

Steyning Parish Council
Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Committee Report

MEM 6.1

JULY

Finance & General Purposes Ctt

101 Administration

1000	Donations Received	50	1,000	950	3,000	0
1004	Reimbursed Charges & donations	0	68	68	200	0
1076	Precept Received	124,245	124,244	(1)	248,489	0
1077	CTB Grant	0	0	0	780	0
1090	Bank Interest Received	0	40	40	125	0

Administration :- Income

4000	Salaries	124,295	125,352	1,058	252,594	82,050
4002	Printing, stationery, postage	39,495	40,516	1,021	121,545	2,514
4003	Staff Ill Health Insurance	486	1,000	514	3,000	(529)
4004	Telephones and Alarm	1,279	750	(529)	750	3,611
4005	Insurance	389	1,332	943	4,000	8,300
4006	Salaries Outsourcing	0	8,300	8,300	8,300	1,270
4007	Data Protection	278	516	238	1,548	1,982
4010	Audit Fees	1,018	1,250	232	3,000	2,764
4016	Legal Fees/Elections	(1,344)	1,420	2,764	1,420	4,800
4021	General Grants	0	1,600	1,600	4,800	1,950
4025	CCTV Maintenance	50	668	618	2,000	4,167
4030	Steyning in Bloom	83	1,416	1,333	4,250	4,250
4032	Royal British Legion	0	0	0	400	400
4033	Christmas Lights Grant	0	0	0	1,500	1,500

18:27

Month No: 4

Steyning Parish Council
Detailed Income & Expenditure by Phased Budget Heading 30/08/2018
Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4036 SALC NALC Subs	1,788	1,500	(288)	1,744		(44)
4040 Town Clock	0	116	116	350		350
4045 Misc & Petty Cash	332	216	(116)	350		18
4047 Training	850	332	(518)	1,000		150
4060 Chairman's Function	0	0	0	750		750
4061 Councillors' Allowances	0	32	32	100		100
4063 Legionnaires	533	332	(201)	1,000		467
4070 Software Packages	988	1,050	62	1,500		512
4071 ICT Equipment	0	468	468	1,400		1,400
4072 Website Development	61	248	187	750		689
4073 Neighbourhood Plan Exp	0	10,400	10,400	16,400		16,400
4075 Isolation and Loneliness	0	332	332	1,000		1,000
Administration :- Indirect Expenditure	46,286	73,794	27,508	187,107	0	140,821
Movement to/(from) Gen Reserve	78,008					
<u>102 Finance & Community Appendix</u>						
4100 Neighbourhood Wardens	0	0	0	42,000		42,000
4101 Swimming Pool	0	0	0	14,500		14,500
Finance & Community Appendix :- Indirect Expenditure	0	0	0	56,500	0	56,500
Movement to/(from) Gen Reserve	0					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>103 Youth Provision</u>						
4023 Youth Service	6,120	10,517	4,397	24,540		18,420
Youth Provision :- Indirect Expenditure	<u>6,120</u>	<u>10,517</u>	<u>4,397</u>	<u>24,540</u>	<u>0</u>	<u>18,420</u>
Movement to/(from) Gen Reserve	<u>(6,120)</u>					
Finance & General Purposes Cll :- Income	124,295	125,352	1,058	252,594		
Expenditure	<u>52,406</u>	<u>84,311</u>	<u>31,905</u>	<u>268,147</u>	<u>0</u>	<u>215,741</u>
Movement to/(from) Gen Reserve	<u>71,889</u>					

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Committee Report

Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
------------------------	------------------------	--------------------------	------------------------	--------------------------	--------------------

1001 HDC Cleaning Grant

1001 HDC Cleaning Grant	0	0	0	19,564	0
	Highways & Lighting :- Income				
4200 Street Light Energy	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,564</u>	
	640	600	(40)	600	(40)
4201 Street Light Maintenance	1,728	1,750	22	1,750	22
4202 Lamp Post Testing	0	0	0	100	100
4210 Road Sweeping	2,850	5,508	2,658	16,529	13,679
4211 Town Improvements	0	0	0	1,000	1,000
4259 Grit	0	0	0	600	600
4260 Pressure wash High St	0	0	0	700	700

Highways & Lighting :- Indirect Expenditure

Movement to/(from) Gen Reserve

301 Playing Fields

1004 Reimbursed Charges & donations

	0	168	168	500
Playing Fields :- Income				
4252 Electricity	0	168	168	500
4253 Water Charges	316	0	(316)	0
4310 Grounds Maintenance	1,686	3,332	1,646	10,000
4312 Waste Removal	1,016	850	(166)	850
				(166)

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4320 Play Equipment Inspections	240	300	60	970		730
4341 Repairs & Tree works	(1,800)	668	2,468	2,000		3,800
4352 Litter and Bins	576	1,136	560	3,412		2,836
4360 Allotment Maintenance	1,176	1,200	24	3,600		2,424
Playing Fields :- Indirect Expenditure	3,210	7,654	4,444	21,332	0	18,122
Movement to/(from) Gen Reserve	(3,210)					
<u>302 Allotments</u>						
1005 Allotment Rents	0	0	0	3,600		0
Allotments :- Income	0	0	0	3,600		
4253 Water Charges	111	360	249	550		439
Allotments :- Indirect Expenditure	111	360	249	550	0	439
Movement to/(from) Gen Reserve	(111)					
Amenities Cttee :- Income	0	168	168	23,664		
Expenditure	8,539	15,872	7,333	43,161	0	34,622
Movement to/(from) Gen Reserve	(8,539)					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Premises & Steyning Centre Ctr						
202 Public Toilets						
4005 Insurance	0	0	0	100		100
4250 Public Toilets - opening/clrng	1,975	400	(1,575)	1,200		(775)
4252 Electricity	258	184	(74)	550		292
4253 Water Charges	0	332	332	1,000		1,000
4254 Rates	201	150	(51)	350		149
4256 Repairs, pdh, consumables	0	332	332	1,000		1,000
Public Toilets :- Indirect Expenditure	2,433	1,398	(1,035)	4,200	0	1,767
Movement to/(from) Gen Reserve	(2,433)					
303 Playing Field Costs						
4253 Water Charges	0	316	316	950		950
Playing Field Costs :- Indirect Expenditure	0	316	316	950	0	950
Movement to/(from) Gen Reserve	0					
401 Steyning Centre						
1003 Clubs Lease Rentals	553	1,950	1,397	3,400		0
1007 Room Hire	15,717	21,000	5,283	63,000		0
1008 NHP Income	0	0	0	15,000		0
1010 Miscellaneous Income	22	84	62	250		0

