

08/11/2018

14:12

Month No: 7

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/11/2018

Committee Report

Finance & General Purposes Ctt101 Administration

1000 Donations Received
 1004 Reimbursed Charges & donations
 1076 Precept Received
 1077 CTB Grant
 1090 Bank Interest Received

Administration :- Income

4000 Salaries	251,202	250,818	(384)	252,594	99.4%
4002 Printing, stationery, postage	69,057	70,903	1,846	121,545	56.8%
4003 Staff Ill Health Insurance	1,062	1,750	688	3,000	35.4%
4004 Telephones and Alarm	1,279	750	(529)	750	170.5%
4005 Insurance	1,415	2,331	916	4,000	35.4%
4006 Salaries Outsourcing	0	8,300	8,300	8,300	0.0%
4007 Data Protection	278	903	625	1,548	17.9%
4010 Audit Fees	1,745	1,950	205	3,000	58.2%
4016 Legal Fees/Elections	(1,344)	1,420	2,764	1,420	(94.6%)
4021 General Grants	111	2,800	2,689	4,800	2.3%
4025 CCTV Maintenance	600	1,169	569	2,000	30.0%
4030 Steyning in Bloom	83	2,478	2,395	4,250	2.0%
4032 Royal British Legion	3,463	4,250	787	4,250	81.5%
4033 Christmas Lights Grant	0	190	190	400	0.0%
	1,500	0	(1,500)	1,500	100.0%

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Steyping Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/11/2018

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Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4036 SALC NALC Subs	1,788	1,744	(44)	1,744		(44)	102.5%
4040 Town Clock	234	203	(31)	350		116	66.9%
4045 Misc & Petty Cash	582	303	(279)	350		(232)	166.4%
4047 Training	850	581	(269)	1,000		150	85.0%
4060 Chairman's Function	0	0	0	750		750	0.0%
4061 Councillors' Allowances	0	56	56	100		100	0.0%
4063 Legionnaires	933	581	(352)	1,000		67	93.3%
4070 Software Packages	1,122	1,375	253	1,500		378	74.8%
4071 ICT Equipment	0	819	819	1,400		1,400	0.0%
4072 Website Development	93	434	341	750		657	12.3%
4073 Neighbourhood Plan Exp	166	10,400	10,234	16,400		16,234	1.0%
4075 Isolation and Loneliness	0	581	581	1,000		1,000	0.0%
	85,017	116,271	31,254	187,107	0	102,090	45.4%
	166,186						
Administration :- Indirect Expenditure							
Movement to/(from) Gen Reserve							
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	42,000		42,000	0.0%
4101 Swimming Pool	0	0	0	14,500		14,500	0.0%
	0	0	0	56,500	0	56,500	0.0%
	0						
Finance & Community Appendix :- Indirect Expenditure							
Movement to/(from) Gen Reserve							

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	6,120	11,023	4,903	24,540		18,420	24.9%
Youth Provision :- Indirect Expenditure	<u>6,120</u>	<u>11,023</u>	<u>4,903</u>	<u>24,540</u>	<u>0</u>	<u>18,420</u>	<u>24.9%</u>
Movement to/(from) Gen Reserve	<u>(6,120)</u>						
Finance & General Purposes Ctt :- Income	251,202	250,818	(384)	252,594			99.4%
Expenditure	91,136	127,294	36,158	268,147	0	177,011	34.0%
Movement to/(from) Gen Reserve	<u>160,066</u>						

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Bank Reconciliation up to 06/12/2018 for Cashbook No 1 - Current Account

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 - Trade Waste.
03/04/2018	310518	44.62		44.62		R ☒	J Fullbrook
16/04/2018	310542	10.79			10.79	☐	George Ross
03/09/2018	310662	49.78		49.78		R ☒	Refine and resolve architects
10/09/2018	10667	90.00			90.00	☐	Flash trash recycling
10/09/2018	310669	200.00		200.00		R ☒	Steyning and District partners
10/09/2018	310672	454.85		454.85		R ☒	Southern Cinema Services
17/09/2018	310674	40.00		40.00		R ☒	ico
20/09/2018	310680	25.96		25.96		R ☒	Business stream
24/09/2018	310681	101.89		101.89		R ☒	PiP Services
24/09/2018	310682	120.00		120.00		R ☒	Treedom
25/09/2018	310683	315.41		315.41		R ☒	Business streams
27/09/2018	18/193		933.15	933.15		R ☒	Receipt(s) Banked - Various
27/09/2018	310684	90.00		90.00		R ☒	Rainbow Window Cleaning
01/10/2018	310685	37.62		37.62		R ☒	Folks architecture
01/10/2018	310686	69.60		69.60		R ☒	PHS Group
01/10/2018	310687	57.00		57.00		R ☒	George Rose
01/10/2018	310688	52.52		52.52		R ☒	EDF
01/10/2018	310689	110.50		110.50		R ☒	Clare Austin
01/10/2018	DD	987.00		987.00		R ☒	HDC - Rates
01/10/2018	VIS	203.04		203.04		R ☒	Microsoft
01/10/2018	CR		82.92	82.92		R ☒	Receipt(s) Banked
04/10/2018	18/195		15.00	15.00		R ☒	Receipt(s) Banked
04/10/2018	18/196		18.72	18.72		R ☒	Receipt(s) Banked
04/10/2018	18/197		64.00	64.00		R ☒	Receipt(s) Banked
04/10/2018	18/198		665.75	665.75		R ☒	Receipt(s) Banked - Various Room Hire
04/10/2018	18/199		75.00	75.00		R ☒	Receipt(s) Banked
04/10/2018	BP		53.49	53.49		R ☒	Receipt(s) Banked
04/10/2018	CR		5,453.69	5,453.69		R ☒	Receipt(s) Banked - HDC MONIES FOR ROOM HIRE.
05/10/2018	VIS	37.92		37.92		R ☒	Sute lock
05/10/2018	DR	1.04		1.04		R ☒	HSBC
05/10/2018	DR	30.00		30.00		R ☒	Petty cash
09/10/2018	JMF	110,000.00		110,000.00		R ☒	Money Market Account - Transfer of precept monies into savings account
09/10/2018	CR		50.40	50.40		R ☒	Receipt(s) Banked
09/10/2018	CR		46.39	46.39		R ☒	Receipt(s) Banked
10/10/2018	18/200		33.60	33.60		R ☒	Receipt(s) Banked
10/10/2018	18/201		53.32	53.32		R ☒	Receipt(s) Banked
10/10/2018	18/202		886.00	886.00		R ☒	Receipt(s) Banked - FILM TICKETS.
10/10/2018	18/203		2,752.63	2,752.63		R ☒	Receipt(s) Banked - Various Room Hire.
10/10/2018	18/204		92.40	92.40		R ☒	Receipt(s) Banked
12/10/2018	CR		626.18	626.18		R ☒	Receipt(s) Banked - STEYNING CC.
12/10/2018	CR		32.00	32.00		R ☒	Receipt(s) Banked
12/10/2018	CR		871.36	871.36		R ☒	Receipt(s) Banked - STEYNING
12/10/2018	CR		32.00	32.00		R ☒	Receipt(s) Banked
14/10/2018	18/205		47.00	47.00		R ☒	Receipt(s) Banked
14/10/2018	18/206		1,234.52	1,234.52		R ☒	Receipt(s) Banked - Various Room Hire
14/10/2018	18/207		184.60	184.60		R ☒	Receipt(s) Banked
14/10/2018	18/208		846.82	846.82		R ☒	Receipt(s) Banked - Various Room Hire

