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

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 10th MARCH 2026 AT 7.30PM

Present: Cllrs Sharp (Chairman), Bell, S Alexander, Johnson and I Alexander.
Clerk: John Fullbrook

Members of the Public in attendance: **3**
Meeting commenced: **7:30 pm**

MINUTES

ACTIONS

F&GP/25/49 **APOLOGIES FOR ABSENCE**
49.1 Apologies were received from Cllrs Norcross, Trundle, Foxwell and Ballance.

F&GP/25/50 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
50.1 Cllrs Sharp and I Alexander would be abstaining from any vote under agenda item 6.5 as they were members of the Steyning and District Partnership Group Committee

F&GP/25/51 **QUESTIONS FROM THE FLOOR** **{in summary}**
51.1.1 ***Q –*** *David Randell on behalf of the Steyning Cricket Club, asked why in your Action Plan, and under the heading, 'the risk to timescale' there is the comment, 'the Cricket Club are determined to veer towards a more commercial orientation'?*

51.1.2 ***Response – The Chairman thanked David for his question and suggested that at the time it was written this was a concern for the Council in terms of speed of drawing up the Lease and that good communications were necessary for both sides to come to an agreement – He also said that under 7.2, he was going to report on a very good recent meeting, which has given SPC a better understanding of where we now are. He agreed that this comment is now obsolete and that it can be dealt with later in the meeting, but did think it was a legitimate question at that point.***

51.1.3 ***Q –*** *David said that it had always been stated by the Cricket club that it was not intended to be more commercial.*

51.1.4 ***R – The Chairman said he knows this, but whoever drew the plans up had appeared to make it more commercially orientated - but restated that the situation was now hopefully largely resolved. The Clerk suggested the wording could be amended to reflect a change in focus, and the Chair said members would discuss the rewording under item 7.2***

F&GP/25/52 **MINUTES OF PREVIOUS MEETING**
52.1 Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 13th January 2026 be agreed as a true and fair record. **Agreed**

F&GP/25/53 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***
53.1 Clerk to take Precept recommendations to Full Council **– Actioned**

53.2 Office to adapt reasons for Precept rise bullet points to go onto Social media platforms **– Actioned**

53.3 Clerk's office to formulate new responses to Precept questions raised and respond **– Actioned**

53.4 Action Plan to be updated and reported at next meeting – **Actioned/ See item 54.4**

53.5 Office to place amended and approved Asset Register onto the SPC Website **– Actioned**

53.6 Regards High St Railing, - Clerk to pursue the matter with HDC Cons. Officer & WSCC Cllr **– Actioned**

53.7 SPC to post details on socials more accurately informing that Railings are WSCC responsibility **–Actioned**

53.8 Office to process successful grant application for the Ukrainian Refuge **– Actioned**

53.9 Office to process successful grant application for the Horsham District Older Peoples Forum **– Actioned**

53.10 Clerk & Cllrs to meet the Steyning Cricket Club to further negotiations regards the new lease **– Item 55.2**

53.11 Clerk to convene Working Practices Grp to compile new IT Policy & Accessibility statement **– Actioned**

53.12 Clerk's office to publish agreed text and compile further information for CCTV consultation **– Actioned**

53.13 Compliance with agreed increased Street Cleaning contract annual expenditure **– Actioned**

53.14 Clerk to arrange a further meeting with the school concerning Community Use Agreement **– Actioned**

F&GP/25/54 FINANCIAL GOVERNANCE.

54.1 To approve the list of SPC payments for January 2026.
Members posed questions to the Clerk in consideration of payments covering this period. Cllr Sharp **proposed, seconded** by Cllr Bell that SPC accepts the January 2026 SPC Payments List. **Agreed**

54.2 F&GP Income and Expenditure report for January 2026.
Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Overall it was noted that the income and expenditure totals were in line with expectation for this time of year. Cllr Sharp **proposed, seconded** by Cllr I Alexander that the F&GP Income and Expenditure report for January 2026 be accepted. **Agreed**

