

JOINT PARISHES YOUTH GROUP

TERMS OF REFERENCE

NB. This is a working document to be reviewed regularly.

1. To elect a Management Chairman, Deputy and Secretary as the group wishes.
2. Between 1 and 3 councillors from each of the Parish Councils will be appointed on an annual basis to form the JPYC.
 - 2a. These councillors will represent their respective parishes at the quarterly meetings and provide reports.
3. The group is expected to determine its own terms and/or priorities to include:
 - 3a. Provide an oversight and review of the activities of Horsham Matters representatives in respect of the youth service provided.
 - 3b. Report back to the Parish Councils quarterly on all operational and financial matters.
 - 3c. Provide direction, as necessary, to the service provider.
 - 3d. Receive reports to include activities, progress against performance measures and financial matters from the service provider and action as necessary.
4. The Committee has the authority to invite non-voting members to support the Youth Service on an as required basis.
5. The JPYC may invite members of the community to join the committee.

PARTNERSHIP AGREEMENT BETWEEN

ASHURST PARISH COUNCIL, BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL AND UPPER BEEDING PARISH COUNCIL

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

- 1.1 This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

- Ashurst Parish Council ('APC') (*insert Address*)
- Bramber Parish Council ('BPC') (*insert Address*)
- Steyning Parish Council ('SPC') (*insert Address*)
- Upper Beeding Parish Council ('UBPC') (*insert Address*)

Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

For the purpose of this Agreement, the Appointed Liaison contacts between the JPYC and Horsham Matters , (HM), the Provider of the service, will be the persons occupying the positions of:

- Clerk to APC
- Clerk to BPC
- Clerk to SPC
- Clerk to UBPC

- 1.2 This Agreement is valid from 1 April 2017 until 31 March 2018. (See Clause 7)
- 1.3 This Agreement is for the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.
- 1.4 In consideration of the funding specified in Clauses 4, APC, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.
- 1.5 The parties to this Agreement will endeavour to work within the shared principles and approach to joint working set out in the West Sussex Compact.
- 1.6 Formal requests of the Community Youth Worker and associated Provision must be made by the Appointed Liaisons to the Provider (i.e. Community Youth Worker's Line Manager). Agreement should be sought between Parish Councils before approaches are made to the Provider, to avoid 'conflicting' demands.

2.0 Management

- 2.1 Collectively the four parishes agree to create a partnership to be known as "Joint Parish Youth Committee (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.
- 2.2 JPYC will create a committee consisting of 1-3 councillors from each of the four Parish Councils.

- 2.3 The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will have full voting rights.

3.0 **SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK**

3.1 **Vision**

The four parish councils have agreed a shared vision for the provision of Community Youth Work within the collective area:

“Together, we want to enable and empower young people of our local community to make informed, positive lifestyle choices, which promote active, healthy, holistic, safe and social lives. We will do this through providing opportunities that encourage young people to enjoy, grow and develop valuable social skills; participate positively in their local community and achieve their highest potential; thus supporting them as they transit into adulthood.”

3.2 **Values**

This Vision is underpinned by a set of shared Values:

- Commitment of partnership to vision and towards young people,
- Quality relationships that are built on honesty, openness and trust,
- Experience, knowledge and training,
- Serving, supporting and offering guidance to young people,
- Community leadership and ownership, which promotes investment in the community and encourages sustainability,
- Longevity,
- Conversation and Dialogue,
- Accessible, flexible and responsive approach

3.3 **Services Provision**

The detail of the Community Work Provision in the Parishes in pursuit of the shared Vision, will be determined by the Provider, in agreement with the JPYC.

3.4 **Key Performance Indicators**

Agreed key performance indicators will be detailed in the respective contracts between APC, BPC, SPC and UBPC and the Provider.

4.0 **PARISH COUNCIL FUNDING RESPONSIBILITIES**

4.1 **APC Responsibilities:**

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay ‘their share’ of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.2 **BPC Responsibilities:**

- i. Contribute an estimated total of £xxx for the term of this Agreement.

- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.3 SPC responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.4 UBPC Responsibilities:

- i. Contribute an estimated total of £xxx for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice , pay 'their share' of the employment and operational costs , based on the number of Band D properties in each Parish Council.
- iii. Payment terms to be agreed with the Provider.

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

- Provide a meeting room for meetings JPYC committee meetings.
- Agree agenda for JPYC committee meetings (role for Appointed Liaisons).
- Invite the Provider to attend (and present at) Annual Parish Meetings.
- Agree if they if they intend to commit to Community Youth Provision for the following year by 1st December 2017 and advise the other Parish Councils and the Provider.
- Provider responsibilities are detailed in the contract. Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Provider on behalf of the four Parish Councils and the JPYC.

6.0 Joint Parish Youth Committee (JPYC)

6.0 The role of the JYPC is:

- i. Support the Provider, associates and Community Youth Worker/s in the conduct and running of the Community Youth Provision. This includes supporting the Provider to identify needs of the local communities and young people to ensure the provision of appropriate youth work support.
- ii. Monitor the performance of the Provider to ensure Youth Provision delivery is in accordance with contract/Service Level Agreement and to ensure objectives / targets are being meet. Where necessary, take appropriate action through the councils (as outlined in the terms and conditions of the Contracts).
- iii. Monitor the operational costs and quarterly/annual accounts.
- iv. Help raise funds to provide facilities and opportunities for young people in accordance with the Vision and Values. (See Clause 3)
- v. Provide quarterly financial updates to respective Parish Councils.