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Bank Reconciliation up to 06/12/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/10/2018	DR	64.75		64.75		R ☒	HSBC
17/10/2018	-42.23	-42.23		-42.23		R ☒	Microsoft
18/10/2018	Cr		86.40	86.40		R ☒	Receipt(s) Banked
18/10/2018	CR		57.00	57.00		R ☒	Receipt(s) Banked
18/10/2018	CR		306.70	306.70		R ☒	Receipt(s) Banked
18/10/2018	CR		96.00	96.00		R ☒	Receipt(s) Banked
18/10/2018	CR		47.98	47.98		R ☒	Receipt(s) Banked
18/10/2018	CR		139.97	139.97		R ☒	Receipt(s) Banked
18/10/2018	CR		51.59	51.59		R ☒	Receipt(s) Banked
24/10/2018	VIS	39.99		39.99		R ☒	Amazon
24/10/2018	VIS	15.11		15.11		R ☒	Amazon
24/10/2018	18/209		15.00	15.00		R ☒	Receipt(s) Banked
24/10/2018	18/210		33.60	33.60		R ☒	Receipt(s) Banked
24/10/2018	18/211		2,463.40	2,463.40		R ☒	Receipt(s) Banked — S.I.B. DONATION
24/10/2018	CR		155.47	155.47		R ☒	Receipt(s) Banked
29/10/2018	BP	6,965.50		6,965.50		R ☒	Various — SALARY PAYMENTS
29/10/2018	CR		6,246.28	6,246.28		R ☒	Receipt(s) Banked — CIL MONIES
01/11/2018	CR		74.78	74.78		R ☒	Receipt(s) Banked
01/11/2018	CR		32.00	32.00		R ☒	Receipt(s) Banked
02/11/2018	310690	160.00		160.00		R ☒	TSS
02/11/2018	310691	19.50		19.50		R ☒	Tim Lloyd
02/11/2018	310692	2,091.31		2,091.31		R ☒	Glasdon — 3x BENCH PURCHASE.
04/11/2018	310693	448.36			448.36	☐	SCS
04/11/2018	310694	462.60		462.60		R ☒	ADT
08/11/2018	310695	489.35		489.35		R ☒	British Gas
08/11/2018	310696	416.22		416.22		R ☒	ADT
08/11/2018	310697	128.35		128.35		R ☒	PiP Services
08/11/2018	310698	97.57		97.57		R ☒	Bunces
08/11/2018	310699	1,798.64		1,798.64		R ☒	WSCC - Pension — PENSION SCHEME
08/11/2018	310700	1,606.61		1,606.61		R ☒	HMRC — PAYE
10/11/2018	310701	8.38		8.38		R ☒	PiP Services
10/11/2018	310702	28.81		28.81		R ☒	Glasdon
10/11/2018	310703	1,368.00		1,368.00		R ☒	Finecut group — STEYNING CENTRE
10/11/2018	310704	420.00		420.00		R ☒	Streeter services — SIGNAGE RENEWAL
15/11/2018	310705	90.00			90.00	☐	FTR
15/11/2018	310706	691.42		691.42		R ☒	Laser — ELECTRIC BILL
15/11/2018	310707	121.25		121.25		R ☒	Laser
15/11/2018	310708	250.00			250.00	☐	Steyping festival
15/11/2018	310709	1,500.00			1,500.00	☐	Steyping chamber — XMAS LIGHT GRANT.
15/11/2018	310710	280.80		280.80		R ☒	Smith of derby
17/11/2018	310711	900.00		900.00		R ☒	Gale tree surgery — 3 YEARLY TREE REPORT.
17/11/2018	310712	460.84			460.84	☐	KCS
22/11/2018	310713	69.60		69.60		R ☒	PHS Group
22/11/2018	310714	5,770.00		5,770.00		R ☒	Worthing windows — COOMBE COURT WINDOW & EMERGENCY EXIT DOOR RENEWAL.
		141,069.67	24,957.11				

