



The Steyning Centre, Fletchers Croft, Steyning
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MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8th SEPTEMBER 2026 AT 7.30PM

Present: Cllrs S Alexander (Vice Chairman), Ballance, Bell and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/26/14 APOLOGIES FOR ABSENCE

14.1 Apologies were received from Cllrs Sharp, I Alexander, Foxwell and Trundle.

F&GP/26/15 DECLARATIONS OF INTEREST AND DISPENSATIONS

15.1 None

F&GP/26/16 QUESTIONS FROM THE FLOOR {in summary}

16.1 None

F&GP/26/17 MINUTES OF PREVIOUS MEETING

17.1 Cllr S Alexander **proposed, seconded** by Cllr Bell that the draft minutes of the meeting held on the 7th July 2026 be agreed as a true and fair record. **Agreed**

F&GP/26/18 MATTERS ARISING AND ACTIONS – *These items taken as read*

- 18.1 Discussions concerning DMMO footpath 3802 taken to STC Full Council – **Actioned**
- 18.2 Clerk to compile the completed Business Plan based upon agreement under this item – **Actioned**
- 18.3 Love to Move grant for £168 agreed – **Actioned**
- 18.4 Love to Move grant for additional room hire for 26 weeks at Steyning Centre agreed – **Actioned**
- 18.5 Steyning Frist Responders grant for £125 for Defibrillator servicing processed – **Actioned**
- 18.6 Stey. & Dist. Good Neighbours grant to assist with DBS payments for £500 processed – **Actioned**
- 18.7 Stey. & Dist. Partnership grant request taken to Full Council – **Actioned**
- 18.8 Steyning FC Cil enquiry to be dealt with when funds become available – **Actioned**
- 18.9 Canada Gardens Access Road project to be undertaken – **Actioned**
- 18.10 MPF Catering vend operation agreement taken back to vendor – **Actioned**
- 18.11 Bank Signatory arrangements amended – **Actioned**
- 18.12 Community Governance Review further opportunity brought back to STC to Full Council – **Actioned**
- 18.13 Devolution planning - Car Parks meeting to be arranged – **See item 20.5**
- 18.14 CCTV equipment ordered, purchased and delivered – **Actioned**
- 18.15 CCTV letter of intent written and sent to successful operator – **Actioned**
- 18.16 Mulberry's - Internal Auditors, are re-appointed by STC, but with different officer to attend – **Actioned**
- 18.17 Christmas new payment schedule agreed – **Actioned**
- 18.18 3 phase plan to update website domain and email addresses approved – **Actioned**
- 18.19 Bird names for new roads agreed as being put forward to Glebe Fields developers – **Actioned**
- 18.20 Cllrs to be aware of noise issues when dealing with Lease agreement details – **Actioned**
- 18.21 F&GP to ask Clerk to write to Cllr Campbell concerning responses to questions raised – **Actioned**
- 18.22 Co-option for new Cllr to be considered by STC at Full Council – **Actioned**

F&GP/26/19 FINANCIAL MATTERS.

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

Members posed questions to the Clerk in consideration of payments covering this period. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the June and July 2026 SPC Payments Lists. **Agreed**

19.2 F&GP Income and Expenditure reports for June and July 2026.

Members interrogated many aspects and budget lines from the report and the Clerk responded to these questions. Cllr S Alexander **proposed, seconded** by Cllr Ballance that the F&GP Income and Expenditure reports for June and July 2026 be accepted. **Agreed**

19.3 To agree the draft 2026/27 STC Action Plan

Members checked the new document and posed questions to the Clerk, whilst noting possible amendments. Cllr S Alexander **proposed, seconded** by Cllr Norcross that the F&GP Income and Expenditure reports for June and July 2026 be accepted. **Agreed**

CLERK

19.4 To approve the final draft of the 2026/27 Business & Finance Plan.

Having agreed all the separate elements of the Business and Finance Plan including the Action Plan (see above), Cllrs were now in a position to approve the entire document. It was further noted that there was still a need to compile and agree the Equality Impact Assessment Policy. Cllr S Alexander **proposed, seconded** by Cllr Norcross to approve the final draft of the STC Business Plan 2026/27. **Agreed**

CLERK

CLERK

19.5 To approve the 2026/27 STC budget planning schedule

Members reviewed the details summarised within supporting papers. Cllr S Alexander **proposed, seconded** by Cllr Bell that the budget planning schedule 2026/27 as per supporting papers be approved and goes out to all Committees. **Agreed**

CLERK

19.6 To consider a grant application from the Allotment association.

The Clerk had distributed a supporting paper which detailed the nature of the request – which was to approve a grant which covered the cost of the Associations AGM room hire cost. Cllr S Alexander **proposed, seconded** by Cllr Ballance that STC agrees to the grant application from the Allotment Association to cover room hire costs at £91.20. **Agreed**

CLERK

F&GP/26/20 GOVERNANCE AND COMMUNITY MATTERS

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

The Clerk had been discussing an option with the insurance brokers to extend this year's cover by a month so that it better fitted with the Council Calendar and so STC could more easily review the options next year and make an informed decision. Cllr S Alexander **proposed, seconded** by Cllr Norcross that STC renew its insurance for a 13-month period (at earliest chance), and for the cost quoted within supporting papers - £8,267.00 {Plus extra month likely to be £682.70}. **Agreed**

CLERK

20.2 Update from Cllr S Alexander in consideration of the CCTV installation project

The CCTV equipment has been purchased and delivered. The CCTV installers have confirmed they are able to work with other contractors, and this could save the Council significant money, if there could be coordination with the Wi-Fi installers – for example with scissors lift hire on the High Street. Both Cllr S Alexander, the Clerk and Cllr Finnegan will continue to see if they can look to coordinate these two developments and will report back to STC.