6.1 JYPC committee will meet quarterly, or more frequently as requested by one of the parties.

7.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

7.1 In signing this Partnership Agreement, ABC, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2017 until 31 March 2018).

7.2 To ensure viability of the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding, there is no mid- / part- year break point.

7.3 The Four Parishes intend to sustain a three year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31.3.20.

7.4 The four Parishes will determine if they intend to commit to Community Youth Provision for the following year by 1st December 2017.

8.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 7.2 and 7.3, the Provider will return all assets secured with financial support from, or loaned by, the JPYC to the Parishes. These assets will be apportioned to the parties of this agreement in line with respective partner contributions.

9.0 DISPUTES BETWEEN PARTIES

9.1 The parties shall use their best endeavours to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Liaison Officers (Clause 1.1) and may then be referred to Parish Council Chairmen so as to seek amicable resolution.

10.0 VARIATIONS TO AGREEMENT

10.1 The terms of this Partnership Agreement may only be varied by mutual consent with all parties involved

11.0 ACKNOWLEDGEMENTS

11.1 APC, BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) put out by the Community Youth Provision for the Parishes of Ashurst, Bramber, Steyning and Upper Beeding.

Signature:		Signature:	
Print Name:		Print Name:	
Position:		Position:	
Date:		Date:	
For & on behalf of Ashurst Parish Council		For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:		Print Name:	
Position:		Position:	
Date:		Date:	
For & on behalf of Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	

DATED

2016

HORSHAM MATTERS LTD

- and -

STEYNING PARISH COUNCIL

**AGREEMENT FOR THE PROVISION OF
COMMUNITY YOUTH WORK**

December 2016

THIS AGREEMENT is made the 14th day of December 2016 between HORSHAM MATTERS LTD ("Horsham Matters") and Steyning Parish Council ("Parish Council") to provide activities to specifically to benefit young people aged 11 to 20 in the Parishes of Steyning, Upper Beeding, Bramber and Ashurst.

1 Engagement

- 1.1 Horsham Matters will employ Youth Worker(s) to deliver 41.82 hours of youth work per week (the "Services")
- 1.2 The Services will take place in, or specifically benefit young people from, the Parishes of Steyning, Upper Beeding, Bramber and Ashurst
- 1.3 Horsham Matters will identify need in local communities to inform activity with special consideration being given to activity which addresses themes of:
 - health and wellbeing, including but not limited to: drug and alcohol misuse, mental health and identity)
 - sex and relationships
 - anti-Social Behaviour
 - empowerment
- 1.4 Horsham Matters will involve young people in the development of activity
- 1.5 Horsham Matters will ensure good working relationships with statutory and non-statutory agencies to ensure the best use of resources
- 1.6 The Parish Council agrees to pay the Fees in 4.1 below for carrying out the Services

2 Term

- 2.1 Horsham Matters shall commence provision of the Services on 1st April 2017 ("the Commencement Date") for a period of 36 months from that date subject to earlier termination as provided in clauses 9.2 or 9.3 of this Agreement

3 Duties of Horsham Matters

- 3.1 Horsham Matters shall carry out the Services in a proper and efficient manner with due skill care and diligence

3.2 Horsham Matters shall while this agreement is in force or until the satisfactory completion of the Services advise, assist and report back for the satisfactory completion thereof in accordance with 4.1 below

3.3 Horsham Matters shall comply with all reasonable requests and directions of the Parish Council.

4 Monitoring and Evaluation

4.1 Horsham Matters agrees to advise, assist and report back to the Parish Council as required in accordance with 3.2 above with respect to all aspects of the Services and in the performance of such duties.

4.2 Horsham Matters will provide a quarterly report including performance metrics and ensure that the Parish Council receives this report and budgeting information.

4.3 The performance metrics will be agreed with the Parish Council to ensure that they provide the most useful information and can be varied by mutual consent.

4.4 Horsham Matters shall supply an inventory of equipment and assets held at the end of each financial year to be included with the annual report.

4.5 Horsham Matters agrees to attend at least one meeting annually with each of the Parish Council to report on activity and budget.

4.6 Horsham Matters will demonstrate through reporting the benefit of their activity to young people.

5 Finance

5.1 An annual sum of £20307.771 (excluding VAT) will be paid to Horsham Matters quarterly in advance. This fee is to cover all costs associated with employment and training of youth workers, and publicity of activities.

5.2 The Parish Council will agree with Horsham Matters a budget for the delivery of activities and Horsham Matters will invoice the Parish Council quarterly in arrears for all associated costs.