Detailed Income & Expenditure by Account 01/11/2018

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Account Code Report

CONSOLIDATED BUDGET LISTING FOR REFERENCE

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>							
Total Overhead	0	0	0	0	0	0	0.0%
<u>Income Detail</u>							
1000 Donations Received	219	2,713	3,000	287			90.4%
1001 HDC Cleaning Grant	19,199	0	19,564	19,564			0.0%
1003 Clubs Lease Rentals	2,486	3,064	3,400	336			90.1%
1004 Reimbursed Charges & donations	458	5,205	700	(4,505)			743.6%
1005 Allotment Rents	3,590	4,025	3,600	(425)			111.8%
1007 Room Hire	62,886	33,316	63,000	29,684			52.9%
1008 NHP Income	0	0	15,000	15,000			0.0%
1010 Miscellaneous income	395	82	250	168			32.7%
1015 Coffee Machine Income	324	353	1,000	648			35.2%
1017 Income Film Night	6,560	3,924	6,500	2,576			60.4%
1020 FITS Receipts	763	777	800	23			97.1%
1021 Elec recharge income	13	4	0	(4)			0.0%
1026 Showcase income	514	0	0	0			0.0%
1076 Precept Received	244,523	248,489	248,489	0			100.0%
1077 CTB Grant	748	0	780	780			0.0%
1090 Bank Interest Received	96	0	125	125			0.0%
Total Income	342,774	301,951	366,208	64,257			82.5%
<u>Expenditure Detail</u>							
Total Direct	0	0	0	0	0		0.0%
<u>Expenditure Detail</u>							
4000 Salaries	108,478	69,057	121,545	52,488		52,488	56.8%
4001 Salaries Cleaning	2,089	0	0	0		0	0.0%
4002 Printing, stationery, postage	2,977	1,062	3,000	1,938		1,938	35.4%
4003 Staff Ill Health Insurance	711	1,279	750	(529)		(529)	170.5%
4004 Telephones and Alarm	4,160	1,415	4,000	2,585		2,585	35.4%
4005 Insurance	7,918	105	8,400	8,295		8,295	1.3%
4006 Salaries Outsourcing	2,314	278	1,548	1,270		1,270	17.9%
4007 Data Protection	0	1,745	3,000	1,255		1,255	58.2%
4010 Audit Fees	2,468	(1,344)	1,420	2,764		2,764	(94.6%)
4016 Legal Fees/Elections	1,268	111	4,800	4,689		4,689	2.3%
4021 General Grants	650	600	2,000	1,400		1,400	30.0%
4023 Youth Service	22,108	6,120	24,540	18,420		18,420	24.9%
4025 CCTV Maintenance	506	83	4,250	4,167		4,167	2.0%
4030 Steyning in Bloom	1,000	3,463	4,250	787		787	81.5%
4032 Royal British Legion	0	0	400	400		400	0.0%

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	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	1,000	1,500	1,500	0		0	100.0%
4036 SALC NALC Subs	1,967	1,788	1,744	(44)		(44)	102.5%
4039 Publicity and Advertising	214	0	0	0		0	0.0%
4040 Town Clock	511	234	350	116		116	66.9%
4045 Misc & Petty Cash	583	582	350	(232)		(232)	166.4%
4047 Training	421	850	1,000	150		150	85.0%
4053 Entertainment Licence	180	0	2,000	2,000		2,000	0.0%
4060 Chairman's Function	268	0	750	750		750	0.0%
4061 Councillors' Allowances	172	0	100	100		100	0.0%
4063 Legionnaires	1,273	933	1,000	67		67	93.3%
4070 Software Packages	2,219	1,122	1,500	378		378	74.8%
4071 ICT Equipment	344	0	1,400	1,400		1,400	0.0%
4072 Website Development	672	93	750	657		657	12.3%
4073 Neighbourhood Plan Exp	0	166	16,400	16,234		16,234	1.0%
4075 Isolation and Loneliness	0	0	1,000	1,000		1,000	0.0%
4100 Neighbourhood Wardens	41,106	0	42,000	42,000		42,000	0.0%
4101 Swimming Pool	14,992	0	14,500	14,500		14,500	0.0%
4200 Street Light Energy	558	640	600	(40)		(40)	106.7%
4201 Street Light Maintenance	1,662	1,728	1,750	22		22	98.8%
4202 Lamp Post Testing	0	0	100	100		100	0.0%
4210 Road Sweeping	16,465	6,982	16,529	9,547		9,547	42.2%
4211 Town Improvements	0	0	1,000	1,000		1,000	0.0%
4250 Public Toilets - opening/closing	1,188	495	1,200	705		705	41.2%
4252 Electricity	5,582	2,228	6,050	3,822		3,822	36.8%
4253 Water Charges	2,850	1,761	7,000	5,239		5,239	25.2%
4254 Rates	8,488	6,911	10,900	3,989		3,989	63.4%
4256 Repairs, pdh, consumables	659	250	1,000	750		750	25.0%
4257 Gas	1,874	1,124	6,400	5,276		5,276	17.6%
4259 Grit	0	0	600	600		600	0.0%
4260 Pressure wash High St	1,254	0	700	700		700	0.0%
4310 Grounds Maintenance	18,464	5,660	13,500	7,840		7,840	41.9%
4312 Waste Removal	1,219	1,016	850	(166)		(166)	119.5%
4320 Play Equipment Inspections	871	240	970	730		730	24.7%
4341 Repairs & Tree works	3,796	1,129	2,500	1,371		1,371	45.1%
4342 Repairs/Mtce/Renewals	16,456	14,497	5,000	(9,497)		(9,497)	289.9%
4352 Litter and Bins	2,581	1,772	3,412	1,640		1,640	51.9%
4360 Allotment Maintenance	910	1,221	3,600	2,379		2,379	33.9%
4401 Trade Waste	2,369	1,309	2,850	1,541		1,541	45.9%
4402 Annual Maintenance Contracts	8,354	4,269	12,000	7,731		7,731	35.6%
4404 Alarm System	157	386	500	115		115	77.1%
4406 Cleaning and Consumables	2,111	1,025	2,500	1,475		1,475	41.0%

