



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 13th OCTOBER 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 12th Oct. 2026.*
- 4.0 MINUTES OF PREVIOUS MEETING.** To agree the Draft Minutes for the meeting held on the 8th Sept 2026 as a true and fair record.
- 5.0 MATTERS ARISING AND ACTIONS** - These items to be taken as read
 - 5.1** F&GP/26/19.3 Clerk to amend STC 2026/27 Action Plan – **Actioned/ See item 6.3**
 - 5.2** F&GP/26/19.4 STC Business and Finance Plans to be published following agreement – **Actioned**
 - 5.3** F&GP/26/19.4 Draft Equality Impact Assessment to be discussed at next meeting – **Actioned/ See item 7.1**
 - 5.4** F&GP/26/19.5 Approved Budget Planning Schedule to initiate delegated STC Committee responsibilities – **Actioned**
 - 5.5** F&GP/26/19.6 Allotment Association Grant to cover AGM room hire to be processed – **Actioned**
 - 5.6** F&GP/26/20.1 STC Annual Insurance Cover payment processed – **Actioned**
 - 5.7** F&GP/26/20.2 Lamp post testing report details to be used for installation submission when available – **Actioned**
 - 5.8** F&GP/26/20.5 Clerk and Cllrs to attend the *Henfield Devolution Update* meeting – **Actioned/ See item 7.4**
 - 5.9** F&GP/26/20.5 Clerk and District Cllr to meet with HDC Car Parks Manager to discuss poss. Asset Transfers – **See item 7.3**
 - 5.10** F&GP/26/07.6 Principles of a 3 year finance plan compiled by October 2026 for F&GP – **See item 6.4**
 - 5.11** F&GP/26/12.2 Working party to be convened to discuss three separate Lease agreements – **Actioned / See item 11.0**
 - 5.12** F&GP/26/22.2 Clerk to respond to enquiry/ complaint from Steypning visitor concerning MPF play area – **Actioned**
 - 5.14** F&GP/26/22.2 Clerk's office to process Steypning in Bloom Groups annual grant – **Actioned**
 - 5.15** F&GP/26/24.1 Clerk's office to process annual staff salary increase as per NALC guidance – **Actioned**
 - 5.15** F&GP/26/24.2 JPYC meeting to be convened to discuss future youth service provision – **Actioned/ See item 6.5**
- 6.0 FINANCIAL MATTERS** – (*Supporting papers*)
 - 6.1** To approve the list of SPC payments for August 2026.
 - 6.2** To agree the F&GP Income & Expenditure Reports for August 2026.
 - 6.3** To discuss and agree the draft 2026/27 STC Action Plan.



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

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- 6.4 To discuss and agree this committee's longer-term projects in so far as it helps to establish parameters of the STC 3 Year Finance Plan
- 6.5 To receive JPYC meeting update, and further discuss budget implications for 2027/28
- 6.6 To consider latest STC grant funding situation, and consider next year's budget, and agree any other actions
- 6.7 To consider the first draft of the F&GP Budget papers for the 2027/28 Council Year
- 6.8 To discuss and agree 2026/27 list of STC Annual Direct Debits
- 6.9 Update from Clerk concerning Internal and External Audit situations and to agree to next inhouse audit date
- 6.10 To begin to consider Cil funded projects list over next 5 years.

7.0 GOVERNANCE AND COMMUNITY MATTERS – (*Supporting papers*)

- 7.1 To discuss and agree to recommend the draft STC Equality Impact Assessment Policy.
- 7.2 To consider and be updated upon the recent HALC situation, and consider any actions.
- 7.3 Update concerning potential Asset Transfers from HDC, and agree any actions.
- 7.4 Update concerning *Devolution* planning for STC, and agree any actions.
- 7.5 Freedom of Information Request update – Two recent requests to discuss and agree any actions.
- 7.6 Clerk to brief members following recent attendance at Clerk's Forum (inc. the digitisation of future AGARS)
- 7.7 Request from Rugby Club for permission to have Tea & Coffee mobile unit at the MPF for training days
- 7.8 To consider proposed telecommunications base station upgrade at King's Barn Lane and agree any actions
- 7.9 To consider extending the Grass cutting contract by one year and agree any actions
- 7.10 To consider extending the Street Cleaning contract by one year 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/26/20.2 Cllr S Alexander, Cllr Finnegan and the Clerk to pursue CCTV / Wi-Fi installation collaboration
- 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/26/20.4 HDC to complete Community Governance Review and inform STC and residents by Autumn 2026

9.0 INFORMATION/CORRESPONDENCE ITEMS

- 9.1 Letter / Request from the Steyning Ukrainian Refuge

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 an updated draft Bowls Lease agreement, as per recommended by the *Lease working party*, so that it can be taken to Solicitors and subsequently to Bowls Club Committee for their initial approval.
- 11.2 To discuss and agree to an updated draft Cricket Club Lease agreement, as per recommended by the *Lease Agreement working party*, so that it can be taken to Solicitors and subsequently to the Cricket Club Committee for their initial approval.

12.0 DATE OF NEXT MEETING – 8th December 2026

John Fullbrook,
Clerk to the Town Council



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

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