



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 8th SEPTEMBER 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 7th Sept. 2026.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 7th July 2026 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/26/04.3 Discussions concerning DMMO footpath 3802 taken to STC Full Council – **Actioned**
 - 5.2** F&GP/26/07.5 Clerk to compile the completed Business Plan based upon agreement under this item – **Actioned**
 - 5.3** F&GP/26/07.7 Love to Move grant for £168 agreed – **Actioned**
 - 5.4** F&GP/26/07.7 Love to Move grant for additional room hire for 26 weeks at Steypning Centre agreed – **Actioned**
 - 5.5** F&GP/26/07.8 Steypning Frist Responders grant for £125 for Defibrillator servicing processed – **Actioned**
 - 5.6** F&GP/26/07.9 Stey. & Dist. Good Neighbours grant to assist with DBS payments for £500 processed – **Actioned**
 - 5.7** F&GP/26/07.10 Stey. & Dist. Partnership grant request taken to Full Council – **Actioned**
 - 5.8** F&GP/26/07.11 Steypning FC Cil enquiry to be dealt with when funds become available – **Actioned**
 - 5.9** F&GP/26/08.1 Canada Gardens Access Road project to be undertaken – **Actioned**
 - 5.10** F&GP/26/08.2 MPF Catering vend operation agreement taken back to vendor – **Actioned**
 - 5.11** F&GP/26/08.3 Bank Signatory arrangements amended – **Actioned**
 - 5.12** F&GP/26/08.4 Community Governance Review further opportunity brought back to STC to Full Council – **Actioned**
 - 5.13** F&GP/26/08.5 Devolution planning - Car Parks meeting to be arranged – **See item 7.5**
 - 5.14** F&GP/26/08.7 CCTV equipment ordered, purchased and delivered – **Actioned**
 - 5.15** F&GP/26/08.7 CCTV letter of intent written and sent to successful operator – **Actioned**
 - 5.16** F&GP/26/08.8 Mulberry's - Internal Auditors, are re-appointed by STC, but with different officer to attend – **Actioned**
 - 5.17** F&GP/26/08.9 Christmas new payment schedule agreed – **Actioned**
 - 5.18** F&GP/26/8.10 3 phase plan to update website domain and email addresses approved – **Actioned**
 - 5.19** F&GP/26/8.12 Bird names for new roads agreed as being put forward to Glebe Fields developers – **Actioned**
 - 5.20** F&GP/26/10.1 Cllrs to be aware of noise issues when dealing with Lease agreement details – **Actioned**



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

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5.21 F&GP/26/12.1 F&GP to ask Clerk to write to Cllr Campbell concerning responses to questions raised – **Actioned**

5.22 F&GP/26/12.3 Co-option for new Cllr to be considered by STC at Full Council – **Actioned**

6.0 FINANCIAL MATTERS – (Supporting papers)

6.1 To approve the list of SPC payments for June and July 2026.

6.2 To agree the F&GP Income & Expenditure Reports for June and July 2026.

6.3 To discuss and agree the draft 2026/27 STC Action Plan.

6.4 To approve final draft of the 2026/27 STC Business Plan.

6.5 To approve the 2026/27 STC budget planning schedule as per supporting papers.

6.6 To consider and potentially agree to a grant application from the Allotment association.

7.0 GOVERNANCE AND COMMUNITY MATTERS – (Supporting papers)

7.1 To discuss and agree the STC Insurance Cover, for the period September 2026 to end 31st August 2027.

7.2 Update from Cllr S Alexander in consideration of the CCTV installation project and to agree any actions.

7.3 Update concerning Christmas decorations for High Street and lamppost testing arrangements.

7.4 Update regarding the *Community Governance Review*.

7.5 Update concerning *Devolution* planning for SPC, 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/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy

8.3 F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56

8.4 F&GP/24/53.10 SPC to publish strategy for the future of clock tower clockface future renewal

8.5 F&GP/25/55.3 Staff & Cllr Data Protection training date and trainer to be confirmed with Cllr S Alexander to assist

8.6 F&GP/26/07.6 Principles of a 3 year finance plan compiled by October 2026 for F&GP

8.7 F&GP/26/07.7 Asset Register review working party meeting to be convened

8.8 F&GP/26/08.7 All 3 phases of the CCTV project to be completed when funds are available

8.9 F&GP/26/12.2 Working party to be convened to discuss three separate Lease arrangements

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 FINANCE & GOVERNANCE MATTERS – {15 mins}

11.1 To discuss and agree to amend the STC staff payments in line with the government approved national pay award of 3.3% and as per details within confidential supporting papers.

11.2 Update concerning JPYC contracts and service review

12.0 DATE OF NEXT MEETING – 13th October 2026

John Fullbrook,
Clerk to the Town Council