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	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4407 Coffee Machine Expenditure	2,098	42	350	308		308	11.9%
4408 Film Night	3,365	2,444	4,000	1,556		1,556	61.1%
4409 Refund room booking fees	351	0	0	0		0	0.0%
Total Overhead	326,250	148,370	376,108	227,738	0	227,738	39.4%
Total Income	342,774	301,951	366,208	64,257			82.5%
Total Expenditure	326,250	148,370	376,108	227,738	0	227,738	39.4%
Net Income over Expenditure	16,523	153,582	(9,900)	(163,482)			
plus Transfer from EMR	0	0					
Movement to/(from) Gen Reserve	16,523	153,582					

Steyping and District Community Partnership

Visitor & Tourism Group



REQUEST FOR LOAN - Putting Steyping on the Map

Background

The Partnership have just submitted a funding request to LEADER which would cover the following:

- New main Partnership website and The Food & Drink Festival website.
- Newman's Garden Car Park - Design, planning and erection of new canopy at entrance to a twitten leading to the High Street.
- Signposting from Steyping Centre to the South Downs (new signs along the High Street route from Fletchers Croft Car park and a new map on a plinth)
- 4No Panels with QR codes on posts indicating footpaths leading down to Steyping linked to information on the website.
- New Tourist Information Board situated at the Library.

Project Costs

The total amount we will be requesting from LEADER is £36,875. 100% funding is available for community projects. Their decision on our application will be made in December 2018.

Grant Payments

Grant monies are paid in arrears on proof of payment to contractors. We will phase the projects and match these to the two interim payments available, but the final cost of the archway means that our own reserves will be insufficient to meet the entire payment to the contractor. The cash flow shortfall is likely to be half way through 2019.

Funding the shortfall.

We applied to HDC requesting an 'in principle' loan for a period of 6 months during 2019, however they have requested that we make an application to the Parish Council, referring to the recent agreement by Henfield PC to provide a loan to the Henfield Community Partnership to support their project which is also being funded by LEADER and is already in progress.

We would be grateful if the Council would back us with an agreement to loan £10,000 for a period of six months during 2019 if our LEADER application is successful. In terms of risk the LEADER funding is a government backed payment.

Detailed Discussion with HDC on the Archway Overleaf

Link to HDCs Refurbishment Programme

The Partnership has been in close contact with those at HDC engaged in the refurbishment of the car parks throughout, involving several on site meetings, together with the final architectural concept tying in with proposed HDC design ideas for improving the carparks. We applied for Planning Consent which was granted, alongside a licence to site the structure. We have also discussed timing in the context of the refurbishment.

The V & T Committee had the archway construction idea under consideration before Horsham's plans to update our carparks came into existence. However, once these HDC plans emerged, we did not specifically ask for the structure to be part of their overall makeover, since in early conversations it was abundantly clear that HDC regarded this as an additional local feature benefiting the local community and economy.

Recent discussions in connection with the Fletchers Croft car park are indicative of the cap they want to place on ancillary works. This is further evidenced by the external funding they sought for the electronic information panels for the car parks (As it happens this too funded by LEADER). If their bid had not been successful, they were looking to us to include this within our current application – no intention to fund from their own Council funds was forthcoming.

The Partnership's aim was to involve a local firm of architects to tailor a design reflecting the locality and providing a lasting artistic heritage of which the local community could be proud, rather than a utilitarian solution.

In addition, this is one element of our larger bid to improve the visitor experience to Steyning which is being considered in its entirety by LEADER and without this element it is likely that our bid as a whole will not be appealing to them, thus losing all the other benefits to the local economy that this funding application seeks to secure.

Funding Alternatives

We had looked at alternatives to cover the cash-flow shortage, hence our application to Horsham. A bank loan is unattractive since no matter how low the interest rate it is still an additional cost which has to be found, since it would not be covered by the grant. As other Parish Councils, in identical circumstances, have recognised there are local solutions at no cost. We obviously have a duty to explore these.

Russell Barnes
Steyping Parish Council
The Steyping Centre, Fletchers Croft, , BN44 3XZ West Sussex

West Sussex
BN44 3XZ

09/11/2018

NP Grant Ref: NP00000000

Dear Russell Barnes

OFFER OF GRANT – Neighbourhood Planning

Congratulations! On behalf of the Neighbourhood Planning Programme, funded by the Ministry of Housing, Communities and Local Government, we are pleased to offer **Steyping Parish Council** a grant of up to a maximum of **£9,000.00** (the "grant"). This grant is specifically for the purpose of the '**Project**', the details of which were outlined in the application form you submitted to Locality. Please note that if this amount is less than you applied for, the reasons are detailed in Schedule 1. We offer you the grant on the terms of this letter so please read it carefully.

