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MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 7th JULY 2026 AT 7.30PM

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

Members of the Public in attendance: **8**
Meeting commenced: **7:34 pm**

MINUTES

ACTIONS

F&GP/26/01 **APOLOGIES FOR ABSENCE**
01.1 Apologies were received from Cllr Trundle.

F&GP/26/02 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
02.1 None

F&GP/26/03 **ELECTION OF VICE-CHAIRMAN**
03.1 **To elect F&GP Committee Vice-Chair for the municipal year.**
Cllr Sharp **nominated and proposed** that Cllr S Alexander be elected as F&GP Vice Chair for the 2026/27 municipal year, **seconded** by Cllr Norcross. **Agreed**

F&GP/26/04 **QUESTIONS FROM THE FLOOR {in summary}**
04.1 *Statement 1, Sandra Duke – Updated that at the Bramber Parish Council meeting, she and others had raised objections to the proposed DMMO diversion proposal, and informed as to other aspects which had been considered.*

04.2 *Statement 2,Resident 22 Coombe Rd – Outlined 3 main reasons in objection to the DMMO footpath 3802 Diversion proposal, and would send more documents to the Clerk in advance of the next meeting detailing these objections.*

04.3 ***The Chair thanked the residents for attending and giving of their time and information and said that he felt it best to advance these discussions to the next STC Full Council meeting(on the 20th July), where more information could be viewed before the meeting and likely a better final decision made on the matter – and members agreed this was the best way forward*** **CLERK**

F&GP/26/05 **MINUTES OF PREVIOUS MEETING**
05.1 Cllr Sharp **proposed**, **seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th April 2026 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

F&GP/26/06 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***
06.1 Clerk to inform the Steyning Community Table of their decision & consider grant resubmission-**Actioned**
06.2 Clerk to inform the Steyning Good Neighbours of grant decision & to consider resubmission-**Actioned**
06.3 Action plan to be updated and brought back to this committee **– Actioned / See item 7.5**
06.4 New Year SPC Action Plan items to be brought back to next F&GP meeting – **Actioned**
06.5 New Earmarked Reserves added to Finance software and associated List **– Actioned / See item 7.2**
06.6 Newly agreed Cil reports to be uploaded/ published / Organisations informed **– Actioned**
06.7 Ex. Auditors report actions – EIA for Chandlers Way recommendation taken to Full Council **– Actioned**
06.8 F&GP recommendations concerning Ex Audit actions taken to Full Council – **Actioned**
06.9 Equality Impact Assessment consideration to be included into Business Plan **– Actioned /See item 7.4**
06.10 Cllrs Bell and Sharp complete paperwork & online confirmations to become new signatories **– Actioned**
06.11 Clerk to convene meeting with nearby Parish Councils concerning Com. Gov. Review **– Actioned**
06.12 Clerk to continue work to inform Cllrs regards Devolution planning **– See item 8.5**
06.13 In House audit review process completed and non-signatory appointment **– See item 12.1**

06.14 CCTV consultation results published and promoted **– Actioned**
06.15 CCTV working party to obtain new quote **– See item 8.7**
06.16 Cricket Club Lease criteria taken to Solicitors for them to complete first Draft **– Actioned**
06.17 Clerk to install double socket in Clock Tower for future camera installation **– See item 7.5**
06.18 Spotlights onto the Clock Tower as a proposed project to be brought back **– See item 7.5**

F&GP/26/07 FINANCIAL MATTERS.

07.1 To approve the list of SPC payments for March, April and May 2026.
Members posed questions to the Clerk in consideration of payments covering this period.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the March, April and May 2026 SPC Payments Lists. **Agreed**

07.2 F&GP Income and Expenditure report for March, April and May 2026.
Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Discussion concentrated upon the March document as it included data for month 13 (with accruals/credits and debits re year end reconciliation taken into account). Overall it was noted that the income and expenditure totals were in line with expectation for the year – Slightly overspent re. expenditure and slightly below budget re. income. Both less than 6%. Variance from budget. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the F&GP Income and Expenditure report for March, April and May 2026 be accepted. **Agreed**

07.3 Progress on the 2025/26 SPC Action Plan.
The Clerk updated that only some of the main 18 targets had been fully achieved, with overall 60% completion rate, and in consideration of the significant additional pressures put upon the administration over the year it had actually been a very productive period overall. When F&GP members compiled the original 25/26 Action Plan, it didn't know about any potential asset transfers from HDC, nor any potential School developments, nor ongoing Glebe Fields development involvement, nor were council prepared for a Local Governance Review. Nonetheless the Council has managed to be flexible and adapted its business model and goals accordingly. Considering many targets were achieved through negotiating with outside parties it was particularly satisfying. The only negative point being the continued disruption, and that therefore the Clerk was unable to spend more time helping STC complete more of these goals. Members commended the staff for what they had managed to achieve in the year 2025/26.

