The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
Tel. 01903 812042
www.steyningpc.gov.uk

STEYNING ANNUAL TOWN COUNCIL MEETING

HELD ON MONDAY 18th MAY 2026 AT 7.30PM

Councillors Present : Cllrs Norcross (Chairman), Young, Sharp, Trundle, Hanson, Lloyd, Johnson, Foxwell, M Alexander, I Alexander, S Alexander and Ballance.
Clerk in attendance : John Fullbrook
Members of the Public : **3**
Meeting commenced : **7.34 pm**

DRAFT MINUTES

ACTION

Preceding the commencement of business, Cllr Norcross took the opportunity to acknowledge that this was the inaugural meeting of the Steyning Town Council, and proceeded to thank Pippa Laker-Miller for her work in the design of the new Town Council Logo. **CLERK**

FULL/26/01 **ELECTION OF STEYNING TOWN COUNCIL MAYOR FOR THE MUNICIPAL YEAR 2026/27**
1.1 Cllr S Alexander **nominated and proposed, seconded** by Cllr Hanson that Cllr Norcross be elected the STC Mayor for the 2026/27 municipal year. **Agreed, 11 For, 1 Abstained**

FULL/26/02 **ELECTION OF STEYNING TOWN COUNCIL DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2026/27**
2.1 Cllr Norcross **nominated and proposed, seconded** by Cllr Young that Cllr Bell be elected Deputy Mayor of the Council for the 2026/27 municipal year. **Agreed, 11 For, 1 Abstained**

FULL/26/03 **APOLOGIES FOR ABSENCE**
3.1 Apologies received from Cllrs Bell, Linfield and Campbell.

FULL/26/04 **DECLARATIONS OF INTEREST**
4.1 None

FULL/26/05 **QUESTIONS FROM THE FLOOR {in summary}**
5.1 None

FULL/26/06 **MINUTES OF PREVIOUS MEETING**
6.1 Cllr Young proposed an amendment under item 120.1.2, changing ‘*SPC*’ to ‘*PPG*’. **CLERK**
Cllr Norcross **proposed, seconded** by Cllr Young that the minutes for the meeting dated the 20th April 2026, with amendment to supporting papers included, be accepted as a true and fair record. **Agreed. 11 For, 1 Abstained**

FULL/26/07 **MATTERS ARISING – These items were taken as read**
7.1 Wardens informed of members appreciation of the quality of their Monthly reports - **Actioned**
7.2 Cllr Norcross to pursue Barristers for further legal advice concerning poor Cllr. Behaviour - **Actioned**
7.3 Personnel Committee to be convened to deal with matters identified – **Actioned**
7.4 N. Plan Steering Committee approved recommendations carried out - **Actioned**
7.5 Members comments concerning the Youth Report fed back to the Lead Youth Worker - **Actioned**
7.6 An updated CCTV project quote be sought following SPC approval to proceed - **Actioned**
7.7 SPC to become a Town Council at the May 2026 Full Council meeting - **Actioned**