What you need to do now - Accepting our offer

Before we can make a payment, you will need to accept our Grant Offer, Terms and Conditions (Appendix A) and read our Privacy Information Statement (Appendix B). You will be able to accept the grant (as well as completing our Grant Recipient Due Diligence Process and providing organisational bank details) through our secure web portal for Groundwork UK's Programme Management System 'GIFTS'. Please follow one of the grant acceptance process below based on whether you are a first time grantee (1) or a returning grantee (2).

1. If this is your first Neighbourhood Planning Grant from Groundwork UK:

You should receive an email today from [\[link\]](#) with your account details and instructions on how to generate a temporary password. Click on the link in that email to access your account and follow the instructions on how to access the account for the first time, including generating and changing your password. Once you have successfully changed your password and logged in to the system you can start to complete the due diligence form by clicking on the grey tab titled "Requirement Form". You then need to click on the form name "Neighbourhood Planning – Grant Acceptance Form" this will open up a separate window to complete the due diligence form. Here you will be prompted to provide some additional information and upload various documents to accept the grant offer and complete our due diligence process. Follow the instructions on the screen. Once you have submitted the form, you will receive a confirmation email. Please note the due diligence

checking process can take up to **10 working days to complete**, therefore only contact us for an update if this time has elapsed.

2. If you've had a previous Neighbourhood Planning Grant from Groundwork UK:

As you already have a Gifts account registered to the email address provided with a previous grant, please login to your existing grantee account to accept this offer. To login to your account visit https://www.grantrequest.co.uk/SID_19/ Please use the username (your email address) and the password you used when creating your account to login (or the latest one if this has changed since your account was created). If you have forgotten your password, you can request a new one by visiting the login page via the above link.

As soon as you have done this, you can start to complete the due diligence form by clicking on the grey tab titled "Requirement Form". You then need to click on the form name "Neighbourhood Planning – Grant Acceptance Form (Additional Grants)" this will open up a separate window to complete the due diligence form. Here you will be prompted to provide some additional information and upload various documents to accept the grant offer and complete our due diligence process. Follow the instructions on the screen. Once you have submitted the form, you will receive a confirmation email. Please note the due diligence checking process can take up to **10 working days to complete**, therefore only contact us for an update if this time has elapsed.

You should also add the addresses _____ and _____ email account to ensure that you receive future requests and information regarding this grant.

By accepting our grant offer, you accept the terms on which we offer the grant, and you enter into a legally enforceable contract with us. You also acknowledge that you have carefully considered this letter, and the Terms and Conditions of Grant Agreement, and that you fully understand and accept them.

Your due diligence must be completed by the following date or your grant offer may lapse:

14/11/2018

Please contact us if you need further time to complete the process, your main Groundwork UK contact is **Raj Sian**.

Once you have completed the due diligence process to our satisfaction, we will pay the grant by BACS. Please be aware that **no grant payment will be released until we receive the above information from you correctly completed** where appropriate. The grant paid will be 100% of your award.

Once your project is complete, we will require confirmation of grant expenditure and a project progress update. Ordinarily only invoices over £1,000 will need to be provided to us at the point that you submit your end of grant report, however please note that you are required to keep all evidence of spend of the grant in case of a full audit. We will contact you with further details on this process.

If you have any queries regarding this letter, please email

We wish you every success in your project and we look forward to hearing from you shortly.

Yours sincerely



Director of Finance & Company Secretary
Groundwork UK

Encs

Schedule 1 – Details of Award

Appendix A – Standard Terms and Conditions of Grant

Appendix B – Privacy Information

Schedule 1 – Details of Award

Special conditions attached to your grant and comments from the awarding grants panel can be found below. If you have been awarded a smaller grant than the value requested in your application, the reason for awarding less funding can be found below.

Instructions/conditions from the panel & reason for awarding less money (if applicable):

- If you are using the grant to engage consultants to support your neighbourhood plan, you are strongly advised to ensure that they are appropriately qualified for the work. This would mean using a qualified planner, preferably a chartered member of the Royal Town Planning Institute (MRTPI), to provide advice on planning legislation, policy and issues. Similarly there are a range of specialists who might need to be involved in a Strategic Environmental Assessment (SEA) or work related to Habitats Regulations. If in doubt, please take advice from your Local Planning Authority.
- Please note the maximum day rate we will pay for any consultant is £550 per day excluding VAT and reasonable expenses.
- Eligible expenditure consists of activities carried out by You during the Funding Period for the purposes of the Project. The **Grant Funding period start date is 24/10/2018** and ends with the **Grant Funding period end date of: 31/03/2019**. No activities should take place outside of this period without prior written agreement from Groundwork UK.
- The grant is for £9000 part funding consultancy support in respect of 1.1 project management and community engagement £3500 1.3 SEA screening £1500 1.5 evidence base and developing the neighbourhood plan £4000
- Please note that if either of elements 1.1 or 1.3 require less funding to complete, any underspend can be used to support the development of the neighbourhood plan at item 1.5

Approved Grant Budget

Item	Amount
project management and community engagement	£3,500
SEA screening	£1,500
evidence base and developing the neighbourhood plan	£4,000
	£0
	£0
	£0
	£0
	£0
	£0
Total	£9,000

Appendix A

TERMS AND CONDITIONS OF GRANT - Neighbourhood Planning - Town/Parish Councils

Definitions

'You' and 'Your' referred to in this document is the Contact who confirms the acceptance of grant and the organisation that You represent.

'Us' and 'We' refers to Groundwork UK acting on behalf of MHCLG

'MHCLG' refers to the Ministry of Housing, Communities and Local Government.