07.4 To consider the draft 2026/27 Business & Finance Plan.
The Clerk had produced a draft Business and Finance plan as a supporting paper – it being the first part of a more substantial Annual Business, Finance and Action Plan document.
This document being very similar to 2025/26 and previous years agreed documents, except changing SPC to STC and the dates, and importantly the financial totals as per the end of year confirmed balances, and the details of the latest Earmarked Reserves.
Cllr Sharp **proposed, seconded** by Cllr Norcross that STC accepts the supporting document as part one of the STC Business Plan. **Agreed**

07.5 To finalise preferred projects for the 2026/27 Action Plan and agree any actions. **CLERK**
The Clerk had augmented what had previously been agreed to be STC's preferred project list for the coming year as a supporting paper. If agreed or amended it forms the basis of the concluding part of the Business Plan as it provides the framework for the STC Action Plan.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC accepts the supporting document so that the Clerk can complete the second part of the STC 26/27 Business Plan. **Agreed**

07.6 To consider an STC three year Finance plan, and agree any actions
The Clerk outlined that there were currently a multitude of unknowns which could and will affect the future of the Town Council. He stated that having a 3 year finance plan is a desirable thing for any business, but it is not known what Land and Building Assets might be transferred to STC from HDC due to Devolution, and the School Foundation discussions with WSCC. Once the Unitary authority is set up and a Mayor in place and the financial relationship with them

understood, and the governance review completed STC will certainly have a better understanding but until then, and taking into account that STC might also be transferring an asset or assets to the Cricket Club, beyond next year STC are simply navigating towards uncharted territory. Members therefore discussed deferring a three year plan discussion at least until the Autumn STC budgetary process begins in October.
Cllr Sharp **proposed, seconded** by Cllr Foxwell that STC should develop the principals or framework for establishing a 3 year finance plan by October 2026 for STC to consider. **Agreed** **CLERK**

07.7 **To consider a grant applications from the *'Love to Move'* Group**

07.7.1 There were two grant requests from this group. Members were generally very receptive to the submissions and the work being undertaken by this group. The first request was to cover room hire for a post sponsored walk gathering, and refreshments for the participants aged 80 to 90 yrs old, plus general public. Cllr Sharp **proposed, seconded** by Cllr Norcross that STC grants an application to cover room hire to *Love to Move* for £168. **Agreed** **CLERK**

07.7.2 The second request was to assist with match funding to cover some room hire costs at the Steyning Centre for their weekly classes. Cllr Sharp **proposed, seconded** by Cllr Norcross that STC are happy to give an amount to cover 26 weeks (maximum) worth of room hire charges to the *'Love to Move'* group. **Agreed** **CLERK**

07.8 **To consider a grant application from the Steyning First Responders Group** **CLERK**
This request was to cover continued maintenance of the Steyning Centre Defibrillator at a cost of £125. Cllr S Alexander **proposed, seconded** by Cllr Bell that STC grant request for £125 to Steyning First Responders. **Agreed**

07.9 **To consider a grant application from the Steyning & District Good Neighbours Association** **CLERK**
The request was to cover DBS checks for new drivers for up to a maximum of £500, at £25 per check for each driver for a year. Cllr Norcross **proposed, seconded** by Cllr Sharp that STC agree to fund £500 worth of DBS checks for this group. **Agreed**

07.10 ***The Chair brought forward agenda item 10.3 as it was a late grant request (which not being specified on the agenda, could therefore not be voted upon)***
To consider a grant application from the Steyning & District Partnership Group
The request was for up to £500 to cover publicity costs for this year's Steyning Food and Drink Festival. Cllr S Alexander **proposed, seconded** by Cllr Sharp that this grant request is taken to Full Council. **Agreed 6 for , 1 abstained** **CLERK**