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1015 Coffee Machine Income	290	332	42	1,000		0
1017 Income Film Night	2,171	2,168	(3)	6,500		0
1020 FITS Receipts	410	190	(220)	800		0
1021 Elec recharge income	4	0	(4)	0		0
Steyning Centre :- Income	19,166	25,724	6,558	89,950		
4004 Telephones and Alarm	625	0	(625)	0		(625)
4053 Entertainment Licence	0	0	0	2,000		2,000
4252 Electricity	1,243	2,500	1,257	5,000		3,757
4253 Water Charges	271	2,250	1,979	4,500		4,229
4254 Rates	3,749	5,276	1,527	10,550		6,801
4257 Gas	658	3,200	2,542	6,400		5,742
4310 Grounds Maintenance	883	1,168	285	3,500		2,617
4341 Repairs & Tree works	0	0	0	500		500
4342 Repairs/Mice/Renewals	5,449	1,668	(3,781)	5,000		(449)
4401 Trade Waste	0	952	952	2,850		2,850
4402 Annual Maintenance Contracts	3,038	4,000	962	12,000		8,962
4404 Alarm System	0	0	0	500		500
4406 Cleaning and Consumables	815	832	17	2,500		1,685
4407 Coffee Machine Expenditure	42	117	75	350		308
4408 Film Night	1,364	1,332	(32)	4,000		2,636
Steyning Centre :- Indirect Expenditure	18,137	23,295	5,158	59,650	0	41,513
Movement to/(from) Gen Reserve	1,029					
Premises & Steyning Centre Cll :- Income	19,166	25,724	6,558	89,950		
Expenditure	20,570	25,009	4,439	64,800	0	44,230
Movement to/(from) Gen Reserve	(1,404)					

Detailed Income & Expenditure by Phased Budget Heading 30/08/2018

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	143,460	151,244	7,784	366,208		
Expenditure	81,515	125,192	43,677	376,108	0	294,593
Net Income over Expenditure	61,946	26,052	(35,894)	(9,900)		
Movement to/(from) Gen Reserve	61,946					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Committee Report

August

ITEM 6.1

Finance & General Purposes Ctt101 Administration

1000 Donations Received	50	1,250	1,200	3,000	0
1004 Reimbursed Charges & donations	0	85	85	200	0
1076 Precept Received	124,245	124,244	(1)	248,489	0
1077 CTB Grant	0	390	390	780	0
1090 Bank Interest Received	0	50	50	125	0

Administration :- Income

4000 Salaries	124,295	126,019	1,725	252,594	71,969
4002 Printing, stationery, postage	49,576	50,645	1,069	121,545	2,466
4003 Staff Ill Health Insurance	534	1,250	716	3,000	(529)
4004 Telephones and Alarm	1,279	750	(529)	750	3,067
4005 Insurance	933	1,665	732	4,000	8,300
4006 Salaries Outsourcing	0	8,300	8,300	1,548	1,270
4007 Data Protection	278	645	367	3,000	1,356
4010 Audit Fees	1,644	1,470	(174)	1,420	2,764
4016 Legal Fees/Elections	(1,344)	1,420	2,764	4,800	4,689
4021 General Grants	111	2,000	1,889	2,000	1,950
4025 CCTV Maintenance	50	835	785	4,250	4,167
4030 Steyning in Bloom	83	1,770	1,687	4,250	400
4032 Royal British Legion	0	0	0	1,500	1,500
4033 Christmas Lights Grant	0	0	0		

Steyning Parish Council
Detailed Income & Expenditure by Phased Budget Heading 01/09/2018
Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4036 SALC NALC Subs	1,788	1,500	(288)	1,744		(44)
4040 Town Clock	0	145	145	350		350
4045 Misc & Petty Cash	377	245	(132)	350		(27)
4047 Training	850	415	(435)	1,000		150
4060 Chairman's Function	0	0	0	750		750
4061 Councillors' Allowances	0	40	40	100		100
4063 Legionnaires	667	415	(252)	1,000		333
4070 Software Packages	988	1,125	137	1,500		512
4071 ICT Equipment	0	585	585	1,400		1,400
4072 Website Development	61	310	249	750		689
4073 Neighbourhood Plan Exp	0	10,400	10,400	16,400		16,400
4075 Isolation and Loneliness	0	415	415	1,000		1,000
Administration :- Indirect Expenditure	57,873	86,345	28,472	187,107	0	129,234
Movement to/(from) Gen Reserve	66,421					
102 Finance & Community Appendix						
4100 Neighbourhood Wardens	0	0	0	42,000		42,000
4101 Swimming Pool	0	0	0	14,500		14,500
Finance & Community Appendix :- Indirect Expenditure	0	0	0	56,500	0	56,500
Movement to/(from) Gen Reserve	0					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>103 Youth Provision</u>						
4023 Youth Service	6,120	10,517	4,397	24,540		18,420
Youth Provision :- Indirect Expenditure	<u>6,120</u>	<u>10,517</u>	<u>4,397</u>	<u>24,540</u>	<u>0</u>	<u>18,420</u>
Movement to/(from) Gen Reserve	<u>(6,120)</u>					
Finance & General Purposes Ctt :- Income	124,295	126,019	1,725	252,594		
Expenditure	63,993	96,862	32,869	268,147	0	204,154
Movement to/(from) Gen Reserve	<u>60,302</u>					

