

Steyning Parish Council

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

Committee Report

ITEM 6.1

Finance & General Purposes Ctt101 Administration

1000 Donations Received	3,313	2,250	(1,063)	3,000		110.4%
1004 Reimbursed Charges & donations	0	153	153	200		0.0%
1076 Precept Received	248,489	248,489	0	248,489		100.0%
1077 CTB Grant	0	390	390	780		0.0%
1090 Bank Interest Received	117	90	(27)	125		93.9%

Administration -> Income

	<u>251,920</u>	<u>251,372</u>	<u>(548)</u>	<u>252,594</u>		<u>99.7%</u>
4000 Salaries	89,063	91,161	2,098	121,545	32,482	73.3%
4002 Printing, stationery, postage	1,262	2,250	988	3,000	1,738	42.1%
4003 Staff Ill Health Insurance	1,279	750	(529)	750	(529)	170.5%
4004 Telephones and Alarm	1,895	2,997	1,102	4,000	2,105	47.4%
4005 Insurance	5,848	8,300	2,452	8,300	2,452	70.5%
4006 Salaries Outsourcing	278	1,161	883	1,548	1,270	17.9%
4007 Data Protection	1,778	2,400	622	3,000	1,222	59.3%
4010 Audit Fees	(1,344)	1,420	2,764	1,420	2,764	(94.6%)
4016 Legal Fees/Elections	111	3,600	3,489	4,800	4,689	2.3%
4021 General Grants	600	1,503	903	2,000	1,400	30.0%
4025 CCTV Maintenance	83	3,186	3,103	4,250	4,167	2.0%

Steyning Parish Council

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

Month No: 9

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4030 Steyrning in Bloom	3,734	4,250	517	4,250		517	87.8%
4032 Royal British Legion	0	190	190	400		400	0.0%
4033 Christmas Lights Grant	1,500	0	(1,500)	1,500		0	100.0%
4036 SALC NALC Subs	1,788	1,744	(44)	1,744		(44)	102.5%
4040 Town Clock	234	261	27	350		116	66.9%
4045 Misc & Petty Cash	752	350	(402)	350		(402)	214.9%
4047 Training	1,033	747	(286)	1,000		(33)	103.3%
4060 Chairman's Function	456	750	294	750		294	60.8%
4061 Councillors' Allowances	0	72	72	100		100	0.0%
4063 Legionnaires	1,200	747	(453)	1,000		(200)	120.0%
4070 Software Packages	1,154	1,500	346	1,500		346	76.9%
4071 ICT Equipment	0	1,053	1,053	1,400		1,400	0.0%
4072 Website Development	93	558	465	750		657	12.3%
4073 Neighbourhood Plan Exp	1,525	10,400	8,875	16,400		14,875	9.3%
4075 Isolation and Loneliness	0	747	747	1,000		1,000	0.0%
Administration :- Indirect Expenditure	114,320	142,097	27,777	187,107	0	72,787	61.1%
Movement to/(from) Gen Reserve	137,600						
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%
Finance & Community Appendix :- Indirect Expenditure	0	0	0	56,500	0	56,500	0.0%
Movement to/(from) Gen Reserve	0						

Steyning Parish Council

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

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	320,950	330,086	9,136	366,208			87.6%
Expenditure	197,164	232,554	35,390	366,208	0	169,044	53.8%
Net Income over Expenditure	123,787	97,532	(26,255)	0			
Movement to/(from) Gen Reserve	123,787						

Bank Account Totals as of 31st December

Breasts Emergency Fund - £ 80,000
 HSBC Money Market - £ 205,337
 HSBC Current - £ 36,628
 TOTAL £ 321,965