'Grant' refers to the Neighbourhood Planning Grant you have been awarded

'Grant Funding Period' - the start of funding period is the date listed in schedule 1 above and end of the funding period is the grant end date listed in schedule 1 above or the 31 March 2019 whichever is the soonest.

'Funding Agreement' means this letter, schedules and appendices.

'Programme' means the Neighbourhood Planning Programme

'Project' means the planned activities described in your grant application form submitted to the Locality Neighbourhood Planning Team

'Terms and Conditions' mean the terms and conditions of the grant, as set out in this Grant Offer/Funding Agreement.

1. General

The Grant must not be used for any other purposes other than to further your Project. If there are changes to Your approved planned activities then you must obtain Groundwork UK's approval in writing prior to entering into any agreement to purchase support. We cannot approve any changes that fall outside of the Programme's eligible criteria.

2. Meaning of Eligible Expenditure

2.1 Subject to sub-clause 2.2, eligible expenditure consists of activities carried out by You during the 'Grant Funding Period' for the purposes of the Project. Eligible Expenditure is net of VAT recoverable by You from HM Revenue & Customs, and gross of irrecoverable VAT.

2.2 The following costs are not Eligible Expenditure:-

Payments:

a) for activities of a political or exclusively religious nature;

- b) for any activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action;
- c) for any promotional material which seeks to influence potential voters
- d) for goods or services that You have a statutory duty to provide;
- e) expenditure reimbursed or to be reimbursed by other public or private sector grants;
- f) contributions in kind (a contribution in goods or services as opposed to money);
- g) depreciation, amortisation or impairment of Fixed Assets owned by You;
- h) interest payments (including service charge payments for finance leases);
- i) gifts to individuals, other than promotional items with a value no more than £10 a year to any one individual;
- j) entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- k) statutory fines, criminal fines or penalties.
- l) spend incurred before the issue of this funding agreement unless agreed in writing by Groundwork UK
- m) any general administration costs, such as arranging and minuting steering group meetings
- n) funding salaried posts or compensating for loss of earnings, this includes paying additional hours for an existing member of staff and / or employing someone on a casual or freelance basis at an agreed hourly rate. The only exception to this is where you are engaging a planning consultant, or someone to deliver specialist, technical support, on an hourly basis, although even in these circumstances you may prefer to get a fixed price quote for the work to be undertaken
- o) the acquisition or improvement of fixed assets/Capital Items by You (e.g. buildings, vehicles, furniture, office equipment, computers, photocopiers, etc.)
- p) paying for volunteer time, however reimbursement of reasonable out of pocket expenses is eligible
- q) any other activity which is not directly associated with developing the Neighbourhood Plan or Neighbourhood Development Order
- r) general contingency for unknown costs or cost overruns.

3. Financial requirements

3.1 You must have an organisational bank account with two signatories before we can pay you the money. Individual bank accounts are not acceptable. It is also not acceptable for the two signatories to be related or living at the same address.

3.2 **All** those in receipt of grants **must** submit a final monitoring report within 2 weeks of the completion of the planned activities or at end of financial year whichever is soonest. The report will update on Project progress, confirm the final spend of the grant and provide a complete and accurate record of the eligible expenditure. Groundwork UK will review the statement and record provided.

3.3 Should any expenditure be deemed to be ineligible then this must be returned to Groundwork UK within 30 days of being requested in writing. If it is not received by this time you will not be able to have further grant applications approved until the returned grant has been received.

3.4 Should any grant be unspent at the end of the financial year in which your grant was approved you can keep the unspent fund until you have completed the activity for which they were approved, or the Neighbourhood Plan/Order is complete or the end of the programme 31/03/2022. The unspent funds can only be used against your approved budget items/activities. If you want to vary what activities the unspent funds are used for you must request a "Project Change Request Form". This must be submitted to Groundwork UK. Any new items that are paid for using the grant which have not been approved by Groundwork UK may be deemed ineligible and are at risk of clawback.

3.5 If you no longer need the grant (i.e if your group is no longer completing a neighbourhood plan/order), you must return any unspent funds to Groundwork UK as soon as possible so that we can reuse the funding within the Programme or return it to the Ministry of Housing, Communities and Local Government.

3.6 Before groups can apply for any additional funding (and funds are still available), any group that has previously reported but not returned underspend must either:

- i. complete their activities and submit an end of grant report, or
- ii. complete an end of grant report and return any unspent funds

3.7 You must immediately notify us if you become aware of or suspect financial irregularity or fraud within Your Project by any person involved directly or indirectly with the Project. You must ensure officers, members, employees and volunteers avoid conflicts of interest. Where there is serious suspicion of fraud taking place, we will refer the matter to the Ministry of Housing, Communities and Local Government. If a criminal act is suspected by Us, the Police will be notified. Grants may be suspended during any investigation and terminated if financial irregularity or fraud is found to have occurred. Groundwork UK reserves the right to clawback funding for the whole grant and it may affect future applications to the programme.

3.8 Groundwork UK is required by MHCLG to carry out robust and transparent checks on at least 5% of the Groups (except Principal Authorities) that are in receipt of grant funding on an annual basis. You must co-operate with requests from Groundwork UK to carry out a full financial audit. Information requested may include (but will not be limited to):

- Further bank statements
- A copy of the latest audited accounts
- Verification of the bank account details by the bank

- Receipts and invoices of under £1,000
- Potential for audit visits

If we do carry out a financial audit we will give reasonable notice.

3.9 You should keep separate and proper records and accounts for Your Grant with a clear audit trail (invoices, receipts, etc.). Your Grant must be listed separately in Your accounts and must be kept available for a period of seven years following the end of the Project. Groundwork UK may ask to see a copy of your accounts at any time and these must be provided within a reasonable time frame (i.e. one month).