5.3 The fees to be paid by the Parish Council will commence on 1st April 2017.

6 Liability

- 6.1 Horsham Matters shall indemnify and keep indemnified the Parish Council from and against all loss damage or liability (whether criminal or civil) suffered and legal fees and costs resulting from a breach of this Agreement by Horsham Matters

7 Insurance

- 7.1 Horsham Matters shall effect and maintain insurance with a UK insurer of repute necessary (to a minimum sum of £10,000,000) to cover its liabilities under this Agreement
- 7.2 Horsham Matters shall, will provide on request to the Parish Council documentary evidence showing that the insurance required by Clause 6.1 has been taken out and is being maintained
- 7.3 If, for whatever reason, Horsham Matters fails to maintain the insurance required by this Clause 7.2 the Parish Council may make alternative arrangements necessary to protect its interests and recover the costs thereof from Horsham Matters

8 Safeguarding Children, Young People and Vulnerable Adults

- 8.1 Horsham Matters will be committed to Safeguarding Children, Young People and Vulnerable Adults in accordance with its Company policies.
- 8.2 Horsham Matters acknowledges that the Parish Council has a duty to comply with the Children Act 2004 and that this duty extends to all functions the Parish Council discharges, including those discharged by third parties on its behalf. Horsham Matters shall comply with requirements of the Children Act 2004.
- 8.3 Horsham Matters shall make details of its Safeguarding policy available to the Parish Council on request.

9 Termination

- 9.1 Except for 9.3 below, this Agreement may only be terminated by either party on the annual anniversary of the Commencement Date , provided notice of termination is given in writing at least 90 days in advance of such date
- 9.2 Horsham Matters shall notify the Parish Council in writing immediately if it passes a resolution for winding up; or a court makes an administration order or a winding up order; or Horsham Matters makes a composition or arrangement with its creditors; or an administrative receiver, receiver or manager is appointed by a creditor or by the court; or possession is taken of any of its property under the terms of a floating charge
- 9.3 On the occurrence of any of the events described in paragraph 9.2 or if Horsham Matters shall have committed a material breach of this Agreement and (if such breach is capable of remedy) shall have failed to remedy such breach within thirty days of being required by the Parish Council in writing to do so the Parish Council shall be entitled to terminate this Agreement by notice to Horsham Matters with immediate effect

10 Equalities and Diversity

- 10.1 Both parties are committed to promoting and delivering services that ensure each individual is treated with dignity and respect in accordance with the Equality Act 2010 and our public duties. In accordance with these commitments all employees, contractors and suppliers are expected to ensure that policies, processes, services and employment practices do not impact less favourably on any of the equality groups on the basis of "protected characteristics" for age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

11 Freedom of Information

- 11.1 Horsham Matters and the Parish Council acknowledge that:

- (i) The Parish Council is obliged to comply with the provisions of Section 100 of the Local Government Act 1972 and Section 1(1) of the Freedom of Information Act 2000 (the "Information Acts"), meaning that any person has a right to request information including information relating to the provisions of this Agreement (the "Information"), from the Parish Council and also the Environmental Information Regulations;
- (ii) The Parish Council has a duty to communicate the Information to the individual making the request; and
- (iii) Horsham Matters shall assist and co-operate with the Parish Council in complying with its obligations under the Information Acts, but shall not disclose any Information to any individual under the provisions of the Information Acts without first obtaining the prior written consent of the Parish Council.

11.2 The following sub-clauses shall apply to the Parish Council and Horsham Matters:

- (i) both Parties shall take account of the Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 made pursuant to section 45 of the Act.
- (ii) where either Party receives a request for information in writing and that information is held by the other on behalf of the Party in receipt of the request the Party holding the information on behalf of the other shall promptly provide the Party in receipt of the request with such information as is necessary to enable it to comply or consider the request.
- (iii) for the purposes of sub-clause 11.2(ii) "in writing" shall also include any request for information where the text of the request is (i) transmitted by electronic means (ii) is received in legible form, and (iii) is capable of being used for subsequent reference.
- (iv) unless it is clear that no exemption applies under the Freedom of Information Act each Party shall notify the other within 24 hours of any requirement arising as a result of the Freedom of Information Act whereby it may be compelled to disclose information provided to it by the other Party and shall consult with it as to whether

such information should be disclosed.

- (v) sub-clause 11.2(iv) shall not apply where the Party which has been provided information by the other does not intend to disclose such information.

