Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/03/2019

Month No: 11

Committee Report

Finance & General Purposes Ctt

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101 Administration							
1000 Donations Received	3,313	2,750	(563)	3,000			110.4%
1004 Reimbursed Charges & donations	0	187	187	200			0.0%
1076 Precept Received	248,489	248,489	0	248,489			100.0%
1077 CTB Grant	0	780	780	780			0.0%
1090 Bank Interest Received	227	110	(117)	125			181.4%
Administration :- Income	**252,029**	**252,316**	**287**	**252,594**			**99.8%**
4000 Salaries	112,164	111,419	(745)	121,545		9,381	92.3%
4002 Printing, stationery, postage	2,387	2,750	363	3,000		613	79.6%
4003 Staff Ill Health Insurance	1,279	750	(529)	750		(529)	170.5%
4004 Telephones and Alarm	2,035	3,663	1,628	4,000		1,965	50.9%
4005 Insurance	5,848	8,300	2,452	8,300		2,452	70.5%
4006 Salaries Outsourcing	278	1,419	1,141	1,548		1,270	17.9%
4007 Data Protection	1,841	2,850	1,009	3,000		1,159	61.4%
4010 Audit Fees	(920)	1,420	2,340	1,420		2,340	(64.8%)
4016 Legal Fees/Elections	241	4,400	4,159	4,800		4,559	5.0%
4021 General Grants	1,340	1,837	497	2,000		660	67.0%
4025 CCTV Maintenance	83	3,894	3,811	4,250		4,167	2.0%

Continued over page

Steyning Parish Council

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Month No: 11

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4030	Steyning in Bloom	3,734	4,250	517	4,250		517	87.8%
4032	Royal British Legion	0	400	400	400		400	0.0%
4033	Christmas Lights Grant	1,500	1,500	0	1,500		0	100.0%
4036	SALC NALC Subs	1,788	1,744	(44)	1,744		(44)	102.5%
4040	Town Clock	384	319	(65)	350		(34)	109.7%
4045	Misc & Petty Cash	866	350	(516)	350		(516)	247.5%
4047	Training	1,033	913	(120)	1,000		(33)	103.3%
4060	Chairman's Function	456	750	294	750		294	60.8%
4061	Councillors' Allowances	0	88	88	100		100	0.0%
4063	Legionnaires	2,467	913	(1,554)	1,000		(1,467)	246.7%
4070	Software Packages	1,154	1,500	346	1,500		346	76.9%
4071	ICT Equipment	0	1,287	1,287	1,400		1,400	0.0%
4072	Website Development	93	682	589	750		657	12.3%
4073	Neighbourhood Plan Exp	5,062	16,400	11,338	16,400		11,338	30.9%
4075	Isolation and Loneliness	0	913	913	1,000		1,000	0.0%
	Administration :- Indirect Expenditure	**145,114**	**174,711**	**29,597**	**187,107**	**0**	**41,993**	**77.6%**
	Movement to/(from) Gen Reserve	**106,916**						
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	40,911	0	(40,911)	42,000		1,089	97.4%
4101	Swimming Pool	15,502	0	(15,502)	14,500		(1,002)	106.9%
	Finance & Community Appendix :- Indirect Expenditure	**56,413**	**0**	**(56,413)**	**56,500**	**0**	**87**	**99.8%**
	Movement to/(from) Gen Reserve	**(56,413)**						

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/03/2019

Month No: 11

Committee Report

	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	24,037	21,035	(3,002)	24,540		503	98.0%
Youth Provision :- Indirect Expenditure	**24,037**	**21,035**	**(3,002)**	**24,540**	**0**	**503**	**98.0%**
Movement to/(from) Gen Reserve	**(24,037)**						
Finance & General Purposes Ctt :- Income	**252,029**	**252,316**	**287**	**252,594**			**99.8%**
Expenditure	**225,564**	**187,746**	**(37,818)**	**258,247**	**0**	**32,683**	**87.3%**
Movement to/(from) Gen Reserve	**26,465**						

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ITEM 7.2.