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Month No: 5

Committee Report

Amenities Cttee201 Highways & Lighting

1001 HDC Cleaning Grant

Highways & Lighting :- Income

Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
0	9,782	9,782	19,564		0
4200 Street Light Energy	640	600	(40)	600	(40)
4201 Street Light Maintenance	1,728	1,750	22	1,750	22
4202 Lamp Post Testing	0	100	100	100	100
4210 Road Sweeping	5,605	6,885	1,280	16,529	10,924
4211 Town Improvements	0	0	0	1,000	1,000
4259 Grit	0	0	0	600	600
4260 Pressure wash High St	0	0	0	700	700

Highways & Lighting :- Indirect Expenditure

Movement to/(from) Gen Reserve301 Playing Fields

1004 Reimbursed Charges & donations

Playing Fields :- Income

Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
0	210	210	500		500
4252 Electricity	0	210	210	500	(316)
4253 Water Charges	316	0	(316)	0	6,185
4310 Grounds Maintenance	3,815	4,165	350	10,000	(166)
4312 Waste Removal	1,016	850	(166)	850	

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4320 Play Equipment Inspections	240	300	60	970		730
4341 Repairs & Tree works	(1,800)	835	2,635	2,000		3,800
4352 Litter and Bins	1,195	1,420	225	3,412		2,217
4360 Allotment Maintenance	1,176	1,500	324	3,600		2,424
Playing Fields :- Indirect Expenditure	5,958	9,280	3,322	21,332	0	15,374
Movement to/(from) Gen Reserve	(5,958)					
302 Allotments						
1005 Allotment Rents	1,808	300	(1,508)	3,600		0
Allotments :- Income	1,808	300	(1,508)	3,600		
4253 Water Charges	111	360	249	550		439
Allotments :- Indirect Expenditure	111	360	249	550	0	439
Movement to/(from) Gen Reserve	1,697					
Amenities Cttee :- Income	1,808	10,292	8,484	23,664		
Expenditure	14,042	18,975	4,933	43,161	0	29,119
Movement to/(from) Gen Reserve	(12,234)					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Month No: 5

Committee Report

Premises & Steyning Centre Ctt202 Public Toilets

4005 Insurance	0	0	0	100	100
4250 Public Toilets - opening/closing	396	500	104	1,200	804
4252 Electricity	258	230	(28)	550	292
4253 Water Charges	0	415	415	1,000	1,000
4254 Rates	252	150	(102)	350	98
4256 Repairs, pdh, consumables	0	415	415	1,000	1,000

Public Toilets :- Indirect Expenditure

Movement to/(from) Gen Reserve303 Playing Field Costs

4253 Water Charges	0	395	395	950	950
--------------------	---	-----	-----	-----	-----

Playing Field Costs :- Indirect Expenditure

Movement to/(from) Gen Reserve401 Steyning Centre

1003 Clubs Lease Rentals	935	1,950	1,015	3,400	0
1007 Room Hire	18,365	26,250	7,885	63,000	0
1008 NHP Income	0	0	0	15,000	0
1010 Miscellaneous income	22	105	83	250	0

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
1015 Coffee Machine Income	290	415	125	1,000		0
1017 Income Film Night	2,489	2,710	221	6,500		0
1020 FITS Receipts	410	290	(120)	800		0
1021 Elec recharge income	4	0	(4)	0		0
Steyning Centre :- Income	22,514	31,720	9,206	89,950		
4004 Telephones and Alarm	227	0	(227)	0		(227)
4053 Entertainment Licence	0	0	0	2,000		2,000
4252 Electricity	1,243	2,500	1,257	5,000		3,757
4253 Water Charges	271	2,250	1,979	4,500		4,229
4254 Rates	4,685	5,276	591	10,550		5,865
4257 Gas	658	3,200	2,542	6,400		5,742
4310 Grounds Maintenance	1,094	1,460	366	3,500		2,406
4341 Repairs & Tree works	0	0	0	500		500
4342 Repairs/Mice/Renewals	8,011	2,085	(5,926)	5,000		(3,011)
4401 Trade Waste	0	1,190	1,190	2,850		2,850
4402 Annual Maintenance Contracts	3,547	4,800	1,253	12,000		8,453
4404 Alarm System	0	0	0	500		500
4406 Cleaning and Consumables	1,018	1,040	22	2,500		1,482
4407 Coffee Machine Expenditure	42	234	192	350		308
4408 Film Night	1,646	1,665	19	4,000		2,354
Steyning Centre :- Indirect Expenditure	22,441	25,700	3,259	59,650	0	37,209
Movement to/(from) Gen Reserve	73					
Premises & Steyning Centre CIt :- Income	22,514	31,720	9,206	89,950		
Expenditure	23,346	27,805	4,459	64,800	0	41,454
Movement to/(from) Gen Reserve	(833)					

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2018

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	148,616	168,031	19,415	366,208		
Expenditure	101,381	143,642	42,261	376,108	0	274,727
Net Income over Expenditure	47,235	24,389	(22,846)	(9,900)		
Movement to/(from) Gen Reserve	47,235					