FULL/26/08	**REVIEW AND CONFIRM COMMITTEE MEMBERSHIP AND APPOINT CHAIRS**	**CLERK**
08.1	The Clerk had collected committee membership preferences from Councillors prior to the meeting, and if required there was a voting process, which was explained by the STC Mayor.	
08.2	**Community Committee** The Chair confirmed that there were 9 candidates for the 9 positions available. Cllr Norcross **proposed, seconded** by Cllr Ballance that Cllrs Norcross, Young, Lloyd, Hanson, S. Alexander, Linfield, I. Alexander, Sharp and Johnson are duly elected as the members of the Community Committee. **Agreed** **Position of Chairman of this committee.** Cllr Young, S Alexander, Linfield nominated Cllr I Alexander. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr I Alexander serves as Community Committee Chair. **Agreed**	
08.3	**Planning & Premises Committee** The Clerk confirmed that there were 6 candidates for the 8 positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Trundle, Hanson, Foxwell, M. Alexander, Ballance and Lloyd are duly elected as the members of the Planning and Premises Committee. **Agreed** **Position of Chairman of this committee.** Cllr Young nominated Cllr Trundle. Cllr Norcross **proposed, seconded** by Cllr Foxwell that Cllr Trundle serves as Planning and Premises Committee Chair. **Agreed**	
08.4	**Finance and General Purposes Committee {F&GP}** The Chair confirmed that there were 9 councillors for the 9 positions available, 3 being ex officio. Cllr Norcross **proposed, seconded** by Cllr Trundle that Cllrs Norcross, S. Alexander, Foxwell, Trundle, Johnson, Sharp, Bell, Ballance and I. Alexander are duly elected as the members of the F&GP Committee. **Agreed** **Position of Chairman of this committee.** Cllrs Linfield, Young and S Alexander nominated Cllr Sharp. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr Sharp serve as Chair of the Finance and General Purposes Committee. **Agreed**	
08.5	**Personnel Committee** The Chair confirmed that 8 councillors had expressed an interest in the 7 places available. Cllr Norcross withdrew her interest in the Committee. Cllr Norcross **proposed, seconded** by Cllr Lloyd that Cllrs S Alexander, Linfield, Lloyd, Hanson, M. Alexander, Bell and Young are duly elected as the members of the Personnel Committee. **Agreed** **Position of Chairman of this committee**. Cllr Young was nominated by Cllrs Norcross & Linfield. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Young serve as Chair of the Personnel Committee. **Agreed**	
08.6	**Neighbourhood Plan Steering Committee** There were 8 councillors for the 8 positions available. There were also 4 resident representatives who had been selected. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Linfield, Bell, S. Alexander, Trundle, Sharp, Hanson, Ballance, and M. Alexander, plus Paul Cotton, Russell Barnes, Murray Van der Poll and Jennifer Knowles are duly elected as the members of the Neighbourhood Plan Steering Committee. **Agreed**	
FULL/26/09	**REVIEW AND CONFIRM REPRESENTATION OF COUNCILLORS ON INTERNAL GROUPS /PANELS**	**CLERK**
09.1	**FOI Panel Membership** – **5** Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs Norcross, Hanson, Sharp M Alexander and S Alexander are duly elected as the members of the FOI Panel. **Agreed**	

09.2 **Working Practices Group - 5** Councillors had expressed an interest in **5** positions. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs S Alexander, Norcross, Hanson, M Alexander and Ballance are duly elected as the members of the Working Practices group. **Agreed**

09.3 **Climate Action Group - 2** Councillors had expressed an interest in the **3** positions available. Cllr Norcross **proposed, seconded** by Cllr Hanson that Cllr Johnson and S Alexander are duly elected as the representative members of the Climate Action Group. **Agreed**

09.4 **Community Engagement Committee - 6** Councillors had expressed an interest in **7** positions. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllrs I Alexander, Trundle, Ballance, Linfield, Sharp and S Alexander are duly elected as the members of the Community Engagement Committee. **Agreed**

FULL/26/10 ADOPTIONS OF STC STANDING ORDERS, FINANCIAL REGULATIONS, & SCHEME OF DELEGATION. The Clerk confirmed that all the policies being potentially approved at this meeting had been updated to include Logo change and title changes for *Town* from *Parish*, and the adoption date. Cllrs considered whether to change all references of Chairman to Chair and this will be checked by the Clerk and brought back to Full Council at the appropriate time. The Mayor also suggested that all references, within all STC policies and documents, to Chair and Vice Chair of the Council, be changed to Mayor and Deputy Mayor. **CLERK** **CLERK**

10.1 **Adoption of the STC Standing Orders.** Cllr Norcross **proposed, seconded** by Cllr Sharp that STC adopt Steyning Town Council's Standing Orders subject to the amendments noted above being made, and to include the amendments already noted within the supporting papers. **Agreed**