54.3 To consider and agree to pay remaining Steyning Cil Funding for the *Interpretation* project **CLERK**
At the F&GP Meeting in December 2025 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. SPC are committed to a further £970.23 which represents the remainder of the available Cil monies (from SDNP) and the full cost commitment via SPC Cil was for £3,317.73. The Clerk therefore sought approval for this next payment to be made to the Steyning & District Partnership as they are project leaders in this matter. It was also noted that the first of the personal contributors for the project had transferred their £1,000 to the Partnership at the beginning of February. SPC's thanks went out to this individual. Cllr S Alexander **proposed, seconded** by Cllr Johnson that SPC make the payment as per the agreement from December 2025, as a part two payment for this project {£970.23}. **Agreed**

54.4 Update from the Clerk in consideration of progress on the 2025/26 SPC Action Plan.
Progress included:-

54.4.1 # *Chandlers Way project* – The Clerk will be with a group of volunteers at the Steyning Primary school on Friday the 20th March to oversee the planting of 200 plus hedging species by 20 odd members of the pupil eco council. These will eventually be used in the Chandlers Way wilding project. **CLERK**

54.4.2 # *MPF Access improvement project* – This week a contractor will begin to install two planters, some grasscrete and the base for the soon to be installed bollard. The plants will be put into the planters over the period of the next 10 days **CLERK**

54.4.3 # *Steyning Flood plan* – The Climate Action group has completed some work on climate resilience which covers aspects of flooding and there will soon be available some reports from other agencies which will help shape the SPC plan. **CLERK & C.A.G.**

54.4.4 # *Neighbourhood Plan – There was a need for another N. Plan Steering meeting to discuss changes in NPPF and how N. Plans are regarded, and therefore the group could make a recommendation on how SPC should proceed. The next meeting will also be a chance to make comments on School and Cricket Club development plans, when indeed these become available.* **CLERK**

54.4.5 # *CCTV* installation project – Consultation finishes very soon and working party to be convened **CLERK**

54.5.1 **To potentially agree to grant applications from the Steyning Patient Participation and the Steyning Community Orchard.** **CLERK**
There is currently £863 left in the SPC Grant budget. However, it was noted that SPC 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 equaled £543.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree to pay £100 to the Community Orchard to cover insurance costs, and £67.80 to the Patient Participation Group to cover fees for their AGM room hire**. Agreed**

54.5.2 **To potentially agree to a grant application from the 4 Sight Vision Support Group.** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that this application be discarded. **Agreed**

54.5.3 **To potentially agree to a grant application from the Worthing Table Tennis Club.** **CLERK**
Members suggested the Clerk emails the club to say that our Youth Club will cover this and therefore we are not currently interested in backing this idea.

54.5.4 **To potentially agree to a grant application from the Steyning and District Good Neighbours Group.** The Clerk was asked to go back to the contact for this group and ask for more details as to what precisely was the amount and what it would be used for, so then it could be brought back to the next meeting – and potentially this committee use next year's budget. **CLERK**

54.5.5 **To potentially agree to a grant application from the Steyning and District Partnership.** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC grant the remaining balance from the budget line in this financial year for what's left {between £380 and £400} for their Vintage Revival event. **Agreed 3 For, 2 Abstained**

F&GP/25/55 **GOVERNANCE AND COMMUNITY MATTERS**
Notification regarding recent FOI requests

55.1.1 There has been a Freedom of Information request from a lady who is living in Cambridgeshire asking for information concerning this Parishes disruption over the years, and any subsequent associated expenditure. The Clerk responded by asking for her to be more specific about the sort of documentation that would be required, to narrow the scope of the investigation. Members agreed that the next best step would be for a conversation on the phone between this lady and the Clerk to see if the scope could be narrowed further and to expedite the process. **CLERK**

55.1.2 Another FOI was received concerning pot holes in the High St. The matter had been dealt with

55.2 **Chair to update concerning Cricket Club working party and progress of this project** **CLERK**

55.2.1 The Chair relayed the fact that the previous working party on the 6th March with Club representatives went well, and that there was a clearer understanding of what a new Lease may look like. The new plans are due to be revealed to Cricket Club members on the 25th March and then to Joanna and Andrew soon afterwards, with then the N. Plan Steering Committee due to discuss any recommendations soon after that, and before the April Full Council meeting – all being well. Subsequent to the discussion at the next F&GP meeting SPC will instruct the lawyers to draft a lease to allow for the next stage of negotiation. Plus advise on transfer of SPC property (changing rooms) to the club.