Bank Reconciliation up to 30/08/2018 for Cashbook No 1 - Current Account

ITEM 6.2

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2018	310513	1,219.40			1,219.40	☐	Horsham District Council
03/04/2018	310518	44.62			44.62	☐	J Fullbrook
16/04/2018	310542	10.79			10.79	☐	George Ross
12/06/2018	310588	502.60		502.60		R ☒	SCS
18/06/2018	310596	169.40		169.40		R ☒	Overline
01/07/2018	CR		80.07	80.07		R ☒	Receipt(s) Banked
01/07/2018	CR		68.78	68.78		R ☒	Receipt(s) Banked
02/07/2018	CR		60.00	60.00		R ☒	Receipt(s) Banked
03/07/2018	310603	250.00			250.00	☐	SLCC
03/07/2018	310604	1,890.00		1,890.00		R ☒	Willett
03/07/2018	310605	320.00		320.00		R ☒	SSALC
03/07/2018	310606	315.85		315.85		R ☒	Business stream
03/07/2018	310607	55.72		55.72		R ☒	PiP Services
03/07/2018	310608	182.75		182.75		R ☒	Clare Austin
03/07/2018	310609	2,131.97		2,131.97		R ☒	DJFlynn
03/07/2018	310610	73.20		73.20		R ☒	Bunces
03/07/2018	310611	20.97		20.97		R ☒	Tim Lloyd
03/07/2018	310612	333.17		333.17		R ☒	Capita Business Services
03/07/2018	310613	50.00		50.00		R ☒	south coast vending
03/07/2018	310614	45.00			45.00	☐	southern pest control
03/07/2018	BP		105.60	105.60		R ☒	Receipt(s) Banked
09/07/2018	310615	7,167.14		7,167.14		R ☒	horsham matters
09/07/2018	310616	177.18		177.18		R ☒	Overline
09/07/2018	310617	160.80		160.80		R ☒	Alexandra
09/07/2018	310618	58.83		58.83		R ☒	Thomas Fattorini
09/07/2018	310619	789.92		789.92		R ☒	British Gas
11/07/2018	310620	160.00		160.00		R ☒	TSS
16/07/2018	310622	47.50		47.50		R ☒	ADT
16/07/2018	310623	1,262.44		1,262.44		R ☒	Laser
16/07/2018	310621	3,480.00		3,480.00		R ☒	caterequip
16/07/2018	310624	120.02		120.02		R ☒	Laser
16/07/2018	310625	301.20			301.20	☐	SCS
16/07/2018	310626	116.00		116.00		R ☒	post office
23/07/2018	310627	39.60			39.60	☐	Data shredding
23/07/2018	310628	2,842.20		2,842.20		R ☒	WSCC
24/07/2018	18/170		110.40	110.40		R ☒	Receipt(s) Banked
25/07/2018	18/171		541.14	541.14		R ☒	Receipt(s) Banked
25/07/2018	18/172		60.00	60.00		R ☒	Receipt(s) Banked
31/07/2018	TRF		25,000.00	25,000.00		R ☒	Receipt(s) Banked
01/08/2018	DD	987.00		987.00		R ☒	HDC General Acct
01/08/2018	VIS	24.99		24.99		R ☒	Amazon
01/08/2018	VIS	37.21		37.21		R ☒	Site lock
01/08/2018	DR	1.02		1.02		R ☒	HSBC
01/08/2018	VIS	39.99		39.99		R ☒	Amazon
01/08/2018	VIS	14.68		14.68		R ☒	Amazon
01/08/2018	DR	79.00		79.00		R ☒	HSBC
01/08/2018	VIS	79.98		79.98		R ☒	Amazon
01/08/2018	VIS	25.79		25.79		R ☒	Amazon

Time: 18:19

Bank Reconciliation up to 30/08/2018 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/08/2018	DR	50.63		50.63		R 	HSBC
01/08/2018	BP	8,256.48		8,256.48		R 	Various
01/08/2018	310584	1,800.00		1,800.00		R 	Andrew Gale
01/08/2018	310584	-1,800.00		-1,800.00		R 	Andrew Gale
01/08/2018	310584	-1,800.00		-1,800.00		R 	Andrew Gale
01/08/2018	CR		15.00	15.00		R 	Receipt(s) Banked
03/08/2018	CR		57.00	57.00		R 	Receipt(s) Banked
03/08/2018	CR		317.58	317.58		R 	Receipt(s) Banked
03/08/2018	CR		70.06	70.06		R 	Receipt(s) Banked
03/08/2018	CR		93.41	93.41		R 	Receipt(s) Banked
03/08/2018	CR		22.01	22.01		R 	Receipt(s) Banked
03/08/2018	CR		121.32	121.32		R 	Receipt(s) Banked
03/08/2018	CR		66.00	66.00		R 	Receipt(s) Banked
03/08/2018	BP		270.00	270.00		R 	Receipt(s) Banked
03/08/2018	CR		85.98	85.98		R 	Receipt(s) Banked
05/08/2018	18/166		374.02	374.02		R 	Receipt(s) Banked
05/08/2018	18/167		300.00	300.00		R 	Receipt(s) Banked
05/08/2018	18/168		20.00	20.00		R 	Receipt(s) Banked
05/08/2018	18/169		2,989.40	2,989.40		R 	Receipt(s) Banked
25/08/2018	310597	76.16		76.16		R 	BT
25/08/2018	310598	271.26		271.26		R 	Business stream
25/08/2018	310599	16.84		16.84		R 	Business stream
25/08/2018	310600	1,779.34		1,779.34		R 	WSCC
25/08/2018	310601	1,582.84		1,582.84		R 	HMRC
27/08/2018	310602	200.24		200.24		R 	PiP Services
		<u>36,061.72</u>	<u>30,827.77</u>				