07.11 **To receive a Cil funding enquiry from Steyning FC**
Members having read the request from the Steyning Football Club were generally interested in the details of the request, but agreed that it was too early to make any decision upon access to monies which were not yet available to them. **CLERK**

F&GP/26/08 **GOVERNANCE AND COMMUNITY MATTERS**

08.1 **To discuss a match funding scheme to address the issue with Canada Gardens Access Road**

08.1.1 This is the larger of two projects which has been designated for this coming year at Canada Gardens and is associated with an upgrade to its vehicular access and potentially represents a quick first 'win' for the Town Council in terms of its Annual Action plan 2026/27.
The office is separately exploring the second more minor upgrade of the track inside the Allotments themselves by potentially completing similar works to that which was successfully undertaken two years ago, and this will be arranged in due course through the Community Committee. **CLERK**

08.1.2 So the larger element of this allotment access upgrade comes to F&GP because of the need to secure the finance, and the fact that the project itself had yet to be agreed for this financial year, as well as it being a project which is pleasingly being match funding by three local residents. {Signed Contractual Agreement being available as a supporting paper}

08.1.3 The project could be summarised as a regrading of the existing surface, it being rolled and consolidated, and then it would be *butt joined* to the other entrance and road surface areas, as

a much longer-term fix, than has otherwise been the case for many years. The works would run from the Newham Lane road right up to the area in front of the Canada Gardens gate – a roadway that is currently featuring huge ruts/ potholes which could potentially seriously damage the cars of our allotment plot holders. Previously, the temporary fixes have simply washed away over time and created loose stones and debris along Newham Lane after heavy rain showers.
The confidential papers (because of data protection) showed the details of the signed agreement from the three residents who are willing to pay in Total £4,080.00 towards the project. The total cost of the project is £6,799.00 + VAT meaning STC would need to find funds of £2,719.00. The papers also show details of the preferred quote with updated scope of works, as well as the three initial quotes which were sought at the beginning of the process.

08.1.4 Cllr Sharp **proposed, seconded** by Cllr Bell that STC support the funding of this project. **Agreed** **CLERK**

08.2 **To discuss a potential licence agreement for a catering vending operation on the MPF** **CLERK**

Over the last few years Steyning Council has worked with the Cricket Club and local traders to help provide an additional service delivery / facility at the MPF every Friday night over the summer period. The gorilla pizza van was a great success but unfortunately is unable to attend this year. Working with the Cricket Club, the STC office have found an alternative who are aware of the arrangements and are willing to pay for the full cost of the summer term as per detailed within supporting paper 8.2. despite missing the early trading period. An amendment to include a more detailed time specified for clearance of litter to take place (same evening).
Cllr Sharp **proposed, seconded** by Cllr Norcross that STC accepts the details of the licence agreement noted in the supporting papers subject to the inclusion of the amendment noted. **Agreed.**

08.3 **Members to discuss SPC Bank Signatory considerations**

Hazel has remained as an authorised bank signatory following her departure from her full time Deputy Clerk role, to provide additional resilience while Leanne became familiar with the Council's financial procedures, banking processes and the responsibilities of a signatory.
As Leanne is now fully conversant with the Council's financial procedures and day-to-day banking arrangements, this additional contingency is no longer required. It is therefore proposed that Hazel now be removed as an authorised bank signatory. Cllr Bell has recently been appointed as an authorised signatory and Cllr Sharp's application is also being processed, as per previous agreement to do so at F&GP.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that Hazel Roxby be removed as a Bank Signatory. **Agreed** **CLERK**

08.4 **Update regarding the Community Governance Review**

The Clerk completed the CGR consultation submission for HDC on the Council's behalf, and sent to HDC separately the decision from Full Council concerning Clays Field. HDC asked STC to come up with reasons for that decision but after a series of emails the Clerk was unable to ascertain a substantive consensus reason from members to answer this request, as to why STC should want the Clays field open space included within its Parish, so did not do so. There will likely be another opportunity for Council to discuss the matter, during the next round of the consultation process. **CLERK**

08.5 **Update concerning *Devolution* planning for STC**

The Clerk reported back at the last Full Council concerning meetings which are to be arranged with officers of the HDC Car Park and Open Spaces departments. However, despite assistance from District and County Cllr Finnegan, a date for this meeting has as yet not been secured. **CLERK**

08.6 **To discuss setting up an Asset Register review working party, so that recommendations can be made back to Full Council** **CLERK**