55.2.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that the Action Plan risk assessment comment be adjusted to a more favourable commentary about risks being mitigated, but not non-existent. **Agreed** **CLERK**

55.3 **Clerk to inform re a recent data breach incident and to review the situation** **CLERK**

55.3.1 On the 18th February a number of people received three or more emails from Tessa's IP address. However they were not sent by her and in fact it turned out that someone in the USA had hacked into her emails and managed to gain a list of all her contacts, then sent these emails out to all those contacts.

55.3.2	The office spent the next several days responding to people either by emails or via phone contacts explaining what had happened and to ask that they avoid opening the attachments, and delete said emails. As soon as the office found out the systems were checked, and the SPC IT consultant made remote checks as well as organised that he should come in to see the office staff to discuss the matter.	
55.3.3	The data protection consultant was immediately informed to ensure procedures was being followed – and then the ICO were notified to ensure they were aware and so that they could check that procedures were being followed. After a few days the email and phone queries reduced – but it was clear that many hundreds, probably thousands of contacts had been sent these emails from Tessa's IP address.	
55.3.4	There will be another meeting with the SPC IT consultant to check to see if there might need to be another layer of security worked in to the procedures and that potentially the office organise for a Councillors data protection session at some point soon – this having been done previously.	**CLERK**
55.3.5	On the 24th February the ICO decision notice came back stating the following: *We have carefully considered the information provided and we have decided to close the case and provide you with advice. This decision is based on the information we have recorded about the breach. Please note that we may make enquiries if we become aware of new information that affects the circumstances of this case, including if we receive complaints about the breach.* *In response to a personal data breach, you should:* *• take reasonable steps to contain the incident;* *• consider any steps you can take to mitigate the impact and support the affected individuals; and* *• check that your policies and procedures are both fit for purpose and being followed by staff*	
55.3.6	Cllr S Alexander offered to be a training provider as is qualified in this respect.	**Cllr S Alexander**
55.4	**To discuss the Community Governance Review** Members had received the review document as a supporting paper, and began to consider a number of options in consideration of how the future boundaries might be drawn, if they are to be changed at all. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk be delegated to convene a meeting of representative Cllrs and Clerks from Parishes near Steyning. **Agreed**	**CLERK**
55.5	**Update concerning *Devolution* planning** There was a great deal of discussion at the Community Committee concerning the future management of Steyning's Car Parks the previous week, and this was summarised for those not in attendance at that meeting. There was also a feeling that the Clerk could contact the District Councillors to gain a better understanding of what was going on with the Leisure Centre.	**CLERK**
55.6	**Notification re date for next in house finance audit review** Cllrs Sharp and S Alexander were to come into the office to complete this on the 7th April pending agreement with the office calendar. The Clerk also stated the next Internal Audit was planned for the afternoon of the 11th May, and both Cllrs were invited to attend this.	**Cllr Sharp & S Alexander**
55.7	**Update regarding JPYC** There will be a multi-dimensional monthly report being produced and this was agreed by the Youth staff	
F&GP/25/56	**PROGRESS REPORT**	
56.1	*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.*	**D. Clerk**
56.2	*F&GP/24/08.2 CCTV project to be further discussed with contractors on-site*	**CLERK & CCTV W. Prty**
56.3	*F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*	**CLERK**
56.4	*F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*	**CLERK**
56.5	*F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*	**CLERK**
56.6	*F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*	**CLERK**
56.7	*F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal*	**CLERK**
56.8	*F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road*	**CLERK**

56.9	*F&GP/25/35.5 More meetings hoped for with Steyning Grammar School to discuss developments*	**CLERK**
56.10	*F&GP/24/25.12 SPC finance signatory amendments to take place in March 2026*	**CLERK**

F&GP/25/57 INFORMATION/CORRESPONDENCE ITEMS

57.1 None

F&GP/25/58 DATE OF NEXT MEETING – 14th April 2026 @7.30pm.

The Chair closed the meeting at 9.31pm

Signed ……………………………………………………. Date 14th April 2026
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/OjWIiqLNRVw