Bank Reconciliation up to 01/01/2019 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 - Trade Waste
16/04/2018	310542	10.79			10.79	☐	George Ross
10/09/2018	10667	90.00			90.00	☐	Flash trash recycling
05/11/2018	310725	1,807.48		1,807.48		R ☒	west Sussex CC - Pensions (previous months)
22/11/2018	18/223		1,970.52	1,970.52		R ☒	Receipt(s) Banked - Various Room Hire
26/11/2018	310740	121.39		121.39		R ☒	Edmundson electricals
26/11/2018	310741	36.00		36.00		R ☒	SK Services
26/11/2018	310742	220.00		220.00		R ☒	SLCC
28/11/2018	310743	1,617.06		1,617.06		R ☒	HMRC
28/11/2018	310744	1,801.10		1,801.10		R ☒	West sussex County C } Salary staff costs pensions, paye etc
29/11/2018	310745	244.00		244.00		R ☒	Clare Austin
01/12/2018	310746	90.00		90.00		R ☒	Rainbow Window Cleaning
02/12/2018	310747	100.30		100.30		R ☒	George Rose
12/2018	DD	936.00		936.00		R ☒	Horsham District Council - Rates
03/12/2018	310748	2,243.57		2,243.57		R ☒	D Flynn - Street Cleaning
03/12/2018	310749	350.00		350.00		R ☒	honeybridge cafe & Bin emptying
03/12/2018	310750	117.05		117.05		R ☒	PiP Services
03/12/2018	310751	148.35		148.35		R ☒	Tim Lloyd
03/12/2018	VIS	38.71		38.71		R ☒	Site lock
03/12/2018	DR	1.06		1.06		R ☒	HSBC
04/12/2018	CR		408.12	408.12		R ☒	Receipt(s) Banked
04/12/2018	CR		257.11	257.11		R ☒	Receipt(s) Banked
04/12/2018	CR		15.00	15.00		R ☒	Receipt(s) Banked
04/12/2018	CR		161.76	161.76		R ☒	Receipt(s) Banked
04/12/2018	CR		145.80	145.80		R ☒	Receipt(s) Banked
04/12/2018	BP		40.80	40.80		R ☒	Receipt(s) Banked
05/12/2018	310752	35.57		35.57		R ☒	Bunces
05/12/2018	310753	47.94			47.94	☐	SHS
05/12/2018	310754	160.00		160.00		R ☒	TSS
12/2018	310755	1,631.04		1,631.04		R ☒	Enplan → N. Plan committee consulted initial expenses.
10/12/2018	310757	545.00		545.00		R ☒	TC Maintenance
10/12/2018	310758	1,499.40		1,499.40		R ☒	Smartwood flooring - Steyping Centre Floor Maintenance
10/12/2018	310759	16.76			16.76	☐	PiP Services
10/12/2018	18/225		201.40	201.40		R ☒	Receipt(s) Banked
10/12/2018	18/226		96.30	96.30		R ☒	Receipt(s) Banked
10/12/2018	18/227		462.27	462.27		R ☒	Receipt(s) Banked
16/12/2018	CR		57.00	57.00		R ☒	Receipt(s) Banked
16/12/2018	CR		94.23	94.23		R ☒	Receipt(s) Banked
16/12/2018	CR		84.56	84.56		R ☒	Receipt(s) Banked
16/12/2018	CR		12.00	12.00		R ☒	Receipt(s) Banked
18/12/2018	310760	155.00			155.00	☐	Ofcom
18/12/2018	310762	170.86		170.86		R ☒	Overline
18/12/2018	310763	1,313.20			1,313.20	☐	Buxtons n sons
19/12/2018	18/228		872.39	872.39		R ☒	Receipt(s) Banked - Various Room Hire
19/12/2018	CR		156.15	156.15		R ☒	Receipt(s) Banked
20/12/2018	CR		-9,000.00	-9,000.00		R ☒	Receipt(s) Banked
20/12/2018	CR		9,000.00	9,000.00		R ☒	Receipt(s) Banked } Grant incorrectly posted.
23/12/2018	CR		51.59	51.59		R ☒	Receipt(s) Banked

Time: 12:28

Bank Reconciliation up to 01/01/2019 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>
23/12/2018	CR		202.96	202.96		R ☒	Receipt(s) Banked
23/12/2018	CR		16.00	16.00		R ☒	Receipt(s) Banked
24/12/2018	BP	6,479.08		6,479.08		R ☒	Salary - various - <i>staff pay ments.</i>
24/12/2018	DR	47.33		47.33		R ☒	HSBC
24/12/2018	DD	405.14		405.14		R ☒	SEImens
		<u>23,698.58</u>	<u>5,305.96</u>				