Bank Reconciliation up to 01/03/2019 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	
16/04/2018	310542	10.79			10.79		George Ross	
10/09/2018	10667	90.00			90.00		Flash trash recycling	
07/01/2019	310780	7,167.14			7,167.14		horsham matters	
14/01/2019	310785	168.00		168.00		R	Steyning Com Orchard	
22/01/2019	310793	60.00		60.00		R	Willett	
23/01/2019	310794	195.00		195.00		R	Streeter	
28/01/2019	310795	180.00		180.00		R	Smith of Derby	
28/01/2019	310796	160.00		160.00		R	TSS	
30/01/2019	310797	450.00		450.00		R	Community minibus	– GRANT
30/01/2019	310798	180.00		180.00		R	Horsham DC	
30/01/2019	310799	690.00		690.00		R	Andrew Gale	– TREE SURGERY
30/01/2019	310800	15.05		15.05		R	Bunces	
3[illegible]2019	310801	1,670.09		1,670.09		R	WSCC	– PENSIONS
30/01/2019	310802	1,399.35		1,399.35		R	HMRC	– PAYE
30/01/2019	310803	462.00		462.00		R	Tom Packer	– NP. WEB. SET UP
30/01/2019	310804	738.00		738.00		R	Tom Packer	– MICROPHONES
30/01/2019	310805	50.75		50.75		R	Horsham District Council	
01/02/2019	18/240		99.60	99.60		R	Receipt(s) Banked	
01/02/2019	18/241		226.60	226.60		R	Receipt(s) Banked	
01/02/2019	CR		57.00	57.00		R	Receipt(s) Banked	
01/02/2019	CR		15.00	15.00		R	Receipt(s) Banked	
04/02/2019	310806	255.00		255.00		R	Clare Austin	
04/02/2019	3108071	350.00		350.00		R	TC Maintenance	
04/02/2019	310808	696.00		696.00		R	Wests	– ARTICLE 4 PUB.
04/02/2019	310809	28.02		28.02		R	Village sign people	
04/02/2019	VIS	84.95		84.95		R	Yola	
04/02/2019	VIS	37.61		37.61		R	Site lock	
04/02/2019	CR		9.00	9.00		R	Receipt(s) Banked	
0[illegible]/2019	310810	19.94		19.94		R	Tim Lloyd	
06/02/2019	310811	24.00		24.00		R	Green Thumb	
06/02/2019	310812	160.38			160.38		Supreme Hygience	
06/02/2019	310813	2,153.27		2,153.27		R	DJFlynn	– STREETS/BINS SERVICE
06/02/2019	DR	1.03		1.03		R	HSBC	
06/02/2019	VIS	86.00		86.00		R	Horsham District Council	
07/02/2019	18/242		1,100.00	1,100.00		R	Receipt(s) Banked	– FILM INCOME.
07/02/2019	CR		500.00	500.00		R	Receipt(s) Banked	– ROOM HIRE. STEYNING DRAMA
07/02/2019	CR		18.00	18.00		R	Receipt(s) Banked	
07/02/2019	CR		148.78	148.78		R	Receipt(s) Banked	
11/02/2019	310814	136.65		136.65		R	PiP Services	
11/02/2019	310815	3,224.03		3,224.03		R	Enplan	
11/02/2019	310816	90.00		90.00		R	Rainbow Window Cleaning	
11/02/2019	310817	702.25		702.25		R	ADT	– ALARMS
11/02/2019	310818	499.10		499.10		R	SCS	– FILM
11/02/2019	18/243		170.00	170.00		R	Receipt(s) Banked	
11/02/2019	CR		9.00	9.00		R	Receipt(s) Banked	
11/02/2019	CR		169.82	169.82		R	Receipt(s) Banked	
11/02/2019	CR		15.00	15.00		R	Receipt(s) Banked	