The STC Asset Register and Land Register are up for review and there is much to discuss, in consideration of lease agreements/ building ownership / asset transference and other potential updates to the format. Members were asked therefore to consider that this matter is better first served by delegating the responsibility to a working party, and to agree who ought to be on that working party. Cllr Sharp **proposed, seconded** by Cllr S Alexander that a working party be set up to discuss and update STC's Asset and Land Register's and that its membership consists of Cllrs Sharp, S Alexander and Norcross. **Agreed** **CLERK**

08.7 **Update from Cllr S Alexander and to consider recommendations form the CCTV working party**

08.7.1 After an exhaustive process of discussions on and off site with a number of contractors/ service providers, the CCTV working party had compiled with assistance from those contractors preferred final options for F&GP members to consider within supporting paper 10.4.1. And a final recommendation was forthcoming from the last meeting of the group dated 6th July. The Chair made a statement that Cllr S Alexander's commitment to getting the Council to this stage of the process had been extraordinary and thought that it should again be noted that the recent consultation process proved complete vindication for the Council's continued pledge to undertake this project. **CLERK**

08.7.2 There were 3 quotes for members to consider, involving both acquiring equipment and its phased installation. Given the fact that technology is fast improving the working party had recommended the 5-year licence plan rather than entrusting to the 10-year option.

08.7.3 Unfortunately funds were not currently available to commit to the full installation at this point anyway, and so the working party had devised a plan to best use current financial resources to deliver the best reasoned first phase of the project, that being two cameras on the High Street located near the Bus Shelter as per original prioritised plan, with one of the cameras to be positioned on the mast now being able to view both up and down the High Street with two separate lenses, and then to invest in two mobile cameras to deal with some of the other areas requiring coverage such as Play Areas, Anti-Social Behaviour and Fly tipping hot spots, in subsequent phases of installation (A flexible service which notably had received very positive feedback within the consultation process). There were practical issues discussed and noted which were associated with the placement of these mobile units.

08.7.4 F&GP then decided to recommend to Full Council that the 5-year option should be the one that STC move forward with, but that the installation is completed within 3 phases, potentially over a three-year period. The first phase as per agreement at F&GP would include two permanent cameras fixed on the High Street {one fixed bullet and one dome} plus two roving cameras which would give initial flexibility in terms of installation locations.

08.7.5 Cllr Sharp **proposed, seconded** by Cllr Foxwell that F&GP recommend to Full Council that STC spend up to £20K (that STC has already budgeted for) for the first phase of works to include High Street installation and the first mobile camera units, as well as the 5-year Licence option. **Agreed 5 For, 2 Abstained**

08.7.6 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk is delegated to write a letter of intent to the supplier to state that STC plans to complete all three phases of the service provision when funds become available, subsequent to Full Council agreement. **Agreed** **CLERK**

08.8 **To review the Internal Auditor position and agree or otherwise the preferred quote** **CLERK**

08.8.1 The Clerks office had approached 6 service providers on this occasion to fully explore the options available to STC as it is recognised that best practice determines that Councils consider changing their provider every so often to avoid any potential complacency. Supporting papers 8.8.1 and 8.8.2 are quotes from existing and potential new Internal Auditor service providers. Members were asked to consider whether STC should continue with the current service provider – but that the auditor who attends be a different individual, or to appoint a different service provider for the year 2026/27.

08.8.2 Cllr Sharp **proposed, seconded** by Cllr Norcross that STC maintain Mulberry as its internal auditor but that it asks for a new partner takes over its audits henceforth. **Agreed 4 For, 2 Abstained, 1 Against**

08.9 **To consider a new payment agreement with the Christmas Light company** **CLERK**

08.9.1 The new agreement maintained existing terms and conditions and financial amounts but requested a greater percentage upfront.

08.9.2 Cllr Sharp **proposed, seconded** by Cllr I Alexander that STC note that these changes have occurred and that STC are comfortable with them. **Agreed**

08.10 **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.**
Members had already agreed in this meeting under item 04 that this item be taken forward to Full Council

08.11 **To consider Website domain name update & contact/Councillor email address update schedule** **CLERK**

08.11.1 Following the Council's change from Steyning Parish Council to Steyning Town Council, work will need to take place to update the Council's digital identity to reflect its new name. Updating the website domain will incur a one-off cost of £75 plus VAT. The Council already has a .gov.uk domain in place at an annual cost of £100 plus VAT.