10.2 **Adoption of the STC Financial Regulations.** Cllr Norcross **proposed, seconded** by Cllr Sharp that STC adopt Steyning Town Council's Financial Regulations subject to the amendments noted above being made, and to include the amendments already noted within the supporting papers. **Agreed**

10.3 **Adoption of the STC Scheme of delegation.** Cllr Norcross **proposed, seconded** by Cllr Trundle that STC adopt Steyning Town Council's Scheme of Delegation subject to the amendments noted above being made, and to include the amendments already noted within the supporting papers. **Agreed**

FULL/26/11 ADOPTION OF OTHER STEYNING TOWN COUNCIL POLICIES **CLERK**

11.1 There were 17 policies to be considered within this item. The Clerk noted that all the policies presented as supporting papers had been updated to include Logo change and title changes for *Town* from *Parish*, and the adoption date. And that they would be further amended to include changes from Chair of the Council to Mayor and Vice Chair of the Council to Deputy Mayor. The Mayor therefore suggested the policies be agreed en bloc.
Cllr Norcross **proposed, seconded** by Cllr Trundle that STC adopt the following policies as per amendments noted above: the Data Protection Policy; the Data Breach Notification; the Subject Access Request Policy; the STC Freedom of Information & Environmental Information Regulations Requests Policy; the STC Dignity at Work / Bullying and Harassment Policy; the STC Communications Protocol; the STC Complaints Procedure; the STC Unacceptable Behaviour Policy; the STC Overarching Protocol for Councillors Conduct; the STC Health and Safety Policy; the STC Staff Grievance Policy; the STC Staff Discipline Policy; the STC Equality Policy; the STC Civility and Respect Policy; the STC Dispensation Scheme; the STC Code of Conduct; and the STC Grant Awarding Policy. **Agreed**

FULL/26/12 **REVIEW AND CONFIRM APPOINTMENTS OF REPRESENTATION ON OUTSIDE BODIES- 2026/27** **CLERK**

12.1 **South Downs National Park (SDNP) – One rep.**
Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllr S Alexander be voted in as STC representative to the SDNP. **Agreed**

12.2 **Joint Parishes Youth Committee (JPYC) – Two reps.** Cllr S Alexander requested a third representative for this municipal year. The Chair confirmed there were three Cllrs interested in the three positions available. Cllr Norcross **proposed, seconded** by Cllr Young that Cllrs Linfield, Sharp and S Alexander be voted in as the STC representatives to the JPYC**. Agreed.**

12.3 **HALC / WSALC / NALC - Two reps**. – Two Cllrs were interested in the two positions available. Cllr Norcross **proposed, seconded** by Cllr S Alexander that Cllrs Norcross and Lloyd represent Steyning Town Council at HALC, NALC and WSALC meetings. **Agreed**

12.4 **Joint Parishes Cemetery Committee (JPCC) – Two reps**. Cllr I Alexander requested a third representative for this municipal year. Cllr Norcross **proposed, seconded** by Cllr S. Alexander that Cllrs Ian Alexander, Young and Linfield be the three representatives on the JPCC. **Agreed**

12.5 **Isolation & Loneliness – Two reps.** Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Young and Cllr Norcross be *Isolation and Loneliness* representative for STC. **Agreed.**

12.6 **Tree Warden for Steyning Parish Council**. Simon Zec had kindly agreed to act as STC Tree Warden once again. Cllr Norcross **proposed, seconded** by Cllr Hanson that Simon Zec continue as STC Tree Warden. **Agreed**

12.7 **Neighbourhood Wardens Steering Committee – Two reps.** The Chair confirmed there were two Cllrs who wanted to represent the Council. Cllr Norcross **proposed, seconded** by Cllr Sharp that Cllrs S. Alexander and I. Alexander be the two STC representatives on the Neighbourhood Wardens Steering Committee. **Agreed**

12.8 **PPG representatives – Two reps.** The Chair confirmed there were two Cllrs interested in the positions available. Cllr Norcross **proposed, seconded** by Cllr M Alexander that Cllr Young and Hanson be PPG representatives for STC. **Agreed.**

