



The Steypning Centre, Fletchers Croft, Steypning
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TO ALL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Cllrs Sharp (Chair), S Alexander, Norcross, Trundle, Ballance, Foxwell, I. Alexander and Bell.

YOU ARE HEREBY SUMMONED TO A MEETING OF THIS COMMITTEE

TO BE HELD ON TUESDAY 7th JULY 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 ELECTION OF VICE-CHAIRMAN** – To elect a F&GP Committee vice chairman for this municipal year
- 4.0 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 6th July 2026.
- 5.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 14th April 2026 as a true and fair record.
- 6.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 6.1** F&GP/25/64.1 Clerk to inform the Steypning Community Table of their decision and consider grant resubmission – **Actioned**
 - 6.2** F&GP/25/64.2 Clerk to inform the Steypning Good Neighbours of grant decision and to consider resubmission – **Actioned**
 - 6.3** F&GP/25/64.5 Action plan to be updated and brought back to this committee – **Actioned / See item 7.5**
 - 6.4** F&GP/25/64.5 New Year SPC Action Plan items to be brought back to next F&GP meeting – **Actioned**
 - 6.5** F&GP/25/64.7 New Earmarked Reserves added to Finance software and associated List – **Actioned / See item 7.2**
 - 6.6** F&GP/25/64.8 Newly agreed Cil reports to be uploaded/ published / Organisations informed – **Actioned**
 - 6.7** F&GP/25/65.1 Ex. Auditors report actions – EIA for Chandlers Way recommendation taken to Full Council – **Actioned**
 - 6.8** F&GP/25/65.1 F&GP recommendations concerning Ex Audit actions taken to Full Council – **Actioned**
 - 6.9** F&GP/25/65.1 Equality Impact Assessment consideration to be included into Business Plan – **Actioned / See item 7.4**
 - 6.10** F&GP/25/65.3 Cllrs Bell and Sharp complete paperwork & online confirmations to become new signatories – **Actioned**
 - 6.11** F&GP/25/65.4 Clerk to convene meeting with nearby Parish Councils concerning Com. Gov. Review – **Actioned/ item**
 - 6.12** F&GP/25/65.5 Clerk to continue work to inform Cllrs regards Devolution planning – **See item 8.5**
 - 6.13** F&GP/25/65.6 In House audit review process completed and non-signatory appointment – **See item 12.1**
 - 6.14** F&GP/25/65.7 CCTV consultation results published and promoted – **Actioned**
 - 6.15** F&GP/25/65.7 CCTV working party to obtain new quote – **See item 8.7**
 - 6.16** F&GP/25/69.1 Cricket Club Lease criteria taken to Solicitors for them to complete first Draft – **Actioned**
 - 6.17** F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation – **See item 7.5**
 - 6.18** F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back – **See item 7.5**



Town Clerk: **John Fullbrook**
Deputy Clerk: **Leanne Poole**

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7.0 FINANCIAL MATTERS – (Supporting papers)

- 7.1** To approve the list of SPC payments for March, April and May 2026.
- 7.2** To receive End of Year finance summary and to agree F&GP Income & Expenditure report for March, April and May 2026.
- 7.3** To receive an update on progress from the Clerk & discuss the 2025/26 SPC Action Plan.
- 7.4** To consider the draft 2026/27 Business / Finance Plan and agree any actions.
- 7.5** To finalise preferred projects for the 2026/27 Action Plan and agree any actions.
- 7.6** To consider an STC three year Finance plan, and agree any actions
- 7.7** To consider and potentially agree to grant applications from the 'Love to Move' Group
- 7.8** To consider and potentially agree to a grant application from the Steyning & District Good Neighbours Association
- 7.9** To consider and potentially agree to a grant application from the Steyning First Responders Group
- 7.10** To receive a Cil funding enquiry from Steyning FC and to agree any actions

8.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

- 8.1** To discuss and agree a match funding scheme to address an issue with the access road to Canada Gardens
- 8.2** To discuss and agree to a potential licence agreement for a catering vending operation on the MPF
- 8.3** Members to discuss SPC Bank Signatory considerations and agree any actions
- 8.4** Update regarding the Community Governance Review.
- 8.5** Update concerning *Devolution* planning for SPC, and agree any actions
- 8.6** To discuss and agree to setting up an Asset Register review working party, so that recommendations can be made back to Full Council
- 8.7** Update from Cllr S Alexander and to consider any recommendations from the CCTV working party and agree any actions
- 8.8** To review the Internal Auditor position and quote and agree any actions
- 8.9** To consider and potentially agree to a new payment agreement with the Christmas Light company
- 8.10** To receive an update concerning the Maudlin Lane DMMO and consider extending and or amending the previous agreement with Bramber Parish Council when this Council supported their last joint application
- 8.11** To consider Website domain name update and contact/ Councillor email address update schedule
- 8.12** To consider potential street names for Glebe Fields, and to agree a top ten / fifteen from a list which has been discussed and prioritised by key Stakeholder groups and the Planning and Premises Committee

9.0 ONGOING ITEMS

To receive the following ongoing items and to understand they will be taken to the next F&GP meetings

- 9.1** F&GP/23/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed
- 9.2** F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy
- 9.3** F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56
- 9.4** F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal
- 9.5** F&GP/25/55.3 Staff & Cllr Data Protection training date and trainer confirmed with Cllr S Alexander to assist

10.0 INFORMATION/CORRESPONDENCE ITEMS

- 10.1** None at time of printing

11.0 CONFIDENTIAL SESSION

- 11.1** 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 items 12 & 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain.

12.0 GOVERNANCE MATTERS – {15 mins}

- 12.1** Members to consider the continued External Audit Report communications and to consider in-house review process appointment and agree any actions
- 12.2** Members to be updated on a number of lease agreements {Cricket Club, Bowls Club, Digital Screens} and to consider convening a working party for them to make recommendations
- 12.3** In the light of an STC Councillors resignation from their position, to consider recommendations concerning the vacant position

13.0 DATE OF NEXT MEETING – 8th September 2026

**John Fullbrook,
Clerk to the Town Council**