Bank Reconciliation up to 06/10/2018 for Cashbook No 1 - Current Account

ITEM 6.2

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/04/2018	310513	1,219.40			1,219.40	☐	Horsham District Council
03/04/2018	310518	44.62			44.62	☐	J Fullbrook
16/04/2018	310542	10.79			10.79	☐	George Ross
03/07/2018	310603	250.00			250.00	☐	SLCC
03/07/2018	310614	45.00		45.00		R ☒	southern pest control
16/07/2018	310625	301.20		301.20		R ☒	SCS
23/07/2018	310627	39.60		39.60		R ☒	Data shredding
24/07/2018	310631	208.80		208.80		R ☒	Trident
24/07/2018	310632	31.40		31.40		R ☒	PiP Services
25/07/2018	310629	59.32		59.32		R ☒	PiP Services
25/07/2018	310630	88.80		88.80		R ☒	Kestral
26/07/2018	310633	2,880.00		2,880.00		R ☒	worthing windows
30/07/2018	310635	1,683.97		1,683.97		R ☒	HMRC
30/07/2018	310636	1,842.50		1,842.50		R ☒	WSCC
31/07/2018	310634	45.00		45.00		R ☒	Southern Pest control
01/08/2018	310637	24.00		24.00		R ☒	Green thumb
01/08/2018	310638	110.55		110.55		R ☒	Aviva
01/08/2018	DD	987.00		987.00		R ☒	HDC
01/08/2018	CR	1,628.00		1,628.00		R ☒	HMRC
01/08/2018	CR	-1,628.00		-1,628.00		R ☒	HMRC
01/08/2018	BP		68.40	68.40		R ☒	Receipt(s) Banked
01/08/2018	CR		1,628.00	1,628.00		R ☒	Receipt(s) Banked
02/08/2018	310639	17.76		17.76		R ☒	Alexandra
02/08/2018	310640	57.60		57.60		R ☒	George ross
02/08/2018	310641	2,153.57		2,153.57		R ☒	DJFlynn
02/08/2018	310642	90.00		90.00		R ☒	Rainbow Window Cleaning
02/08/2018	310643	27.96			27.96	☐	Tim Lloyd
06/08/2018	310644	194.18		194.18		R ☒	Bunces
06/08/2018	310645	191.25		191.25		R ☒	Clare Austin
06/08/2018	310646	304.85		304.85		R ☒	SCS
06/08/2018	310647	174.83		174.83		R ☒	Overline
06/08/2018	VIS	37.77		37.77		R ☒	Site lock
06/08/2018	DR	1.03		1.03		R ☒	HSBC
06/08/2018	VIS	542.08		542.08		R ☒	Microsoft
13/08/2018	310648	321.77		321.77		R ☒	Fire Protection Services
13/08/2018	310649	160.00		160.00		R ☒	TSS
20/08/2018	310650	660.00		660.00		R ☒	Rowan Mellor
20/08/2018	310651	367.75		367.75		R ☒	Glasdon
20/08/2018	310652	80.63			80.63	☐	PiP Services
20/08/2018	301652	42.43			42.43	☐	PiP Services
20/08/2018	310653	1,273.00		1,273.00		R ☒	Streeter
21/08/2018	DR	43.78		43.78		R ☒	HSBC
28/08/2018	BP	6,554.36		6,554.36		R ☒	Salaries
30/08/2018	CR		32.00	32.00		R ☒	Receipt(s) Banked
30/08/2018	CR		32.00	32.00		R ☒	Receipt(s) Banked
30/08/2018	CR		161.76	161.76		R ☒	Receipt(s) Banked
30/08/2018	BP		47.00	47.00		R ☒	Receipt(s) Banked
30/08/2018	CR		64.00	64.00		R ☒	Receipt(s) Banked

Bank Reconciliation up to 06/10/2018 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/09/2018	CR		60.19	60.19		R ☐	Receipt(s) Banked
02/09/2018	18/173		291.10	291.10		R ☐	Receipt(s) Banked
02/09/2018	18/174		381.50	381.50		R ☐	Receipt(s) Banked
07/09/2018	CR		57.00	57.00		R ☐	Receipt(s) Banked
07/09/2018	CR		75.60	75.60		R ☐	Receipt(s) Banked
13/09/2018	CR		471.58	471.58		R ☐	Receipt(s) Banked
13/09/2018	CR		216.54	216.54		R ☐	Receipt(s) Banked
15/09/2018	CR		120.00	120.00		R ☐	Receipt(s) Banked
15/09/2018	CR		80.78	80.78		R ☐	Receipt(s) Banked
15/09/2018	CR		381.84	381.84		R ☐	Receipt(s) Banked
22/09/2018	CR		67.20	67.20		R ☐	Receipt(s) Banked
22/09/2018	CR		134.40	134.40		R ☐	Receipt(s) Banked
28/09/2018	18/175		50.40	50.40		R ☐	Receipt(s) Banked
30/09/2018	CR		208.22	208.22		R ☐	Receipt(s) Banked
30/09/2018	BP		32.00	32.00		R ☐	Receipt(s) Banked
30/09/2018	18/176		1,067.48	1,067.48		R ☐	Receipt(s) Banked
30/09/2018	18/177		540.00	540.00		R ☐	Receipt(s) Banked
30/09/2018	18/178		410.00	410.00		R ☐	Receipt(s) Banked
30/09/2018	18/179		380.00	380.00		R ☐	Receipt(s) Banked
30/09/2018	18/180		318.00	318.00		R ☐	Receipt(s) Banked
		<u>23,168.55</u>	<u>7,376.99</u>				



GRANT APPLICATION

Name of organisation	- Steyning Parish Council
Name of contact	- John Fullbrook
Email and phone number	- clerk@steyningpc.gov.uk / 01903 812042
Date of Application	- 17 th July 2018
Amount of Grant Request	- Details with Wilson Memorial Trust
Total cost of project	- Details with Wilson Memorial Trust

SUMMARY OF AIMS OF ORGANISATION

We are a medium sized Parish Council with powers and responsibilities governed by legislation. Our aim is to provide a busy, vibrant and attractive Town for our residents with lots of activities for both young and old in the Town. In particular we want to provide good, safe facilities for young children. We have responsibility for the Towns parks and open spaces which include the children's play areas, and it is important that we continue to provide, maintain and improve facilities where possible.