Bank Reconciliation up to 01/03/2019 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
11/02/2019	CR		9.00	9.00		R	Receipt(s) Banked	
12/02/2019	CR		97.68	97.68		R	Receipt(s) Banked	
12/02/2019	CR		46.39	46.39		R	Receipt(s) Banked	
13/02/2019	310819	22.06			22.06		Tim Lloyd	
13/02/2019	310820	150.00			150.00		Sue Rogers	
13/02/2019	CR		1,295.00	1,295.00		R	Receipt(s) Banked	- VAT.
14/02/2019	VIS	19.99		19.99		R	Amazon	
15/02/2019	VIS	4.99		4.99		R	Amazon	
15/02/2019	CR		15.00	15.00		R	Receipt(s) Banked	
15/02/2019	CR		317.26	317.26		R	Receipt(s) Banked	
15/02/2019	CR		326.67	326.67		R	Receipt(s) Banked	
18/02/2019	310821	15,502.00		15,502.00		R	Horsham District Council	- SWIMMING POOL
18/02/2019	310822	40,911.00		40,911.00		R	Horsham District Council	- WARDENS
18/02/2019	VIS	51.00		51.00		R	Horsham District Council	
18/02/2019	Trans		60,000.00	60,000.00		R	Receipt(s) Banked	- TRANSFER
19/02/2019	310823	169.85			169.85		overline	
19/02/2019	18/244		33.60	33.60		R	Receipt(s) Banked	
19/02/2019	18/245		394.00	394.00		R	Receipt(s) Banked	
19/02/2019	18/246		456.00	456.00		R	Receipt(s) Banked	- PUPPET SHOW
19/02/2019	CR		67.20	67.20		R	Receipt(s) Banked	
19/02/2019	CR		68.40	68.40		R	Receipt(s) Banked	
19/02/2019	BP		53.25	53.25		R	Receipt(s) Banked	
20/02/2019	310824	1,861.16			1,861.16		WSCC	- PENSIONS
20/02/2019	310825	1,695.51			1,695.51		HMRC	- PAYE
20/02/2019	DR	55.31		55.31		R	HSBC	
22/02/2019	VIS	23.99		23.99		R	Amazon	
25/02/2019	310826	132.53			132.53		George Rose	
25/02/2019	BP	6,908.14		6,908.14		R	Staff Salaries	
25/02/2019	18/247		789.71	789.71		R	Receipt(s) Banked	- ROOM HIRE
25/02/2019	18/248		478.78		478.78		Receipt(s) Banked	
25/02/2019	18/249		24,680.52	24,680.52		R	Receipt(s) Banked	- WILSON MEMORIAL TRUST DONATION
25/02/2019	18/250		18.90	18.90		R	Receipt(s) Banked	
25/02/2019	CR		120.70	120.70		R	Receipt(s) Banked	
26/02/2019	310827	239.22			239.22		Mulberry & co	
26/02/2019	310828	269.70			269.70		Mulberry & Co	
27/02/2019	VIS	30.00		30.00		R	Horsham District Council	
		91,500.25	91,805.86					

Item 7.3

EARMARKED RESERVES

CURRENT RESERVES

(End of Year figure for 2017/18 and including £80K Emergency reserves)

£180,095.00

Earmarked Reserves agreed for this year - 2018/19

- **£1,400 Neighbourhood plan additional expenditure**
- **£35,000 Playground development at Fletchers Croft**

Earmarked Reserves for the Next Financial Year – 2019 / 20

(Agreed)

- **£2,500 Building Asset Assessment**
- **£15,000 Neighbourhood Plan Max. additional expenditure**
- **£14,212.50 Replacement chairs for the Steyning Centre**

(Proposed)

- **£12,000 CCTV installation ?**
- **£ 0 Further Playground developments –** Hopefully WMT funding this total cost – minus the SPC CiL contribution.

Maximum Potential Earmarked Reserves - £80,112.50

Leaving @ 2019/20 Year End and assuming there is no surplus or deficit either this year or next - £99,982.50 - (Includes £80K Emergency Reserve)

Item 7.5 - To discuss and agree that Steyning Parish Council takes over lead partner in the project to install a 'Welcome to Steyning' sign on Bramber Road

Council and Clerk are working closely with Steyning in Bloom in order to ensure this project is a success, but as the process has gone on it has become increasingly clear that rather than Council merely giving moral and financial support which has been agreed it would be better for SPC to now effective take the lead.

This is because as processes have been undertaken such as seeking planning permission, seeking S106 monies and seeking space-hive crowd funding via WSCC, Steyning in Bloom have necessarily had the appropriate documentation or organisational set up in place to satisfy the regulatory requests in respect of for example having a company Bank account, or a written constitution. Also, it has to be said that the only way the project avoids paying VAT for the installation is if it is an SPC project.

In terms of the projects cost as per preferred suppliers' quote (2 other like-for-like quotes/estimates having been sought – which is in line with our Finance regs) – Manufacture and installation total cost (minus VAT) is £9.097. SPC have already received 2 donations totalling £2,700, and maximum agreed financial commitment from SPC will be £3,000, and we are expecting more donations and hoping for additional monies from Space- hive and our S106 application of course.

The change in terms of taking the lead in this project has been agreed in principal by Mr Ashby on behalf of Steyning in Bloom and now F&GP need to make the decision as to whether to agree to undertaking this role.