1st DRAFT CONSOLIDATED

BUDGET

2019/20

ITEM

Steyning Parish Council

Annual Budget - By Centre

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	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year		
	Budget	Actual			Agreed	EMR				PROVISIONALLY Agreed	EMR	Carried Forward
101 Administration												
1000 Donations Received	500	219	0	0	3,000	0	0	3,000	3,313	4,500	0	0
1004 Reimbursed Charges & donations	200	0	0	0	200	0	0	200	0	200	0	0
1008 NHP Income	0	0	0	0	0	0	0	0	0	7,000	0	0
1026 Showcase income	250	514	0	0	0	0	0	0	0	0	0	0
1076 Precept Received	244,523	244,523	0	0	248,489	0	0	248,489	248,489	255,605	0	0
1077 CTB Grant	748	748	0	0	780	0	0	780	0	0	0	0
1090 Bank Interest Received	125	96	0	0	125	0	0	125	117	130	0	0
Total Income	246,346	246,100	0	0	252,594	0	0	252,594	251,920	267,435	0	0
1006 VAT Refund	0	0	0	0	-9,900	0	0	-9,900	0	-7,750	0	0
Direct Expenditure	0	0	0	0	-9,900	0	0	-9,900	0	-7,750	0	0
4000 Salaries	44,808	55,456	0	0	121,545	0	0	121,545	79,166	128,850	0	0
4002 Printing, stationery, postage	3,250	2,977	0	0	3,000	0	0	3,000	1,178	3,250	0	0
4003 Staff Ill Health Insurance	600	711	0	0	750	0	0	750	1,279	820	0	0
4004 Telephones and Alarm	4,360	4,160	0	0	4,000	0	0	4,000	1,415	4,000	0	0
4005 Insurance	8,100	7,918	0	0	8,300	0	0	8,300	5,848	6,500	0	0
4006 Salaries Outsourcing	1,548	2,314	0	0	1,548	0	0	1,548	278	1,450	0	0
4007 Data Protection	0	0	0	0	3,000	0	0	3,000	1,745	2,000	0	0
4010 Audit Fees	1,340	2,468	0	0	1,420	0	0	1,420	-1,344	1,480	0	0
4016 Legal Fees/Elections	11,300	1,268	0	0	4,800	0	0	4,800	111	5,000	0	0
4021 General Grants	1,000	650	0	0	2,000	0	0	2,000	600	2,000	0	0
4025 CCTV Maintenance	1,000	506	0	0	4,250	0	0	4,250	83	1,250	0	0

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2.86 to increase in Precept Requests

at 11:50

Steyning Parish Council Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
4030	Steyning in Bloom	1,000	1,000	0	0	4,250	0	4,250	3,734	4,400	0	0
4032	Royal British Legion	375	0	0	0	400	0	400	0	415	0	0
4033	Christmas Lights Grant	1,000	1,000	0	0	1,500	0	1,500	1,500	1,500	0	0
4036	SALC NALC Subs	1,750	1,967	0	0	1,744	0	1,744	1,788	1,807	0	0
4039	Publicity and Advertising	0	0	0	0	0	0	0	0	400	0	0
4040	Town Clock	350	511	0	0	350	0	350	234	420	0	0
4045	Misc & Petty Cash	350	583	0	0	350	0	350	704	675	0	0
4047	Training	1,500	421	0	0	1,000	0	1,000	1,033	2,500	0	0
4049	Showcase	250	0	0	0	0	0	0	0	0	0	0
4060	Chairman's Function	750	268	0	0	750	0	750	16	750	0	0
4061	Councillors' Allowances	750	172	0	0	100	0	100	0	100	0	0
4063	Legionnaires	1,600	1,273	0	0	1,000	0	1,000	1,067	1,500	0	0
4070	Software Packages	1,500	2,219	0	0	1,500	0	1,500	1,154	1,650	0	0
4071	ICT Equipment	1,000	344	0	0	1,400	0	1,400	0	1,400	0	0
4072	Website Development	750	672	0	0	750	0	750	93	750	0	0
4073	Neighbourhood Plan Exp	0	0	0	0	16,400	0	16,400	166	7,000	0	0
4075	Isolation and Loneliness	0	0	0	0	1,000	0	1,000	0	1,000	0	0
4310	Grounds Maintenance	0	263	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	90,231	89,122	0	0	187,107	0	187,107	101,846	182,867	0	0
	Movement to/(from) Gen Reserve	156,115	156,978			75,387		75,387	150,074	92,318		
102	<u>Finance & Community Appendix</u>											
4100	Neighbourhood Wardens	41,000	41,106	0	0	42,000	0	42,000	0	42,750	0	0
4101	Swimming Pool	14,500	14,992	0	0	14,500	0	14,500	0	15,100	0	0