3.10 In relation to any goods or service purchased with this Grant, you must make the payment for these within the time frame specified on the supplier's invoice, subject to relevant contracts being fulfilled. All payments made from the grant by You must be approved by two authorised signatories of your organisation.

3.11 You must provide Groundwork UK with invoices for all items of spend over £1,000. These should be uploaded to Groundwork UK's Programme Management System 'Gifts' when you provide your monitoring and expenditure information. In addition, We may ask to see original invoices for a period of up to seven years following the end of the project.

4. Grant variations

4.1 Your Grant is awarded to you on the Terms and Conditions set out in this Grant Offer/Funding Agreement. Any changes must be approved by Groundwork UK. A Project Change Request Form can be made available to You on request once You have accepted Your Grant. We will aim to give you a response to any proposed changes within 10 working days.

4.2 If there are significant changes; virement between approved budget headings over £500 or new items not approved by Locality when your application was reviewed by their grant panel, to Your budget during Your Project, You must complete the Project Change Request Form and obtain Groundwork UK's written approval before spending outside of Your agreed budget. If you authorise any spend before getting Groundwork UK's approval, this may be deemed as ineligible and we may claw back any unauthorised grant usage. Groundwork UK will liaise with Locality on all significant budget change requests.

5. UK Legislation

5.1 You must seek expert advice if You are unsure what legislation may need to be complied with in the course of Your Project.

5.2 You must ensure that Your organisation has adequate public and employer insurance cover with an insurer of good repute to cover claims under the Grant or any other claims or demands which may be brought or made against it by any person suffering any injury, damage or loss in connection with the Grant.

5.3 You must comply with the General Data Protection Regulations (GDPR) and keep personal details of any clients, volunteers, staff and committee members secure and confidential.

5.4 You must comply with Your obligations under the Health and Safety at Work Act 1974 and have a written health and safety policy which all workers, volunteers or participants are made aware of on commencement of duties or beginning of activity. You must carry out risk assessments where relevant, for example, for a public event.

5.5 You must comply with Equal Opportunities legislation; both through best practice and by ensuring people are not exposed to discrimination in the course of their activities.

5.6 You must ensure that anyone working on Your Project, who will work with children, young people or vulnerable adults, undertakes a DBS (Disclosure Barring Service) check before any activity takes place.

5.7 Groundwork UK may ask to see a copy of your insurance certificates and any policies or procedures relating to Data Protection, Health and Safety, Equal Opportunities and DBS checks and these must be provided within a reasonable time frame (i.e. one month).

5.8 Groundwork UK and MHCLG accept no liability or responsibility for any claim or matter howsoever arising out of any activity funded by the Grant.

6. Your obligations

In undertaking this Project you must:

6.1 Co-operate with any evaluation of the programme undertaken on behalf of Groundwork UK, Locality or MHCLG.

6.2 Promptly comply with any requests for information or visits from Groundwork UK, Locality, MHCLG, National Audit Office and other deliverers on the programme.

6.3 Allow any relevant Project information, know-how, system or process learned from or created in operating the Project to be disseminated by MHCLG among all persons or bodies who have responsibility for similar projects. You agree that such persons may share and use freely all such information, know-how, system or process for their own purposes.

6.4 Agree to assist and cooperate to enable Groundwork UK or MHCLG to comply with obligations under the Freedom of Information Act whenever a request is made for information which relates to or arises out of this Grant Offer/Funding Agreement.

7. Breach of conditions and recovery of grant

7.1 If You fail to comply with any of the Terms and Conditions, or if any of the events mentioned in sub-clause 7.2 occur, Groundwork UK may reduce, suspend, or withhold grant payments, or require all or any part of the grant to be repaid. You must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

7.2 The events referred to in sub-clause 7.1 are as follows:

a) You fail, in the opinion of Groundwork UK, Locality or MHCLG, to make satisfactory progress with the Project; and in particular with meeting the Project's targets and agreed completion date;

- b) You owe any sum to MHCLG under an offer of grant for any other project or activities under any scheme or programme administered by MHCLG for regeneration or development;
- c) You purport to transfer or assign any rights, interests or obligations arising under this funding;
- d) there is a change in control or ownership of Your organisation or You cease to operate or changes the nature of Your operations to an extent which Groundwork UK, Locality or MHCLG considers to be significant or prejudicial to the satisfactory continuance of the Project;
- e) You become the subject of a proposal for a voluntary arrangement; or have a petition for an administration order or a winding up order brought against You; or pass a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of Your creditors, or purport to do so; or are subject to the appointment of a receiver, administrator or liquidator; or are struck from the register at the Charity Commission, or, being a company, are struck from the register at Companies House;
- f) Any information provided in the grant application or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which We consider to be significant;
- g) You take inadequate measures to investigate and resolve any reported irregularity;
- h) Groundwork UK or MHCLG in their absolute discretion consider that You no longer require grant assistance to carry out the Project or that there is some other reason that you should no longer be entitled to the Grant;

7.3 Where Groundwork UK has requested You to repay any amount, We may recover that amount by withholding, or deducting the amount from, any sum due to You under an offer of grant for any other project or activity under the Community Rights programme as administered by MHCLG.

7.4 In the event that it becomes necessary to take steps to enforce the Terms and Conditions of this Funding Agreement, Groundwork UK will write to You giving particulars of its concern about the Project or of any breach of any of the Terms and Conditions of the grant.