FULL/26/13 **TO REVIEW AND APPROVE PARISH COUNCIL SUBSCRIPTIONS TO OTHER BODIES** **CLERK**

13.1 **West Sussex Association of Local Councils and the National Association of Local Councils.**
Cllr Norcross **proposed, seconded** by Cllr S. Alexander that STC approve the subscription to the West Sussex Association of Local Councils and the National Association of Local Councils. **Agreed**

13.2 **Horsham Association of Local Councils.** Cllr Norcross **proposed, seconded** by Cllr Hanson that STC approve the subscription to the Horsham Association of Local Councils. **Agreed**

13.3 **Society of Local Council Clerks.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC approve the subscriptions to the Society of Local Council Clerks. **Agreed**

13.4 **Open Spaces Society**. Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC approve the subscription to the Open Spaces Society. **Agreed, 10 For, 2 Against**

FULL/26/14 **NOTIFICATIONS AND REAFFIRMATION OF STC GENERAL POWER OF COMPETENCE**

14.1 **Steyning Parish/ Town Council Insurance Cover. -** To note that the current Council's insurance policy cover expires on the 31st August 2026. This year the policy schedule details will be subject to change as there are additions of assets and potentially some being transferred elsewhere, and the Council title will need to be changed. **CLERK**

14.2	**SPC / STC Meeting Schedule -** This had been agreed at the February 16th 2026 Full Council Meeting		**CLERK**
14.3	**SPC / STC Asset Register** - The Clerk confirmed the current Asset Register was agreed until 31st August 2026, but that it will be reviewed at the July 2026 F&GP meeting.		**CLERK**
14.4	**Members to agree reaffirmation of STC's General Power of Competence** – The Clerk explained that each year there was a need to ensure members understood that the criteria allowing reaffirmation was met, and also via supporting papers what it meant for the Council to hold this power. Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC meets the criteria for the 'General Power of Competence' and reaffirms it will use it if the need arises. **Agreed**		**CLERK**
14.5	**Progress Report & Matters Arising items. -** These items not discussed from the 20th of April 2026 meeting are to be taken to the June Full Council meeting.		**CLERK**
FULL/26/15	**SPC / STC LAND REGISTER APPROVAL**		
15.1	The Clerk had presented an unchanged SPC Land Register document as per supporting papers and he and Cllr Sharp suggested it could be reviewed by F&GP at the July meeting and amended if necessary before approval. Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC agrees to delegate authority to F&GP to review and update the Steyning Town Council Land Register. **Agreed**		**CLERK**
FULL/26/16	**FINANCE AND GOVERNANCE MATTERS**		
16.1	**To receive a recommendation from the SPC Personnel Committee in consideration of an amendment to the SPC / STC Email Policy and to agree that amended policy.** SPC Personnel committee met on May 1st to discuss the fact that email subject titles from certain individuals were often demonstrably derogatory and often towards the Clerk and that this needed to be dealt with. An amendment / addition to the STC Email Policy was recommended to Full Council as follows - ***3.1.14*** *Councillors and staff should be minded to change the subject line of emails if responding or forwarding that email, if derogatory words or phrases have been used by the originator* Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC approves the amended STC Email Policy as per supporting papers (including the amendment noted above). **Agreed**		**CLERK**
16.2	**To agree recommendations following the End of Year 25-26 SPC Internal Audit** The internal auditor from Mulberry Local Authority Services Ltd had completed the Year End Audit on the 11th May with the Clerk, and with Cllr Sharp in attendance. A 17 page report was subsequently sent to the Clerk ,and was received by members as a supporting paper for this meeting. All control objectives were reported to have been met, with two recommendations to be considered by STC Full Council. These were as follows:-		**CLERK**
		1. *The Website Accessibility Statement references partial compliance with the Web content Accessibility Guidelines (WCAG) 2.1 AA {this being currently compliant} and it was recommended that this should be updated to reflect the current WCAG 2.2 AA standard.*	**CLERK**
		2. *The second recommendation was for the Council to ensure that a data audit is completed during 2026/ 27 to comply with GDPR regulations. This may be included within the Governance Assertion 10 testing for next year.*	**CLERK**
	Cllr Norcross **proposed, seconded** by Cllr Sharp that STC have received and agree to act upon the recommendations from the internal auditor. **Agreed**		