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Steyning Parish Council
Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
Overhead Expenditure	55,500	56,098	0	0	56,500	0	0	56,500	0	57,850	0	0
Movement to/(from) Gen Reserve	<u>(55,500)</u>	<u>(56,098)</u>			<u>(56,500)</u>			<u>(56,500)</u>	<u>0</u>	<u>(57,850)</u>		
103 Youth Provision												
4023 Youth Service	24,700	22,108	0	0	24,540	0	0	24,540	12,092	25,943	0	0
Overhead Expenditure	24,700	22,108	0	0	24,540	0	0	24,540	12,092	25,943	0	0
Movement to/(from) Gen Reserve	<u>(24,700)</u>	<u>(22,108)</u>			<u>(24,540)</u>			<u>(24,540)</u>	<u>(12,092)</u>	<u>(25,943)</u>		
201 Highways & Lighting												
1001 HDC Cleaning Grant	19,180	19,199	0	0	19,564	0	0	19,564	0	19,975	0	0
1004 Reimbursed Charges & donations	0	458	0	0	0	0	0	0	5,205	0	0	0
Total Income	19,180	19,657	0	0	19,564	0	0	19,564	5,205	19,975	0	0
4200 Street Light Energy	530	558	0	0	600	0	0	600	640	650	0	0
4201 Street Light Maintenance	1,750	1,662	0	0	1,750	0	0	1,750	1,728	1,750	0	0
4202 Lamp Post Testing	100	0	0	0	100	0	0	100	0	100	0	0
4210 Road Sweeping	16,528	16,465	0	0	16,529	0	0	16,529	9,737	16,860	0	0
4211 Town Improvements	1,000	0	0	0	1,000	0	0	1,000	0	1,000	0	0
4259 Grit	600	0	0	0	600	0	0	600	0	600	0	0
4260 Pressure wash High St	700	1,254	0	0	700	0	0	700	0	700	0	0
Overhead Expenditure	21,208	19,939	0	0	21,279	0	0	21,279	12,106	21,660	0	0
Movement to/(from) Gen Reserve	<u>(2,028)</u>	<u>(282)</u>			<u>(1,715)</u>			<u>(1,715)</u>	<u>(6,900)</u>	<u>(1,685)</u>		
202 Public Toilets												