PROJECT FOR WHICH GRANT IS REQUIRED

The grant is required to provide Outside Exercise Equipment for Adults – The equipment is to be gravity resistant and easy to maintain and requires no adjustment for different body types and sizes, nor does it require the users to change weight resistance therefore making it very user friendly and accessible to the widest range of Steyning residents as possible. Indeed it provides a completely new and entirely free exercise station which would be a welcome resource to anybody interested in maintaining their own health and social well-being.

It has been stated that the impetus behind this project was initially from members of the Wilson memorial trust who had had the vision to see the benefit that other similar installations at nearby Parishes had already had to those communities.



Wilson
MEMORIAL TRUST

The Steyning Parish council unanimously backs this proposal and would like to instruct the Wilson memorial trust to go ahead with purchase, installation and it also welcomes the pledge to maintain in perpetuity this project.

SECTION OF COMMUNITY THAT WOULD BE SERVED BY THE PROJECT AND ESTIMATED OR ACTUAL NUMBER OF USERS

This installation would benefit 12years and up (including Old age pensioners, and individuals with physical and mental disabilities)

ARE THERE ANY LIMITATIONS, REAL OR IMPLIED, WHICH PRECLUDE ANY INDIVIDUALS FROM USING THE FACILITY ON THE BASIS OF RACE, RELIGION OR DISABILITY? IF SO, PLEASE PROVIDE FULL DETAILS

None

HOW IS ANY SHORTFALL BEING MET (IF APPLICABLE)

Not Applicable

HAVE YOU MADE ANY OTHER GRANT BIDS WITH ANY OTHER ORGANISATIONS FOR THIS PROJECT (please give details)?

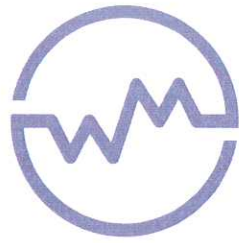
No

HAVE YOU RECEIVED ANY FUNDS FROM THE WILSON MEMORIAL TRUST BEFORE *(If so what funds were received)*

Yes, the Steyning Parish council has been very fortunate to have won support from the Wilson memorial trust for a number of projects over the years. The most recent being, I believe, for a wheelchair for use by Steyning Centre users – The cost being £119.46

IF SUCCESSFUL HOW WILL YOU EVALUATE THIS PROJECT IN ORDER TO UPDATE THE TRUSTEES AFTER SIX MONTHS AND A YEAR?

I believe the Council would be able to evaluate this project in many ways, not least because the Council offices are almost adjacent this installation therefore allowing the Steyning centre employees a first-hand view as to how often it is being used. We propose putting up a small sign next to the equipment, not only allowing the opportunity for the Council to high light the benefactor, but also to suggest those individuals needing assistance with how to use the equipment need only to stroll 50 yards towards the Steyning centre, or the Library, at which point they could pick up a *'Guide to build up a fitness*



Wilson
MEMORIAL TRUST

programme based on the use of this equipment'. The main evaluation would then come from the comments from the users themselves which could be logged by the Steyning centre staff.

IF FUNDING IS REQUIRED FOR AN ON-GOING PROJECT HOW WILL YOU FUND IT IN THE FUTURE?

It has been stated that the maintenance of this equipment will be taken on board by the Wilson memorial trust

IF SUCCESSFUL, WHO SHOULD THE CHEQUE BE MADE PAYABLE TO AND WHERE SHOULD IT BE SENT?

'Steyning Parish Council'

The Steyning Centre, Fletchers Croft, Steyning, BN44 3XZ

ANY OTHER COMMENTS

I as contact and clerk to the council very much look forward to working with the Wilson memorial trust to ensure this project is a success, and if there is a need to utilise my previous experience as a fitness suite manager, personal fitness coach and Gym installer then I would welcome the approach to do so.

PLEASE PROVIDE THIS COMPLETED FORM TOGETHER WITH RECENT ACCOUNTS OR STATEMENT OF INCOME AND EXPENDITURE AND DETAILS OF PROJECT COSTINGS BY POST OR EMAIL TO:

SIMON ROBINSON, 25 MILL ROAD, STEYNING, WEST SUSSEX, BN44 3LN

OR WILSONMEMORIALTRUST@GMAIL.COM

YOU WILL RECEIVE AN ACKNOWLEDGMENT AND POSSIBLY A REQUEST FOR FURTHER INFORMATION BEFORE BEING NOTIFIED OF THE OUTCOME OF YOUR REQUEST IN DUE COURSE.

ALL GRANTS FOR LESS THAN £1,000 CAN POTENTIALLY BE APPROVED WITHOUT A MEETING OF THE BOARD OF TRUSTEES BUT ALL OTHERS MUST BE VOTED ON AND APPROVED AT A FULL BOARD MEETING



GRANT APPLICATION

Name of organisation	- Steyning Parish Council
Name of contact	- John Fullbrook
Email and phone number	- clerk@steyningpc.gov.uk / 01903 812042
Date of Application	- 30 th August 2018
Amount of Grant Request	- £91,144.56 (Inc. VAT) {65%}
Total cost of project	- £140,222.40 (Inc. VAT)

SUMMARY OF AIMS OF ORGANISATION

We are a medium sized Parish Council with powers and responsibilities governed by legislation. Our aim is to provide a busy, vibrant and attractive Town for our residents with lots of activities for both young and old. In particular we want to provide good, safe facilities for young children. We have responsibility for the Towns parks and open spaces which include the children's play areas, and it is important that we continue to provide, maintain and improve facilities where possible.

PROJECT FOR WHICH GRANT IS REQUIRED

The grant is required to provide two almost entirely new playground facilities at the existing locations on the Memorial Playing Field and at Fletchers Croft.

