agenda, and whether they regard their interest as prejudicial under the terms of the Code of Conduct.
- 5.0 QUESTIONS FROM THE FLOOR – Up to 15 minutes {2 minutes per person}** will be available for the public to make representations or ask questions. Please note that under Data Protection Regulations, we ask members of the public to only state their name if they agree to their name being recorded in the minutes.
- 6.0 MINUTES OF PREVIOUS MEETINGS {3 minutes}** - to agree the minutes of the meeting held on the 20th of April 2026 as a true and fair record.
- 7.0 MATTERS ARISING {2 minutes}** - These items should be taken as read and do not need discussion unless specified
 - 7.1 FULL/25/117.1** Wardens informed of members appreciation of the quality of their Monthly reports - **Actioned**
 - 7.2 FULL/25/119.2** Cllr Norcross to pursue Barristers for further legal advice concerning poor Cllr. Behaviour - **Actioned**
 - 7.3 FULL/25/119.3** Personnel Committee to be convened to deal with matters identified - **Actioned**
 - 7.4 FULL/25/119.4** N. Plan Steering Committee approved recommendations carried out - **Actioned**
 - 7.5 FULL/25/120.3** Members comments concerning the Youth Report fed back to the Lead Youth Worker - **Actioned**
 - 7.6 FULL/25/120.4** An updated CCTV project quote be sought following SPC approval to proceed - **Actioned**
 - 7.7 FULL/25/122.7** SPC to become a Town Council at the May 2026 Full Council meeting - **Actioned**
- 8.0 REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS {20 minutes}**
 - 8.1** Community (9)
 - 8.2** Planning & Premises (8)
 - 8.3** Finance & General Purposes (F&GP) – {9 in all with up to 3 being ex officio}
 - 8.4** Personnel (7) – {Not a Standing Committee}
 - 8.5** Neighbourhood Plan Steering (8 Cllrs plus 4 Steyping residents) - {Not a Standing Committee}

9.0 REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS / PANEL {15 minutes}

- 9.1 FOI Panel – 5 Reps.
- 9.2 Working Practices Group – 5 Reps.
- 9.3 Climate Action Group – 3 Reps.
- 9.4 Community Engagement Committee – 7 Reps.

10.0 ADOPTIONS OF STC STANDING ORDERS, FINANCIAL REGULATIONS, & SCHEME OF DELEGATION {12 minutes}

- 10.1 Adoption of the STC Standing Orders
- 10.2 Adoption of the STC Financial Regulations
- 10.3 Adoption of the STC Scheme of Delegation

11.0 ADOPTION OF OTHER STEYNING TOWN COUNCIL POLICIES {10 minutes} – (See supporting papers)

- 11.1 To adopt the Data protection policy (Data Protection)
- 11.2 To adopt the Data Breach Notification (Data Protection)
- 11.3 To adopt the Subject Access Request Policy (Data Protection)
- 11.4 To adopt the STC Freedom of Information & Environmental Information Regulations Requests Policy
- 11.5 To adopt the STC Dignity at Work / Bullying and Harassment Policy
- 11.6 To adopt the STC Communications Protocol
- 11.7 To adopt the STC Complaints Procedure
- 11.8 To adopt the STC Unacceptable Behaviour Policy
- 11.9 To adopt the STC Overarching Protocol for Councillors Conduct
- 11.10 To adopt the STC Health and Safety Policy
- 11.11 To adopt the STC Staff Grievance Policy
- 11.12 To adopt the STC Staff Discipline Policy
- 11.13 To adopt the STC Equality Policy
- 11.14 To adopt the STC Civility and Respect Policy
- 11.15 To adopt the STC Scheme of Delegation
- 11.16 To adopt the STC Code of Conduct
- 11.17 To adopt the STC Dispensation Scheme
- 11.18 To adopt the STC Grant Awarding Policy

12.0 REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES {15 minutes}

- 12.1 South Downs National Park (SDNP) – One reps.
- 12.2 Joint Parishes Youth Committee (JYPC) – Two reps.
- 12.3 HALC / WSALC / NALC – One/ Two rep.
- 12.4 Joint Parishes Cemetery Committee (JPCC) – One/Two reps.
- 12.5 Isolation & Loneliness – One /Two reps.
- 12.6 Tree Warden for Steyning Parish Council.
- 12.7 Neighbourhood Wardens Steering Committee – Two reps.
- 12.8 Patient Participation Group (PPG) – One/Two reps.

13.0 TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES {4 minutes} (Supporting papers)

- 13.1 West Sussex Association of Local Councils (WSALC) + (NALC)
- 13.2 Horsham Association of Local Councils (HALC)
- 13.3 Society of Local Council Clerks (SLCC)
- 13.4 Open Spaces Society (OSS)

14.0 NOTIFICATIONS AND REAFFIRMATION OF SPC GENERAL POWER OF COMPETENCE {15 minutes}

- 14.1 PARISH COUNCIL INSURANCE COVER. - To note that the Council's insurance policy expires on 31st August '26
- 14.2 SPC MEETING SCHEDULE. - Agreed at the February Full Council Meeting
- 14.3 SPC ASSET REGISTER – Latest version approved until 31st August '26, and to be reviewed by F&GP in July '26
- 14.4 Members to agree reaffirmation of SPC's General Power of Competence – See supporting papers
- 14.5 PROGRESS REPORT & ITEMS NOT DISCUSSED FROM 20th APRIL '26 MEETING – To be taken to June Full Council

15.0 STC LAND REGISTER LIST APPROVAL {5 minutes} (Supporting papers)

15.1 To discuss and agree the STC Land Register

16.0 FINANCE AND GOVERNANCE MATTERS {40 minutes} (Supporting papers)

16.1 To receive a recommendation from the SPC Personnel Committee in consideration of an amendment to the SPC Email Policy and to discuss and agree that amended policy.

16.2 To receive and agree recommendations following the End of Year 25-26 SPC Internal Audit

16.3 To discuss and agree that section 1 of the *SPC Annual Governance and Accountability Return 2025/26* be approved and sent to the external auditor having been first signed by the SPC Chair.

16.4 To discuss and agree that section 2 of the *SPC Annual Governance and Accountability Return 2025/26* with associated notes be approved and sent to the external auditor having been first signed by the SPC Chair.

16.5 To discuss and agree that the 'Notice of Public Rights' for the *SPC AGAR Return 2025/26* be published as per supporting papers.

16.6 To receive a second recommendation from the SPC Personnel Committee to change the Clerk's Job Title, as per supporting papers and agree any actions

16.7 To receive the Community Governance Review Paper from HDC and to agree any actions

16.8 To receive the Local Government Second stage Consultation Review document and to agree any actions

17.0 CORRESPONDENCE AND INFORMATION ITEMS {2 minutes} (Supporting papers)

17.1 None at time of printing

18.0 DATE OF NEXT FULL COUNCIL MEETING: 15th JUNE 2026 at 7.30pm

John Fullbrook

Clerk to the Council