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/01/2017	WSCC	309925	1,055.85			4000	401	1,055.85	pensions Dec 2016
03/01/2017	South Coast Electrical	309926	864.00		144.00	4342	401	720.00	water boiler kitchen Saxon Rm
03/01/2017	Supreme Hygiene Services	309927	94.56		15.76	4406	401	78.80	dishwash materials
03/01/2017	S T Cowley	309928	6,128.40		1,021.40	4211	201	5,107.00	works to WC High St
03/01/2017	Capita Business Services	309929	1,382.98			4000	401	1,382.98	PAYE Dec 2016
03/01/2017	Edmundson Electrical	309930	66.89		11.15	4342	401	55.74	Lamps Steyning Centre
03/01/2017	Edmundson Electrical	309931	30.14		5.02	4342	401	25.12	Lamp
03/01/2017	R. Mellor	309932	696.00		116.00	4341	301	580.00	clear Ivy wall nr Police St
03/01/2017	Capita Business Services	309933	319.68		53.28	4006	101	266.40	Payroll service to end Dec 16
10/01/2017	The Sign Shed	309934	48.54		8.09	4341	301	40.45	signs Chandlers Way
10/01/2017	H Roxby	309936	67.98		11.33	4342	401	56.65	Hot water dispenser foyer
10/01/2017	Shenshen Daerdao Maoyiy	309937	84.97			4342	401	84.97	hot drink cup holders
10/01/2017	Bunces	309938	10.78		1.80	4342	401	8.98	padlock/hasp SC
10/01/2017	Horsham Matters Ltd	309939	5,972.88		995.48	4023	103	4,977.40	SAYS Jan - Mar 17
10/01/2017	TSS Facilities	309940	1,008.00		168.00	4256	202	280.00	Legionnaires risk assessment
						4341	301	280.00	Legionnaires risk assessment
						4342	401	280.00	Legionnaires risk assessment
10/01/2017	D J Flynn	309941	2,302.28		383.71	4210	201	1,428.57	st clean Dec 2016
						4250	202	90.00	open toilets Dec 2016
						4341	301	160.00	fencing MPF play area
						4341	301	240.00	balance beam MPF play area
10/01/2017	EDF	309942	25.41		1.21	4252	202	24.20	EDF elec 6.7.16 - 4.1.17
10/01/2017	SCS	309943	286.80		47.80	4408	401	239.00	Ab Fab fill night
10/01/2017	Post Office	309944	110.00			4002	101	110.00	2nd class stamps
10/01/2017	PIP Services	309945	77.61		12.94	4406	401	64.67	cleaning materials
10/01/2017	Johnston Press	VISA	294.00		49.00	4310	301	245.00	advert grass cutting contract
16/01/2017	George Rose	309946	118.78		19.80	4002	101	98.98	stationery
16/01/2017	PIP Services	309947	26.74		4.46	4406	401	22.28	cleaning materials
16/01/2017	M Streeter	309948	300.00			4341	301	280.00	brambles, fence posts etc
						4259	201	20.00	grit
16/01/2017	The Sign Shed	309949	28.44		4.74	4341	301	23.70	sign Chandlers Way
16/01/2017	Laser	309950	110.31		5.25	4252	202	105.06	High St toilets oct -dec 16
16/01/2017	Laser	309951	253.67		12.08	4252	401	241.59	S Centre Oct - Dec 2016
19/01/2017	Bunces	309938	6.29		1.05	4406	401	5.24	materials
21/01/2017	HSBC	DR	2.80			4045	101	2.80	bank charges
23/01/2017	C Stephenson	309952	83.05			4070	101	83.05	Internet security
23/01/2017	Green Thumb	309954	22.00		3.87	4310	401	18.33	Aut/winter treatment
23/01/2017	BT	309955	394.63		65.77	4004	101	328.86	tel/broadband Jan 17
23/01/2017	T Packer	309956	288.00		48.00	4070	101	240.00	IT support
23/01/2017	Weller Law group	309957	858.00		143.00	4016	101	715.00	legal advice PF Cttee
23/01/2017	Steyning Bowling Club	309958	24.76		1.18	4252	301	23.58	CCTV elec Sep-Dec 2016
23/01/2017	British Gas	309959	1,794.68		299.11	4257	401	1,495.57	S Centre Oct 16-Jan 17

Date: 04/02/2017

Steyning Parish Council

Page: 533

Time: 11:09

Cashbook 1

User: SLB

Current Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/01/2017	Adept Flooring	309960	3,206.36		534.39	4211	201	2,671.97	Flooring quote 34891/R
23/01/2017	PIP Services	309961	256.71		42.78	4406	401	213.93	cleaning materials
23/01/2017	C Austin	309962	172.00			4310	401	172.00	gardening
30/01/2017	VARIOUS	BP	5,523.10			4000	101	690.77	Salaries Jan 2017
						4000	401	197.20	Salaries Jan 2017
						4000	401	208.80	Salaries Jan 2017
						4000	101	717.97	Salaries Jan 2017
						4000	401	717.97	Salaries Jan 2017
						4000	101	1,300.84	Salaries Jan 2017
						4000	202	323.20	Salaries Jan 2017
						4001	401	292.49	Salaries Jan 2017
						4000	301	106.65	Salaries Jan 2017
						4000	401	210.87	Salaries Jan 2017
						4000	301	95.67	salaries Jan 2017
						4000	401	270.05	Salaries Jan 2017
						4000	401	390.62	Salaries Jan 2017
31/01/2017	HDC	DD	847.00			4254	401	847.00	rates Steyning Centre
Total Payments for Month			35,245.07	0.00	4,231.25			31,013.82	
Balance Carried Fwd			28,042.84						
Cashbook Totals			63,287.91	0.00	4,231.25			59,056.66	



MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

Lichfield House

60 Abbots Ride, Farnham

Surrey, GU9 8HZ

t + 44(0)1252 820 343

m + 44 (0)7710 410 552

e mark@mulberryandco.co.uk

w www.mulberryandco.co.uk

Our Ref: MARK/STE005

Mrs R Luckin
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
West Sussex
BN44 3XZ

17th January 2017

Dear Sirs,

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31-03-2018. (The 2017/18 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.

- iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
 - iv. Sign off the annual return as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply in any material respect with applicable accounting standards, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
 - i. whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the council in mind and that we accept no duty or responsibility to any other party as concerns the reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.

- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with you. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any material event occurring between the date of our report and that of the Annual Meeting which may affect the financial statements.
- h. We appreciate that the present size of your council renders it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In the running of your council we understand that the officers are closely involved with the control of the council's transactions. In planning and performing our audit work we shall take account of this supervision.

4. Electronic Publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We shall contact you by telephone or email prior to each year-end for preliminary discussions concerning the audit.
 - ii. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - iii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iv. We shall of course contact you on a regular basis regarding both audit and other matters.
 - v. Our report will be issued in .Pdf format via a secure server, to which only the clerk has password access

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT and the standard applicable rate.
- b. Our fees for the 2017/18 council year are £50 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel
- d. Our fees are payable on presentation of invoice.

9. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a long horizontal flourish extending to the right.

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1000 Donations Received	0	0	500	500			0.0%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1010 Miscellaneous Income	0	1,537	0	(1,537)			0.0%
1076 Precept Received	0	238,794	238,794	(0)			100.0%
1077 CTB Grant	0	3,739	3,739	0			100.0%
1090 Bank Interest Received	0	170	125	(45)			135.8%
Administration :- Income	0	244,240	243,358	(882)			100.4%
4000 Salaries	2,710	45,043	53,000	7,957		7,957	85.0%
4002 Printing, stationery, postage	209	2,122	3,250	1,128		1,128	65.3%
4004 Telephones and Alarm	329	3,571	3,300	(271)		(271)	108.2%
4005 Insurance	0	8,412	7,900	(512)		(512)	106.5%
4006 Salaries Outsourcing	266	846	1,350	504		504	62.7%
4010 Audit Fees	0	1,523	1,200	(323)		(323)	126.9%
4016 Legal Fees/Elections	715	9,509	15,000	5,491		5,491	63.4%
4021 General Grants	(2,000)	1,000	1,000	0		0	100.0%
4025 CCTV Maintenance	0	495	900	405		405	55.0%
4030 Steyning in Bloom	1,000	1,000	1,000	0		0	100.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	1,000	1,000	1,000	0		0	100.0%
4036 SALC NALC Subs	0	1,702	1,750	48		48	97.3%
4040 Town Clock	0	237	325	88		88	72.9%
4045 Misc & Petty Cash	3	177	350	173		173	50.7%
4047 Training	0	1,557	1,000	(557)		(557)	155.7%
4060 Chairman's Function	0	597	750	153		153	79.6%
4061 Councillors' Allowances	0	0	750	750		750	0.0%
4070 Software Packages	323	1,019	1,500	481		481	67.9%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	0	0	750	750		750	0.0%
4101 Swimming Pool	0	14,443	0	(14,443)		(14,443)	0.0%
Administration :- Indirect Expenditure	4,555	94,254	97,450	3,196	0	3,196	96.7%
Movement to/(from) Gen Reserve	(4,555)	149,986					

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	(877)	41,000	41,877		41,877	(2.1%)
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>(877)</u>	<u>55,500</u>	<u>56,377</u>	<u>0</u>	<u>56,377</u>	<u>(1.6%)</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>877</u>					

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	4,977	5,097	10,250	5,153		5,153	49.7%
Youth Provision :- Indirect Expenditure	<u>4,977</u>	<u>5,097</u>	<u>10,250</u>	<u>5,153</u>	<u>0</u>	<u>5,153</u>	<u>49.7%</u>
Movement to/(from) Gen Reserve	<u>(4,977)</u>	<u>(5,097)</u>					



St Barnabas House
Titnore Lane, Worthing
BN12 6NZ

Telephone
01903 706300

Fax
01903 706398

www.stbh.org.uk

Chief Executive: Hugh Lowson

Ms H Roxby
Deputy Clerk
Steyping Parish Council
The Steyping Centre
Fletchers Croft
STEYNING
West Sussex
BN44 1XZ

17 January 2017

Dear Ms Roxby

My purpose in writing is to ask that an application in respect of St Barnabas House is submitted for consideration at the next parish council meeting. We are grateful for all the support we have received in the past.

As we start 2017 the services we offer are being expanded and new ones initiated, one that has proved very popular is our Hospice at Home service allowing patients to be cared for in their home environment, the enclosed information explains this service in detail.

Only 21% of St Barnabas care costs are covered by statutory funding. Only a very small amount of the Hospice at Home work is funded by the NHS, with the work funded primarily through voluntary contributions from the local community, legacies and charitable trusts.

It currently costs £13,286 per week to run all our Hospice at Home services. These costs are set to rise as the service develops in the future to meet the needs of even more people.

As there will be patients from the Steyping area who use St Barnabas we are asking that the parish council would consider funding this valuable service.

Thank you for taking the time to consider this application, if you require any other information please contact me.