16.3	**To agree section 1 of the *SPC Annual Governance and Accountability Return 2025/26 with associated notes be sent to the external auditor having first been signed by the STC Mayor.*** The internal Auditor had completed and signed section 1 of the AGAR return and it was distributed as a supporting paper. Cllr Campbell had earlier, on the day of the meeting, sent 7 reasons why he felt Boxes A and H on page 1 and Boxes 1, 2, 3, 6, 7 and 8 out of the 10 boxes ticked by the Auditor on page 2 were from his perspective incorrectly addressed by the auditor and although absent from the meeting, had threatened that if his email and points raised were ignored, that he would likely raise a formal objection with the external auditor. The Clerk and Cllr Sharp therefore explained at length, an alternative viewpoint, involving fact based theory, and in case members were concerned or confused. Cllr Norcross **proposed, seconded** by Cllr S Alexander that STC approve Section 1 of the SPC Annual Governance and Accountability Return 2025/26 with associated notes be sent to the external auditor having first been signed by the STC Mayor. **Agreed**	**CLERK**
16.4	**To 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 STC Mayor.** The internal Auditor had agreed to the details and signed section 2 of the AGAR return, and it was distributed as a supporting paper. Cllr Norcross **proposed, seconded** by Cllr Sharp 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 STC Mayor. **Agreed**	**CLERK**
16.5	**To agree that the *'Notice of Public Rights'* for the *SPC AGAR Return 2025/26* be published.** Cllr Norcross **proposed, seconded** by Cllr S Alexander that the *'Notice of Public Rights'* for the *SPC AGAR Return 2025/26* be published as per supporting papers. **Agreed**	**CLERK**
16.6	**To receive a second recommendation from the SPC Personnel Committee to change the Clerk's Job Title, as per supporting papers.** The Mayor spoke in support of the recommendation from the Personnel Committee to change the Clerk's Job Title to Chief Executive Officer (Clerk and Responsible Finance Officer) to Steyning Town Council, noting that the job description was not amended, and noting the reasons for this change. Cllr Norcross **proposed, seconded** by Cllr I Alexander that the Job title changes from Parish Clerk to Chief Executive Officer. **Agreed**	**CLERK**
16.7	**To receive the Community Governance Review Paper from HDC and to agree any actions** Members considered the content of the review paper, and the Clerk pointed out the likely convening of a meeting for about two weeks after this meeting, and which would involve Clerks and Councillors from adjacent Parish Councils (including Wiston, Ashurst, Upper Beeding and Bramber), so that thoughts on the way forward could potentially be aligned, before submissions were completed. The Clerk's office was also publicising this process for Steyning residents.	**CLERK**
16.8	**To receive the Local Government Second stage Consultation Review document and to agree any actions.** Members considered the content of the review paper, and the Mayor pointed out that it was probably best that each member completes the consultation as an individual.	**CLERK**
FULL/26/17	**CORRESPONDENCE AND INFORMATION ITEMS**	
17.1	None	

FULL/26/18 **DATE OF THE NEXTFULL COUNCIL MEETING:** **15th June 2026 at 7.30pm**

Meeting closed at 9.03 pm

Signed by the Mayor of Steyning Town Council …………………………………………
Dated 15th June 2026

A recording of this meeting is available at - https://youtu.be/ZFZaGCqhWdg

Town Clerk: John Fullbrook **Email: clerk@steyningpc.gov.uk**
Deputy Clerk: Leanne Poole **Email: leanne.poole@steyningpc.gov.uk**