The existing playgrounds are looking tired and in some respects 'shabby' despite an annual service and regular preventative maintenance checks and planned painting programmes, indeed many pieces of equipment are not too far away from being condemned. The current, mainly steel framed, apparatus has been in place for well over 20 years.

The project itself involves many and varied children's play pieces that embrace the best possible equipment currently on offer, whilst catering for the full 0 to 14 age range as per the Council's remit. We established this fact by initially setting up a playground working party which included four young mothers, two youngish dads and four Grandparents. The working party discussed and agreed each aspect of the bid and then invited six different 'play park' companies on site to provide graphic designs based upon an approved specification. These designs were then put on display at two public consultations and then the group decided upon the preferred choice based upon interpreting the feedback from these sessions. Other than



discussing the issues and ideas raised through the many conversations with the families who attended, there was also a comprehensive questionnaire completed by parents, guardians and children alike which covered several criteria and these were scored 1 to 10 to give us 'best value' totals. The final proposal was then submitted for further discussion at several public committee meetings where finer details have been added thereby producing the final project documents, the detailed itemised quote and graphic designs for which I have attached to this submission for your scrutiny and hopefully your approval.

The working party has chosen largely warm-to-the-touch long lasting treated splinter proof wood framed play pieces, and also provided for bench seating within the quotes to ensure the whole family are catered for during the children's play time.

The Steyning Parish Council has unanimously backed this proposal. The project itself has, during the public consultation process, received wide scale approval from the Steyning residents, and the Parish Council hopes that the Wilson Memorial Trust might back this project with the funding it requires.

SECTION OF COMMUNITY THAT WOULD BE SERVED BY THE PROJECT AND ESTIMATED OR ACTUAL NUMBER OF USERS

This installation would benefit children up to 14 years old and of course the whole family unit associated with the physical and mental well-being of these children, as well as providing occasional welcome respite for young parents or grandparents alike.

ARE THERE ANY LIMITATIONS, REAL OR IMPLIED, WHICH PRECLUDE ANY INDIVIDUALS FROM USING THE FACILITY ON THE BASIS OF RACE, RELIGION OR DISABILITY? IF SO, PLEASE PROVIDE FULL DETAILS

None. Indeed some of the equipment is purposely specified to cater for the less able bodied individuals.

HOW IS ANY SHORTFALL BEING MET (IF APPLICABLE)

The Council is aware that any shortfall will have to be met by the Council's reserve funds, however it is also conscious of the many other important capital projects these funds may need to be used for which is why it has arrived at the grant request figure stated above.

HAVE YOU MADE ANY OTHER GRANT BIDS WITH ANY OTHER ORGANISATIONS FOR THIS PROJECT (please give details)?

The Council is actively pursuing other grant streams including the Tesco's 'Bags of Help' Fund, the West Sussex County Council 'crowd funding', the 'Biglottery' fund



Wilson
MEMORIAL TRUST

and Section 106 monies, and it is hoped that successful applications to some of these grant resources should help reduce the burden on the Councils reserve funds. It is hoped that the total funds raised from these areas listed would amount to approximately £25K.

HAVE YOU RECEIVED ANY FUNDS FROM THE WILSON MEMORIAL TRUST BEFORE *(If so what funds were received)*

Yes, the Steyning Parish council has been very fortunate to have won support from the Wilson memorial trust for a number of projects over the years. The most recent being, I believe, for a wheelchair for use by Steyning Centre users – The cost being £119.46

IF SUCCESSFUL HOW WILL YOU EVALUATE THIS PROJECT IN ORDER TO UPDATE THE TRUSTEES AFTER SIX MONTHS AND A YEAR?

I believe the Council would be able to evaluate this project in many ways, not least because the Council offices are almost adjacent to one of the two installations and therefore the Steyning centre employees would have a first-hand view as to how often it is being used and to what level of enjoyment. It is proposed that CCTV will also be employed to view the use of both installations, whilst protecting both the facilities themselves and looking after the safety and security of user and site respectively. The Council also proposes to have a like or dislike link installed on its web site. The main evaluation would then come from the comments from the users themselves which will be logged by the Steyning centre staff.

IF FUNDING IS REQUIRED FOR AN ON-GOING PROJECT HOW WILL YOU FUND IT IN THE FUTURE?

The maintenance of this equipment will be the responsibility of, and undertaken by, the Steyning Parish Council

IF SUCCESSFUL, WHO SHOULD THE CHEQUE BE MADE PAYABLE TO AND WHERE SHOULD IT BE SENT?

‘Steyning Parish Council’

The Steyning Centre, Fletchers Croft, Steyning, BN44 3XZ

ANY OTHER COMMENTS

I, as contact and clerk to the council, very much look forward to working with the Wilson Memorial Trust to ensure this project is a success, and the Council I'm sure would welcome members from the Wilson Memorial Trust along to the public unveiling of the new facilities.



Dear John,

Last year, once again, the Parish Council were gracious enough to reimburse the hall costs for the Royal British Legion, Steyning Branch AGM and Poppy Appeal Festival lunch, due to be held, this year, on the 3rd October and 19th of November * respectively.

This letter is to request a repeat of this generous grant to cover the hire cost for the same hall bookings.

I would like to express my appreciation, on behalf of the branch, for all your help.

I look forward to your positive response.

Yours sincerely,

* TOTAL £125.50 GRANT

Shoulder to shoulder with all who Serve

Registered Charity: The Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
Registered Charity Number: 219279



STEYNING FESTIVAL
21ST MAY - 5TH JUNE 2016

Steypning Parish Council
The Steypning Centre
Steypning
West Sussex

Dear Councillors,

I am writing to request a grant of £250.00 for the Steypning Festival as a contribution towards the considerable expense of putting on this very important event for Steypning.