Yours sincerely

Denise Thornton
Fundraising Development Volunteer
St Barnabas and Chestnut Tree House
01903 706330
Denise.thornton1@stbh.org.uk

The St Barnabas Hospice at Home Service

Since May 2012, St Barnabas House has been able to offer patients a greater choice over their preferred place of care (including end of life care), by developing a Hospice at Home service. Since April 2014, we have been running a night time extension of the Hospice at Home service. This means we can provide a night sitting service seven days a week, 365 days a year. The number of people needing this service has been incredible and we quickly had to fund additional staff to meet the demand.

During 2015/16, 3,400 visits were made to patients in their homes by our Hospice at Home team, equating to over 5,690 hours of care. The team carried out 418 night visits, and 145 patients were supported to die in their own home. The work the team has been made a huge impact. Each year, we compile a report of feedback collected from relatives after the death of a patient, based on the National Survey of Bereaved People (VOICES) survey. In the most recent report, 92% of relatives reported they felt on balance the patient had died in the right place and 83% of relatives felt the care provided by the team was exceptional or excellent.

The Hospice at Home team at St Barnabas

"The Hospice at Home ladies that looked after Mum in her final weeks were excellent. It was of course an incredible difficult time, but this practical support enabled us to continue to look after Mum at home and was hugely appreciated. It was a significant comfort to know that Mum was well looked after. The ladies also always seemed to know the right thing to say to our family - they were coming and going a lot but it never felt intrusive." **Feedback from our VOICES survey.**

The St Barnabas Hospice at Home Team consists of trained nurses and health care assistants who cover either the day or night shift (HCAs). They work alongside GPs, community nurses and nurse specialists, to ensure care is coordinated and right for the patient and their family. The Hospice at Home team takes the skills, ethos and care of the hospice movement into the patient's home. The team provides personal end of life care for people in the final weeks of life, enabling them to die at home. The support provided by the team can help reduce unnecessary and expensive hospital admissions, and reduces the pressure on family members caring for a seriously ill person. Care may support times of rapid change, for example, following discharge from hospital and before a longer term package of care is set up, or it may be over the course of a few weeks. On average, patients have 11 visits from the Hospice at Home Team, equating to around 25 hours of care. Some patients may have up to three visits a day.

Why the Hospice at Home service is so important

The Hospice at Home Team works closely with the local hospital, GPs and district nurses, as well as the hospice Community Palliative Care Team, clinical nurse specialists and In Patient Unit, to ensure people are supported to remain at home, if this is their wish and if it is possible. The presence of the Hospice at Home team can be what keeps a patient at home and out of hospital. Our most recent VOICES survey reported that 79% of people felt their relative had enough choice about where they died. The team can also help keep people out of hospital and get people out of hospital quickly, ensuring they receive the care they need until a more permanent, longer term solution can be put in place. The team is able to respond to urgent discharge requests from the hospital palliative care team, for people not already known to the hospice. By providing this fast-track service, patients are not kept waiting in hospital and are more likely to be cared for and die at home.

Support from the Hospice at Home team means the carer of a seriously ill person has the opportunity to be a friend or relative once again. As the husband of one patient said - "For 10 years I was Jill's carer, her nurse. But, for her last 10 days, thanks to St Barnabas' Hospice at Home team, I could just be her husband again."

The support provided by the team at night is particularly important. Often very ill people nearing the end of their life will wake in the middle of the night with a basic care need, and this on its own can be disruptive to a carer - a full night's sleep can make it easier to cope the next day. However, if a patient wakes up at night distressed and in pain, the situation can be hard to manage and frightening for their family. The standard procedure is to call the local out of hours GP or District Nurse, who may take some time to get to the family - if at all - as there is a limited service to cover the huge geographic area that is West Sussex. If the case is deemed serious, an ambulance will be dispatched and the patient may end up in hospital. In most cases, the hospital cannot do much to help an end of life patient. The person may be discharged home or they will go onto a ward, where quite possibly they may die. This whole process is extremely stressful and draining for patients and their families, taking them away from a familiar environment.

How the service helps

The Hospice at Home service is part of a wider support and care package, including both statutory and hospice care. The support provided by the Hospice at Home team is determined by the needs of the patient and their family. Before going out on a day visit, the Health Care Assistant (HCA) contacts the patient or their family, to find out any issues and to introduce themselves. For care during the night, the HCA will visit the patient in the evening, after all other care agencies have left. They will take care of any personal care needs, balancing this with emotional support to both the patient and carer.

The HCAs do not have targets to complete visits in a certain timeframe and are not limited to specific tasks. They will help patients and their families in the way they require, for as long as needed - whether it is to support basic care needs, such as helping a patient go to the toilet, wash, shave or bathe, putting their mind at ease and keeping them company, or providing pain relief and wound care. At night, the HCA will sit with a patient, allowing the family to go to sleep, knowing that their relative is being cared for. Some patients may be nervous or scared of dying, so the HCA will provide a listening ear and reassurance. If the patient deteriorates overnight and is approaching death, the care team will let the family know so they can be together. After death, the HCA will stay for as long as needed, providing emotional and practical support while the family waits for the funeral director to arrive. Sometimes the family may want to talk, perhaps about practicalities, or about the patient and their memories. The HCAs also have quick access to Registered Nurses at the hospice if they have any queries or worries about the patient.