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at 11:50

Steyning Parish Council Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
4000 Salaries	9,820	9,020	0	0	0	0	0	0	0	0	0	0
4005 Insurance	100	0	0	0	100	0	100	105	110	0	0	0
4250 Public Toilets - opening/closing	1,200	1,188	0	0	1,200	0	1,200	693	1,200	0	0	0
4252 Electricity	550	447	0	0	550	0	550	409	550	0	0	0
4253 Water Charges	1,000	420	0	0	1,000	0	1,000	316	600	0	0	0
4254 Rates	350	324	0	0	350	0	350	354	350	0	0	0
4256 Repairs, pdh, consumables	1,000	659	0	0	1,000	0	1,000	367	1,000	0	0	0
Overhead Expenditure	14,020	12,056	0	0	4,200	0	4,200	2,243	3,810	0	0	0
Movement to/(from) Gen Reserve	(14,020)	(12,056)			(4,200)		(4,200)	(2,243)	(3,810)			
301 Playing Fields												
1004 Reimbursed Charges & donations	500	0	0	0	500	0	500	0	500	0	0	0
Total Income	500	0	0	0	500	0	500	0	500	0	0	0
4000 Salaries	0	270	0	0	0	0	0	0	0	0	0	0
4252 Electricity	0	0	0	0	500	0	500	0	500	0	0	0
4310 Grounds Maintenance	10,000	15,823	0	0	10,000	0	10,000	4,235	10,250	0	0	0
4312 Waste Removal	850	1,219	0	0	850	0	850	1,016	1,025	0	0	0
4320 Play Equipment Inspections	970	871	0	0	970	0	970	799	1,000	0	0	0
4341 Repairs & Tree works	2,000	3,796	0	0	2,000	0	2,000	1,129	2,500	0	0	0
4352 Litter and Bins	3,023	2,581	0	0	3,412	0	3,412	2,409	3,480	0	0	0
4360 Allotment Maintenance	3,200	910	0	0	3,600	0	3,600	1,277	3,600	0	0	0
Overhead Expenditure	20,043	25,470	0	0	21,332	0	21,332	10,865	22,355	0	0	0
Movement to/(from) Gen Reserve	(19,543)	(25,470)			(20,832)		(20,832)	(10,865)	(21,855)			

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at 11:50

Steyning Parish Council
Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
<u>302 Allotments</u>												
1005 Allotment Rents	3,600	3,590	0	0	3,600	0	0	3,600	4,025	4,000	0	0
Total Income	3,600	3,590	0	0	3,600	0	0	3,600	4,025	4,000	0	0
4253 Water Charges	550	564	0	0	550	0	0	550	232	600	0	0
Overhead Expenditure	550	564	0	0	550	0	0	550	232	600	0	0
Movement to/(from) Gen Reserve	3,050	3,027			3,050			3,050	3,794	3,400		
<u>303 Playing Field Costs</u>												
4000 Salaries	5,678	2,094	0	0	0	0	0	0	0	0	0	0
4253 Water Charges	850	201	0	0	950	0	0	950	408	600	0	0
Overhead Expenditure	6,528	2,295	0	0	950	0	0	950	408	600	0	0
Movement to/(from) Gen Reserve	(6,528)	(2,295)			(950)			(950)	(408)	(600)		
<u>401 Steyning Centre</u>												
1003 Clubs Lease Rentals	3,075	2,486	0	0	3,400	0	0	3,400	3,064	3,400	0	0
1007 Room Hire	65,000	62,886	0	0	63,000	0	0	63,000	38,837	64,575	0	0
1008 NHP Income	0	0	0	0	15,000	0	0	15,000	9,000	0	0	0
1010 Miscellaneous Income	250	395	0	0	250	0	0	250	149	250	0	0
1015 Coffee Machine Income	300	324	0	0	1,000	0	0	1,000	568	1,050	0	0
1017 Income Film Night	6,000	6,560	0	0	6,500	0	0	6,500	4,578	6,500	0	0
1020 FITS Receipts	800	763	0	0	800	0	0	800	777	850	0	0
1021 Elec recharge income	0	13	0	0	0	0	0	0	4	0	0	0