CLERK

20.3 Update concerning Christmas decorations for High Street and lamppost testing arrangements

2026 Lamp post testing has taken place in preparation for the High Street Christmas decoration installations. 18 posts were tested at a cost of £1,465. The quote details were available as per supporting papers. The report details will follow shortly, but in any case there are 4 posts that are certified structurally capable from last year's report. Therefore it is highly likely there will be capacity for the 18 posts to be used as per requirements for the STC installation.

CLERK

20.4	Update regarding the <i>Community Governance Review</i>	
20.4.1	The Clerk brought members up to date with the CGR consultation process:- After the phase one consultation, the Clerk subsequently informed HDC as to the STC position via the on line consultation and letter to HDC as per detailed within supporting papers. Bramber Parish Council were contacted by the Clerk, but the suggestion to discuss moving Clays Field into Steyning Parish had been strongly rejected by them.	CLERK
20.4.2	HDC replied to the initial response from the Clerk by asking STC for more information for its reasoning for the possible Clay's Field transfer, based upon the CGR criteria. The Clerk asked STC Cllrs for their reasoning in an email but only one Cllr responded with any substantive reasoning (not necessarily based upon the criteria), and this proposal was not seconded by any other members, and this lack of support was explained to HDC.	
20.4.3	HDC had in the meantime moved forward with the proposed change to the Bramber/ Steyning boundary by removing Bramber Brooks from the Steyning Parish, with the redrawn map having been sent to all members for their information and comment, with the second consultation period having concluded on the 7 th September. A final decision by HDC will be forthcoming in late Autumn, after any other responses by residents have been taken on board.	
20.5	Update concerning <i>Devolution</i> planning for SPC,	
20.5.1	The main point was that the devolution process has been put on pause in West Sussex once again. The Clerk and Cllr Finnegan were continuing to pursue discussions concerning any potential Car Park and other Asset transfers.	CLERK
20.5.2	There was a <i>Teams</i> meeting planned with the HDC Car Park manager, and a meeting in Henfield on the 22 nd September where the HDC Chief executive officer will update on priorities and current developments, including matters relating to Local Government Reorganisation.	CLERK & Cllrs
F&GP/26/21	ONGOING ITEMS - The following items will be taken to the next F&GP meetings	CLERK
21.1	<i>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.</i>	
21.2	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	
21.3	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	
21.4	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clockface future renewal</i>	
21.5	<i>F&GP/24/55.3 Staff & Cllr Data Protection training date & trainer confirmed with Cllr S Alexander to assist</i>	
21.6	<i>F&GP/26/07.6 Principles of a 3 year finance plan compiled by October 2026 for F&GP</i>	
21.7	<i>F&GP/26/07.7 Asset Register review working party meeting to be convened</i>	
21.8	<i>F&GP/26/08.7 All 3 phases of the CCTV project to be completed when funds are available</i>	
21.9	<i>F&GP/26/12.2 Working party to be convened on the 6th Oct. to discuss three separate Lease arrangements</i>	
F&GP/26/22	INFORMATION/CORRESPONDENCE ITEMS	
22.1	There had been correspondence concerning playgrounds, and especially the MPF site, with a complaint from a visitor being noted. After consideration, members were satisfied that checks were in order and compliance was being maintained.	CLERK
22.2	The Clerk had received the official request from <i>Steyning in Bloom</i> group for their annual payment to cover costs for replacement flowers/ plants for both Summer and Autumn seasons, for the Steyning High Street, and that because payment has already been agreed via budgetary approval for this specific service, the office was now in the process of completing the transaction	CLERK
F&GP/26/23	CONFIDENTIAL SESSION	
23.1	Cllr S Alexander proposed, seconded by Cllr Norcross 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 agenda item 11 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. Agreed	
F&GP/26/24	FINANCE & GOVERNANCE MATTERS	
24.1	To agree to amend the STC staff payments in line with the government approved national annual pay award of 3.3%. {At this point the Clerk was asked to leave the meeting for this item}	
24.1.1	Members considered the Govt. approved document and guidance, plus supporting paper which showed the previous agreements which had been made by STC.	

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| 24.1.2 | Cllr S Alexander proposed, seconded by Cllr Norcross that STC agree a 3.3% increase to salary payments, and subject to successful appraisals both the Clerk and Deputy Clerk increase (progress) by one incremental point on the pay scale {From 1 st April 2026}. Agreed | CLERK |
| 24.2 | <p>Update concerning JPYC contracts and service review</p> <p>The Clerk and Cllr S Alexander updated committee on the importance of the forthcoming JPYC meeting which will likely be convened in the week beginning the 12th October.</p> <p>Cllr S Alexander proposed, seconded by Cllr Norcross that the F&GP Committee recommends that the JPYC considers a 3 or 4 year fixed term contract for both Staff and the MOU agreement between the three Councils, and that staff payments are changed to align with the NALC approved payscales. Agreed</p> | CLERK |

F&GP/26/25 DATE OF NEXT MEETING – 13th October 2026 @7.30pm.

The Chair closed the meeting at 8.27pm

Signed Date 13th October 2026
Chair

A video recording of this meeting can be found using this link:
<https://youtu.be/U6ZUasYsQhc>