ITEM 7.6.

The Community Infrastructure Levy
Steyning Parish Council Report – 2018/19

Guidance on Parish Council's responsibilities include the following;

(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 an annual report on any CIL received in a financial year

This Year SPC received £6,246.28 (15% of Total CIL Monies) which covers the period 1st April to 30th September 2018.

Council Agreed that all these funds should go towards the installation of a new Play facility at Fletchers Croft.

BALANCE SHEET FOR YEAR 2018/19

Balance from previous period	**0**
Income in this period (2018/19)	**6,246.28**
TOTAL CIL MONIES AVAILABLE - INCOME	**6,246.28**
	....
Projects this Year using CIL funding –	
1. Fletchers Croft Playground development	**6,246.28**
TOTAL CIL MONIES USED – EXPENDITURE	**6,246.28**
BALANCE (Monies carried forward to next year)	**0**

ITEM 7.7

Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning, West Sussex, BN44 3XZ

www.steyningpc.gov.uk

Telephone: 01903 812042

Published 10th January 2019

MEMORANDUM OF UNDERSTANDING BETWEEN STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD AND STEYNING PARISH COUNCIL

For the Provision of a bridging loan by Steyning Parish Council for the Steyning and District Partnership Ltd

1. Parties

This Memorandum of Understanding (MOU) is made and entered into by and between the Steyning Parish Council (SPC)The Steyning Centre Fletcher's Croft Steyning BN44 3XZ and the Steyning & District Community Partnership (SDCP) The Steyning Centre Fletcher's Croft Steyning BN44 3XZ

2. Purpose

The purpose of this MOU is to establish the terms and conditions under which the SPC will loan SDCP a sum of £10,000 to SDCP for a period not exceeding six months during 2019, with this period not starting before April 1st 2019.

3. Background

SDCP have applied to LEADER for a grant to provide a number of installations and improvements in Steyning and the surrounding area, supported by SPC, which will be of benefit to both those living in the area and visitors. On the 14th December 2018 Leader approved the application and awarded a grant of £34,955.00. SPC have agreed to loan SDCP a sum of £10,000 for a period not exceeding six months during 2019. This loan is to be interest free and to be repaid no later than 31st January 2020. The loan is to be triggered by a written request from SDCP not less than one month before the funds are required.

4. Term of MOU

This MOU is effective upon the day and date last signed and executed by authorised representatives of the parties to this MOU and shall remain effective for not longer than 31st January 2020.

Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email: clerk@steyningpc.gov.uk
Email: hazel@steyningpc.gov.uk

5. Payment

Payments will be made via cheques and directly into the current accounts of each party having been authorised by 2 signatories and the SPC's Responsible Finance Officer. On receipt of payment during both transactions each party will provide a receipt as confirmation.

6. Guarantee of Payments

Steyning Parish Council is provided a copy of the assurances from West Sussex County Council's 'Leader' programme that a grant is to be made and also a timetable of the programme of works.

7. Signatures

For and on behalf of Steyning Parish Council

.... **John Fullbrook**
Clerk and responsible Finance officer

Date ....

.... **Tim Lloyd**
Chair of the Council

Date ....

For and on behalf of the Steyning and District Partnership

.... **Martin Leigh-Pollitt**
Chairman of the Visitor and Tourism group

Date ....

.... **Reina Alston**
Director of the Partnership

Date ....

Working Party Reports

Agenda Item 10.1

Item 1. Bacs Payments

The Policy Working Party considered the situation and agreed that it was simpler and entirely appropriate to follow the paragraph { 6.9 } in our existing Financial Regulations which states the following;

If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained, and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

The working party agreed and recommends that a list of BACS payments could be compiled by the Deputy Clerk and checked by the RFO and finally authorised by a signatory on a weekly basis.

Item 2. Budgetary control and authority to spend

The Policy Working Party considered the recommendations from the internal auditor and recommends that F&GP agree the following amendments to Financial regulation 4.1:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £5,000;*
- ~~*a duly delegated committee of the council for items over £500; or*~~
- ~~*the RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.*~~
- *prior approval by delegated committee for items - £1,000 to £5,000*
- *Clerk can order goods and services before speaking with chairman but making chair of committee or finance aware of this decision for items - £500 to £1,000*
- *Clerk has authority to spend within the budget heading for items - £0 to £500*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.