The Team Leader Ali says, "The H@H team are in a very privileged position. We are welcomed into people's homes at a very sad time in their lives, we are able to make the difference regarding their preferred place of care, being able to administer medication to manage symptoms and support not only the patient but the family also. We have the opportunity to learn about the patient as a person rather than "the patient in bed 4", we get to hear about their life, loves, dreams and about people are most important to them. It is truly a privilege."



20 Middle Mead
Steyning
West Sussex
BN44 3RG
01903 812662
gaz-zoe@middlemead.plus.com
www.steyningmusicsociety.org

Carol Stephenson
Finance and Community Committee
Steyning Parish Council
Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

30 January 2017

Dear Carol

Steinway Grand Piano service

In the past the Finance and Community Committee have kindly helped towards the cost of servicing of the grand piano at the Steyning Centre with a generous cheque to cover a substantial part of the bill. Those payments have enabled us to reserve our own funds for what we do best; promoting high quality, professional concerts and organising music-related educational activities in the town. As the piano is due another service in 2017 I am writing to ask if the Finance and Community Committee would again consider making a grant to the Music Society to assist payment of the service invoice.

This year's service invoice from Steinway & Sons totals **£1910.00**.

The service will take place on the 14th & 15th August.

I have enclosed a copy of the invoice and a copy of our most recent audited accounts.

The piano continues to be used widely by other organisations and individuals from both within the town and from further afield. Concerts and recordings take place at the Centre solely because of the instrument's residency and we are delighted that, entirely appropriately, it has featured prominently at concerts and events in the Steyning Festival.

Very best wishes

A handwritten signature in black ink, appearing to read "Gary Prior". The signature is fluid and cursive, with a large initial 'G' and a checkmark-like flourish at the end.

Gary Prior



STEINWAY & SONS

STEINWAY & SONS

Steinway Hall, 44 Marylebone Lane, London W1U 2DB
Tel: 020 7487 3391 Fax: 020 7935 0466

Restoration Centre

Direct Tel: 020 7535 5101

Direct Fax: 020 7487 3395

Email: wtang@steinway.co.uk

Steyning Music Society
Care of Gary Prior
20 Middle Mead
Steyning
West Sussex
BN44 3RG

Account Number: D800
Date: 11/10/2016

QUOTATION SUMMARY

PIANO: Steinway
MODEL: C
NUMBER: 601620
FINISH: Ebonised Satin

REPAIR DETAILS

To undertake servicing of the above instrument
as detailed below:

Re-string the top two sections of steel strings
Cleaning out the interior
Shaping the hammers
Fitting the hammers to the strings
Cleaning and lubricating friction points in the action
Cleaning, lubricating and regulating pedals
Regulating the action
Voicing the hammers and tuning

Our technician will require access for two days

If the piano has not been tuned recently we recommend that you
make arrangements to have the instrument tuned prior to our visit

Total Servicing charge including VAT **£1,910.00**

Please note, the price quoted above is valid for 6 months from the date of this quotation.

If you wish us to proceed with this work, please sign and return the form below with a deposit for 50%.

QUOTATION ACCEPTANCE

I/we accept the above
quotation, and request the
servicing work is carried out
as specified

Signed _____

Date _____

Net Repair Charge	£1,591.67
VAT	£318.33
Gross Total	£1,910.00
50% Deposit Required	£955.00

This is not a tax invoice - a full VAT invoice will be issued in due course

Steyning Music Society
Income and Expenditure Account
2015 - 2016

	2015/2016 £	2014/2015 £
Income		
Memberships	1672.00	9985.71
Concert Receipts	8081.50	1483.36
Fund Raising	1788.50	767.83
Fund Raising Donations	338.00	298.74
The Sixteen	0.00	293.15
Steinway Hire	915.00	839.70
Miscellaneous	90.00	397.24
Other Donations	468.00	215.00
SPC Steinway Grant	0.00	90.00
Opera trip	648.00	0.00
		0.00
Totals	£ 14001.00	£ 14370.73
Expenditure		
Concert Expenditure	11386.47	9985.71
Fund Raising	1713.50	1483.36
Administration/AGM	612.43	767.83
Printing	225.20	298.74
Brochure	434.78	293.15
Steinway Maintenance	349.80	839.70
Steinway Insurance	399.21	397.24
"Making Music" fee	275.00	215.00
Publicity	170.00	90.00
Website	118.80	0.00
Miscellaneous	65.19	0.00
Opera Trip	627.00	0.00
Totals	£ 16377.38	£ 14370.73
Surplus/Deficit	£ -2376.38	£ 5497.98
	£ 14001.00	£ 19868.71

Summary	£
Opening Balance	10441.34
Deficit	-2376.38
Balance c/f to 1st July 2016	£ 8064.96

Bank Account	
CAF Cash Account	8185.98
Less Unpresented cheque	121.02
Balance	£ 8064.96

Signed

PL Conway
(Hon Treasurer)

J Downe
(Independent Examiner)



20 Middle Mead
Steining
West Sussex
BN44 3RG
01903 812662

gaz-zoe@middlemead.plus.com
www.steyningmusicsociety.org

Carol Stephenson
Finance and Community Committee
Steining Parish Council
Steining Centre
Fletchers Croft
Steining
West Sussex
BN44 3XZ

30 January 2017

Dear Carol

Steinway Grand Piano service

In the past the Finance and Community Committee have kindly helped towards the cost of servicing of the grand piano at the Steining Centre with a generous cheque to cover a substantial part of the bill. Those payments have enabled us to reserve our own funds for what we do best; promoting high quality, professional concerts and organising music-related educational activities in the town. As the piano is due another service in 2017 I am writing to ask if the Finance and Community Committee would again consider making a grant to the Music Society to assist payment of the service invoice.