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at 11:50

Steyning Parish Council
Annual Budget - By Centre

	<u>Last Year</u>		Brought Forward	Net Virement	<u>Current Year</u>			Total	Actual YTD	<u>Next Year</u>		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried Forward
Total Income	75,425	73,426	0	0	89,950	0	89,950	56,975	76,625	0	0	0
4000 Salaries	42,998	41,639	0	0	0	0	0	0	0	0	0	0
4001 Salaries Cleaning	6,873	2,089	0	0	0	0	0	0	0	0	0	0
4004 Telephones and Alarm	0	0	0	0	0	0	0	0	0	0	0	0
4039 Publicity and Advertising	250	214	0	0	0	0	0	0	0	0	0	0
4053 Entertainment Licence	2,000	180	0	0	2,000	0	2,000	0	2,000	0	0	0
4071 ICT Equipment	400	0	0	0	0	0	0	0	0	0	0	0
4252 Electricity	5,650	5,135	0	0	5,000	0	5,000	1,819	4,530	0	0	0
4253 Water Charges	3,150	1,666	0	0	4,500	0	4,500	806	2,400	0	0	0
4254 Rates	10,200	8,164	0	0	10,550	0	10,550	7,493	10,550	0	0	0
4257 Gas	6,400	1,874	0	0	6,400	0	6,400	1,124	3,500	0	0	0
4310 Grounds Maintenance	3,500	2,378	0	0	3,500	0	3,500	1,722	3,500	0	0	0
4341 Repairs & Tree works	200	0	0	0	500	0	500	0	500	0	0	0
4342 Repairs/Mice/Renewals	9,500	16,456	0	0	5,000	0	5,000	14,497	10,770	0	0	0
4401 Trade Waste	2,750	2,369	0	0	2,850	0	2,850	1,309	2,900	0	0	0
4402 Annual Maintenance Contracts	12,000	8,354	0	0	12,000	0	12,000	5,428	10,000	0	0	0
4404 Alarm System	500	157	0	0	500	0	500	386	500	0	0	0
4406 Cleaning and Consumables	2,000	2,111	0	0	2,500	0	2,500	1,183	2,500	0	0	0
4407 Coffee Machine Expenditure	300	2,098	0	0	350	0	350	42	350	0	0	0
4408 Film Night	3,600	3,365	0	0	4,000	0	4,000	2,816	4,100	0	0	0
4409 Refund room booking fees	0	351	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	112,271	98,599	0	0	59,650	0	59,650	38,625	58,100	0	0	0
Movement to/(from) Gen Reserve	(36,846)	(25,174)			30,300		30,300	18,350	18,525			

Continued on next page

Steyning Parish Council
Annual Budget - By Centre

	Last Year		Current Year					Next Year			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
501 Ear Marked Res Playingfield											
4951 Pavilion Repairs	0	0	0	0	0	0	0	0	2,500	0	0
Overhead Expenditure	0	0	0	0	0	0	0	0	2,500	0	0
Movement to/(from) Gen Reserve	0	0			0		0	0	(2,500)		
Total Budget Income	345,051	342,774	0	0	366,208	0	366,208	318,126	368,535	0	0
Expenditure	345,051	326,250	0	0	366,208	0	366,208	178,416	368,535	0	0
Movement to/(from) Gen Reserve	0	16,523			0		0	139,709		0	



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 SDGP a sum of £10,000 to SDGP for a period not exceeding six months during 2019, with this period not starting before April 1st 2019.

3. Background

SDGP 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 SDGP 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 SDGP 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.

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

ITEM 6.5

Mr Tim Lloyd
Chairman
Steyning Parish Council

6th January 2019

Dear Tim,

Steyning-in- Bloom

I am writing on behalf of the Steyning-in-Bloom team (SIB). We are all aware that they are a very small group of volunteers dedicated to improve the appearance of the town mainly with the use of floral displays and competitions to improve resident's gardens, allotments and business premises. This hopefully leads to a much better social environment, encourages tourism and helps protect our thriving High Street.

It has long been the intention of SIB to make improvements to their floral displays but there are limitations due to the amount of street furniture within the town and most importantly the lack of investment funding. Steyning Horticultural Society (SHS) has made contributions towards the provision and maintenance of floral displays for several years and has voted to provide a further £750 for 2019.

In discussions with SIB over the past few months I have learnt of their plan to improve the entrance to the town on the grass area adjacent to the Catholic Church along Bramber Road with the provision of a new floral display creating something that is more original and provides a stunning and welcoming entrance to the town and not just a plain lamp post type pole. Unfortunately they have been unable to instigate their plan because of the lack of investment money.

I decided to take up their project with the objective to create a design of their wishes, do the necessary research and costings, achieve the financial backing and have the new planter installed and ready for planting by the end of April 2019.

After much work and research we have teamed up with our local Blacksmith who has expressed how much pleasure it would give him to do something for the town and has agreed to make a bespoke and one off ornamental planter at cost. I have provided a basic drawing with this letter describing the new planter. He will also make the necessary part that will be secured in the ground to support the planter. Once made the whole planter has to be sent away for painting and dipping to galvanise and relieve the need for

maintenance. This is the expensive part of production but necessary to avoid an unimpressive rust object!