7.5 You must act within 30 days (or earlier, depending on the severity of the problem) to address Groundwork UK's concern or rectify the breach, and may consult Groundwork UK or agree an action plan for resolving the problem. If Groundwork UK is not satisfied with steps taken by You to address its concern or rectify the breach, We may take steps to withhold or suspend the further payment of grant, or to recover grant already paid.

7.6 No term or condition of the Grant as set out in this Funding Agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a third party (being a person who is not a party to this Funding Agreement) but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.

7.7 Groundwork UK may terminate this Funding Agreement with immediate effect with no liability to make any further payment to You if at any time the funding received by Groundwork UK in relation to this Funding Agreement ceases to be paid or the Funding Agreement under which Groundwork UK

receives its funding is terminated or suspended or Groundwork UK believe that it may be terminated or suspended.

7.8 If requested to do so by MHCLG under the provisions of the agreement under which Groundwork UK manages the Grant, this Funding Agreement may be terminated without notice and Groundwork UK may require immediate repayment of any Grant monies paid out to You.

Appendix B - Neighbourhood Planning Grant

Privacy Information

Who we are

Groundwork UK is the data processor (ICO registration number Z6601182) for personal data about Neighbourhood Planning approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork UK uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

Details of our processing

We believe that for the purpose of administering your grant, processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork UK's other activities which we carry out on the basis of consent. Our reasoning for this is outlined below.

Grantees

We process grantees personal data for the following purposes:

1. Administration of grant (grant due diligence, grant payments, grant variations, grant monitoring, and end of grant reporting) Information we hold includes:
 - Your name, contact details, grants organisation information and grant organisation payment information.

Your information will be shared with MHCLG (the funding body) and Locality (the organisation to whom you submitted your expression of interest and application) for monitoring purposes.

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

2. Sending our email newsletter (including potential sources of future funding and information on other areas of Groundwork's charitable work) we will only send out this if you have provided consent during your online grant acceptance process.

When your grant is complete, Groundwork UK will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically, likely every 2 years.

You have the right to withdraw your consent at any time either by clicking the "unsubscribe" button or contact us directly by one of the following methods:

Email: privacy@groundworkuk.org

Phone: 020 7464 6000

Post: Groundwork UK, 100 Victoria Road, London, E16 1JH

From: Suzanne.Shaw <[redacted]>
Sent: 25 October 2018 11:02
To: Steyning Parish Council - Clerk
Subject: Neighbourhood portion of the Community Infrastructure Levy
Attachments: Parish Council CIL Guidance.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Neighbourhood portion of the Community Infrastructure Levy

Dear Parish Clerk,

I write to advise you that, in line with the CIL Regulations 2010 (as amended), Steyning Parish Council will shortly receive **£6,246.28** which represents 15% of the total CIL receipts for your area received between 1st April and 30th September 2018. This payment relates to planning application references DC/17/2567.

I have attached a guidance note which I hope provides a helpful overview of CIL and the district and parish council's responsibilities. In summary, parish councils are responsible for:

- (i) spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt;
- (iii) Producing and publishing a report on any CIL received in a financial year.

We would be grateful if you could keep us informed about your intentions for the funds as we would be keen to promote how CIL is being used across the district.

We would also be pleased to advise you on the suitability of any projects for receiving funding from the neighbourhood portion of the CIL, therefore please do feel free to contact me should you wish to discuss this further.

I hope this is of assistance but please do get in touch with any questions.

Kind regards,

Suzanne

Suzanne Shaw
Planning Obligations Officer

Telephone.
Email:



**Horsham
District
Council**

Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL

Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Glen Chipp

From: CIL [mailto:john.fullbrook@southdowns.gov.uk]
Sent: 30 October 2018 17:47
To: CIL
Subject: South Downs National Park Authority - spending of Community Infrastructure Levy
- Call for Projects

Follow Up Flag: Follow up
Flag Status: Flagged

South Downs National Park Authority (SDNPA) – Community Infrastructure Levy (CIL)

Following the implementation of the SDNPA's Community Infrastructure Levy and the 'call for infrastructure projects' for the spending of the 2017 / 18 CIL receipts, the SDNPA has now opened the call for projects for the next round of CIL spending (2018 / 19 and beyond).

Please note if you have previously submitted bids to us, you might have received a separate response from us to let you know if you were successful in receiving any funding from the 2017 / 18 CIL receipts. If you have not heard from us then you were unsuccessful.

To ensure your project is considered for next year's CIL receipt (and future receipts), we are asking you to submit your projects to us via 'Projects for the South Downs', our online application process, which can be accessed using this link – www.projects.southdowns.gov.uk.

Please register as a 'new user' if you have not used the system before and then log in start a new application under the 'Expression of Interest – CIL and Strategic Fund' funding round in order to complete a short form.

Any queries relating to the use of the Projects for the South Downs system should be directed to grants@southdowns.gov.uk.

Closing date for bids is **15th February 2019**.

If you are aware of other parties who may wish to bid for CIL funding, please forward this message onto them.

Other funding sources

Information on other potential funding sources can also be found on our website using this link - <https://www.southdowns.gov.uk/national-park-authority/supporting-communities-business/funding-for-your-project/>

In addition, our External Funding Coordinator would be happy to conduct a grant search on your behalf. Please request this by emailing grants@southdowns.gov.uk with the following information:

- Applicant type (Parish council, voluntary group or registered charity for instance)
- Project theme (Sports facilities, community buildings or cultural heritage for instance)
- Location

Please note this grant search service does not return any grants available for highway projects. Also please note that the grant search criteria are broad and the resulting report will require further manual filtering to find a suitable grant for your particular project.

If you have any further questions in relation to CIL, please contact us at john.fullbrook@southdowns.gov.uk