This year's service invoice from Steinway & Sons totals **£1910.00**.

The service will take place on the 14th & 15th August.

I have enclosed a copy of the invoice and a copy of our most recent audited accounts.

The piano continues to be used widely by other organisations and individuals from both within the town and from further afield. Concerts and recordings take place at the Centre solely because of the instruments residency and we are delighted that, entirely appropriately, it has featured prominently at concerts and events in the Steining Festival.

Very best wishes

Gary Prior



STEINWAY & SONS

STEINWAY & SONS

Steinway Hall, 44 Marylebone Lane, London W1U 2DB
Tel: 020 7487 3391 Fax: 020 7935 0466

Restoration Centre

Direct Tel: 020 7535 5101

Direct Fax: 020 7487 3395

Email: wtang@steinway.co.uk

Steyning Music Society
Care of Gary Prior
20 Middle Mead
Steyning
West Sussex
BN44 3RG

Account Number: D806

Date: 11/10/2016

QUOTATION SUMMARY

PIANO: Steinway
MODEL: C
NUMBER: 501620
FINISH: Ebonised Satin

REPAIR DETAILS

To undertake servicing of the above instrument
as detailed below:

Re-string the top two sections of steel strings
Cleaning out the interior
Shaping the hammers
Fitting the hammers to the strings
Cleaning and lubricating friction points in the action
Cleaning, lubricating and regulating pedals
Regulating the action
Voicing the hammers and tuning

Our technician will require access for two days

If the piano has not been tuned recently we recommend that you
make arrangements to have the instrument tuned prior to our visit

Total Servicing charge including VAT **£1,910.00**

Please note, the price quoted above is valid for 6 months from the date of this quotation.

If you wish us to proceed with this work, please sign and return the form below with a deposit for 50%.

QUOTATION ACCEPTANCE

I/we accept the above
quotation, and request the
servicing work is carried out
as specified

Signed _____

Date _____

Net Repair Charge	£1,591.67
VAT	£318.33
Gross Total	£1,910.00
50% Deposit Required	£955.00

This is not a tax invoice - a full VAT invoice will be issued in due course

Income	2015/2016 £	2014/2015 £	Expenditure Item	2015/2016 £	2014/2015 £
Membership	1672.00	1620.00	Concert Expenditure	11386.47	9985.71
Concert Receipts	8081.50	5762.50	Fund Raising	1713.50	1483.36
Fund Raising	1788.50	2252.50	Administration/AGM	612.43	767.83
Fund Raising Donations	338.00	490.00	Printing	225.20	298.74
The Sixteen	0.00	3118.71	Brochure	434.78	293.15
Steinway Hire	915.00	1415.00	Steinway Maintenance	349.80	839.70
Miscellaneous	90.00	0.00	Steinway Insurance	399.21	397.24
Other Donations	468.00	5060.00	"Making Music" fee	275.00	215.00
SPC Steinway Grant	0.00	150.00	Publicity	170.00	90.00
Opera trip	648.00	0.00	Website	118.80	0.00
			Miscellaneous	65.19	0.00
			Opera Trip	627.00	0.00
Totals	£ 14001.00	£ 19868.71	Totals	£ 16377.38	£ 14370.73
			Surplus/Deficit	£ -2376.38	£ 5497.98
				£ 14001.00	£ 19868.71

Summary	£
Opening Balance	10441.34
Deficit	-2376.38
Balance c/f to 1st July 2016	£ 8064.96

Bank Account	
CAF Cash Account	8185.98
Less Unpresented cheque	121.02
Balance	<u>£ 8064.96</u>

Signed

PL Conway
(Hon Treasurer)

J Downe.....
(Independent Examiner)

Steyning Music Society
Income and Expenditure Account
Piano Fund
2015 - 2016

Income Item	2015/16 £
Donations	99.54
Interest	18.82

2014/15 £
135.00
15.48

Expenditure Item	2014/15 £
	0.00

Total 0.00

Total £ 118.36

£ 150.48

Surplus £ 118.36

£ 118.36

Summary

Opening Balance (Gold A/C)
 Surplus
 Balance C/F to July 2016

£
 8781.45
 118.36
 £ 8899.81

Bank Accounts
 CAF Piano Gold Account
 CAF Piano Cheque Account
 Total

£
 8899.81
 143.25
 £ 9043.06

Signed

PL Conway
 (Hon Treasurer)

J Downe
 (Independent Examiner)