08.11.2 The Clerks office recommended that changes should be introduced in phases to minimise disruption, these being as follows:

- **Phase 1:** Update the Council's website domain.
- **Phase 2:** Migrate office staff email addresses to the new domain.
- **Phase 3:** Migrate councillor email addresses following the May 2027 Town Council elections, as these addresses are used less frequently for external correspondence and this timing will minimise disruption.

08.11.3 The email migration should be a relatively straightforward process. It has been suggested by Tom Packer that this should cost around £75.
The existing mailboxes will remain the same, so all emails will stay where they are. The current domain will be kept as an alias, meaning emails sent to the existing addresses will continue to be delivered to the new ones. Users may need to sign back into their devices once the migration has taken place. In some cases this will happen automatically, but others may require users to sign out and back in again.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that STC approves the 3 phase plan (noted above). **Agreed**

08.12 **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**

08.12.1 The Town Council has been tasked with assisting the Glebe Fields developers with coming up with the new street names for the project. Planning and Premises Committee considered and put forward a number of names and the Clerk was tasked with contacting the Steyning Society and the History Society who were kind enough to come up with several more, and to give a view on an initial list. A final list of names and a *'top 15'* from which members were asked to pick their top 10 preferences.

08.12.2 However members present decided upon a different strategy and instead of pursuing names with a pertinent local historical perspective, rather pursued a different tact based upon the bird species that would have been present at this location over the years. **CLERK**
Cllr I Alexander **proposed, seconded** by Cllr Norcross that the Clerk puts forward names of relevant British birds to HDC and the developers. **Agreed 5 For, 2 Against**

F&GP/26/09 **ONGOING ITEMS** - The following items will be taken to the next F&GP meetings

09.1 *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**

09.2 *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy* **CLERK**

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

09.4 *F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal* **CLERK**

09.5 *F&GP/24/55.3 Staff & Cllr Data Protection training date & trainer confirmed with Cllr S Alexander to assist* **CLERK**

F&GP/26/10 INFORMATION/CORRESPONDENCE ITEMS

10.1 There were two letters of complaint from local residents that members were made aware of in relation to excessive noise levels coming from the Cricket Club during a number of evening events. This would be considered by members during the new Club Lease agreement discussions **CLERK**

10.2 There were other documents sent in by residents and received as confidential supporting papers under this item relating to the footpath 3802 DMMO diversion

F&GP/26/11 CONFIDENTIAL SESSION

11.1 Cllr Sharp **proposed, seconded** by Cllr Bell 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 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/26/12 GOVERNANCE MATTERS

12.1 **Members to consider the continued External Audit Report communications and in-house review process appointment**

12.1.1 Members noted that any resident can raise an objection to the AGAR process and associated information supplied by STC, though in normal circumstances this rarely happens, and hardly ever are objections routinely raised by a serving Councillor.

12.1.2 Cllr S Alexander **proposed, seconded** by Cllr Ballance that the Finance & General Purposes Committee delegates that the Clerk writes to Councillor Paul Campbell requesting that he explains: *{Seven questions were agreed but are not shown here as considered confidential at this stage},* and that the F&GP Committee further requests that the response should be provided in writing and reported to Full Council. **Agreed** **CLERK**

12.1.3 Members considered formally appointing the 'In House audit review non-signatory representative' but it was suggested this unnecessary as the position was already taken.

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** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr Norcross that a working party be set up consisting of Cllrs Norcross and Sharp and the Clerk and Deputy Clerk in order to check two draft lease agreements and one current agreement with the Bowls Club which is due for renewal for their content and so that it could be reported back to this committee for their approval. **Agreed**

12.3 **In the light of an STC Councillors resignation, to consider recommendations concerning the vacant position** **CLERK**
Members understood that if 10 electors gave notice in writing claiming an election to the proper officer within 14 days of the vacancy then despite the likely cost (potentially up to £25K) this would prompt an election for the one recently vacated position, and that if this didn't occur then a co-option could take place should an individual be interested in that position.

F&GP/26/13 DATE OF NEXT MEETING – 8th September 2026 @7.30pm.

The Chair closed the meeting at 9.45pm

Signed ……………………………………………………. Date 8th September 2026
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/khmHeicW5mE