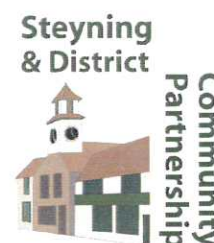
My colleague, , submitted an application several months ago so I trust that the facts and figures that she quoted in that application will suffice for this one.

I think you will agree that the 2018 Festival was a huge success and I am very pleased to tell you that various traders in the High Street have reported an influx of people from outside Steypning who were drawn here by the Festival. As you know, I am now stepping down as Chair of the Festival. I hope that someone will come forward to take my place and that the Festival will continue to benefit the people and businesses of Steypning for years to come.

Yours very sincerely,

Steyning and District Community Partnership

Visitor & Tourism Group



Current position

The double-sided Information Panel located at the Library Steyning is in a very poor condition and needs replacement.

Proposal by Steyning & District Community Partnership (SDCP)

SDCP are applying to LEADER (European Funding) for a grant to replace this board and one other in Bramber with an application deadline of 26th September.

We have obtained three competitive quotes for a similar sized board in metal.

Acting on its own behalf the Partnership will require a planning consent from Horsham District Council involving a planning fee. If, however the Parish Council were to partner the Partnership a planning application would not be required. The board would be replaced at no cost to the Council and future display material would be agreed with the Partnership. We are also in contact with WSCC to confirm continuing consent to provide information on their land.

As your Council are aware HDC are also making an application to LEADER to fund several electronic information panels in Rural Car Parks. This application is due to be determined during September i.e. before the Partnership's application.

The Partnership wish to retain information at this location, since it is opposite two major attractions, Steyning Parish Church and the Museum creating a high footfall from visitors and residents. The board offers the opportunity to publicise local events once in the control of local organisations. We invite the council to join us in securing a replacement board at no cost to yourselves

29.08.2018

Dated – 28th August

Meeting with Street Cleaning Contractor – Report

Cllr Pearcey and the Clerk met with the Street cleaning contractor, Danny Flynn, at 4.30 pm on the 28th August as part of the Council's ongoing monitoring and governance of the Street cleaning contract.

Previous meetings had been of a less formal nature however it was felt that on this occasion it was worth while taking notes and reporting to F&GP on the details under discussion.

Issues raised by contractor:

1. More instances of Broken glass around Steyning – which contractor is cleaning up routinely
2. More prevalent evidence of Drug use on MPF and Bus shelter
3. Every day dog mess is being left in the High street between 6.30 and 9.30
4. Growing number of Pidgeon's creating ever increasing mess on certain buildings in the high street
5. High street commercial rubbish being found in or besides bins and increasing number of what is clearly domestic kitchen or other domestic waste (vegetable peelings, envelopes with addresses, etc.) being deposited into bins – especially on MPF and especially since the Domestic Bin clearance service undertaken by HDC contractors changed to the new fortnightly regime.
6. One or two local 'characters' causing antisocial behaviour need to be dealt with not only because of the mess they are leaving behind but also because they have on occasion disturbed and possibly frightened residents with instances of jumping out in front of cars etc.
7. High street properties not cleaning gutters or roofs - still an issue as heavy rain forces moss onto pavements which then becomes slippery, and breaks up into small particles that is difficult to pick up.
8. Cleaning dirt and rubbish from under parked cars remains tricky and unless cars are told to vacate then proper road gutter clearance cannot take place.
9. Long term harassment from certain residents both in terms of direct or indirect comments or disparaging remarks made in order it seems to undermine confidence and trust in the Councils view of the services provided by the contractor

Comments and directives put forward by Cllr Pearcey and Clerk:

1. Even though it was understood that the contractor had on occasion spoken with the Wardens to alert them as to instances of Broken glass, Dog mess (especially when the owner was known), and antisocial behaviour - it ought to be reported more routinely to the Wardens so that they could also build up a pattern of behaviour.
2. Cllr Pearcey and Clerk to check pest control protocols for possible Pidgeon control
3. Cllr Pearcey to discuss at committee possible letter distribution to known litter offenders re point 5 above and perhaps roof/ gutter clearance re point 7.

4. Sign to go up in Bus shelter to help both street cleaning contractor and Wardens to avoid antisocial behaviour
5. Cleaning street gutters around parked cars if proving impossible or certainly very difficult using mechanical means can be achieved albeit to a lesser degree of cleanliness by other means , and certainly if cars seem to always be parked in the same or similar spots then this should be attempted (that is by dustpan and brush if needs be)
6. The Council needed firm assurances that mechanical pavement cleaner was being used every day and if it was not the case for whatever reason that the contractor informs the Clerk's office accordingly
7. The Council had recently scored the contractor relatively highly in terms of its monitoring of the service provided and especially in terms of the overall 'look' of the high street, but was also aware that not all areas within the contract specification were being attended to in terms of frequency and to the level of service as per the precise wording of the contract, and the contractor was asked to pay closer attention to the contract to ensure in future all areas are cleaned to the frequency and to the degree of cleaning specified. It was acknowledged however at this point that there were occasions that the contractor went beyond the wording of the contract in terms of being available to empty bins and clear debris at a moment's notice and when called upon to do so by the Clerk's office, and that there were also other occasions that the contractor took it upon himself to make additional bin empties for example and without charge. Cllr Pearcey and the Clerk both thanked the contractor for his continued thoughtfulness and public spiritedness in this respect, but again emphasised the importance of the contractor covering all the areas noted within the contract.

All Parties agreed that it would certainly help the smooth running of the operation and hopefully avoid disparaging remarks and emails if the contractor could maintain a Daily Dairy, inputting any issues faced, extra jobs done, comments made by residents, conversations had with wardens, antisocial behaviour patterns etc., and make the Clerks office aware of these things before residents point them out therefore allowing the Clerk's office to respond more affectively regarding street cleaning and bin emptying issues.- The Contractor stated that he would begin this diary from the first of September.

Meeting finished at 6.30pm