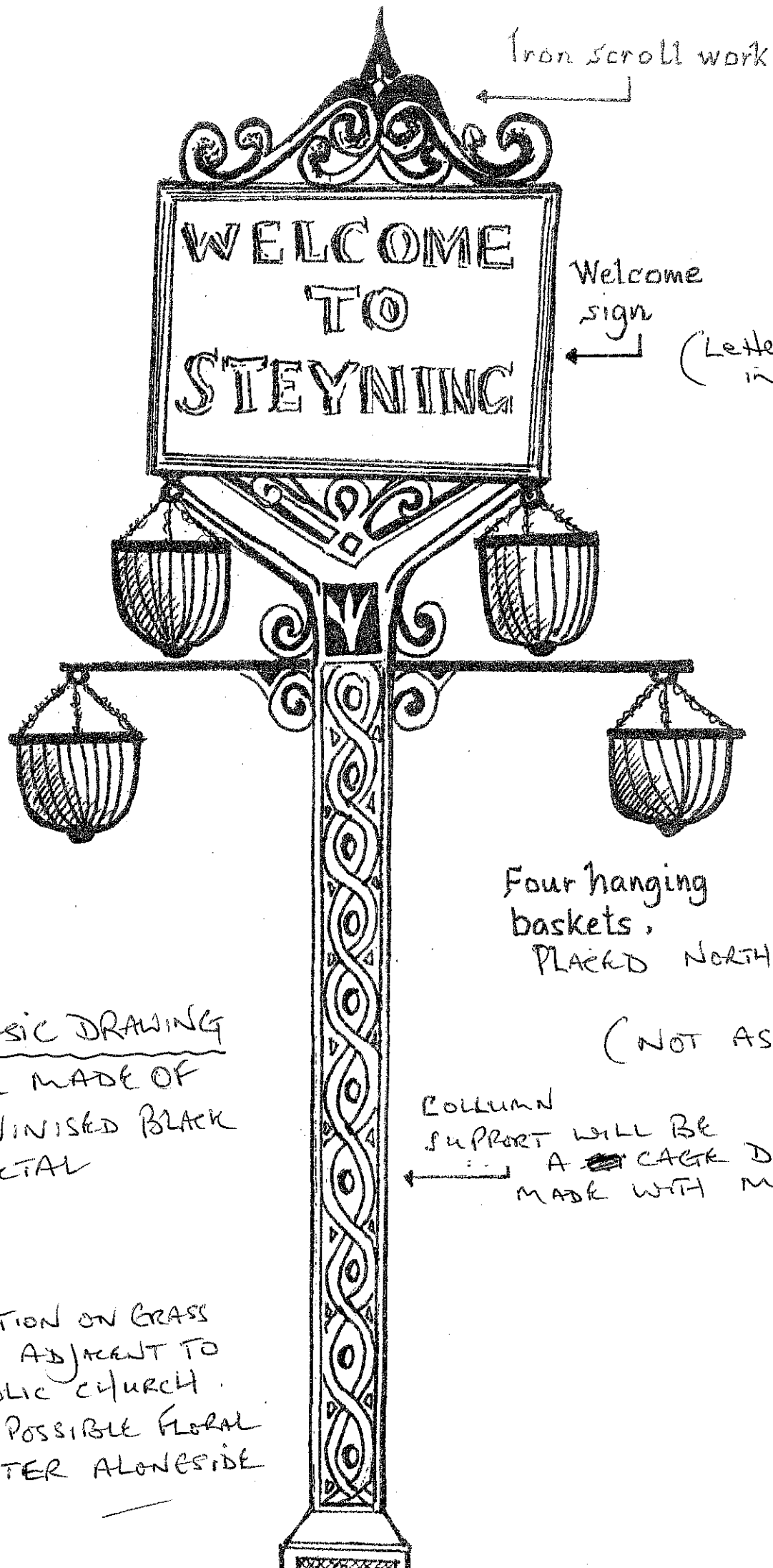
The estimated cost is £4000 plus vat and I can assure you that this is at least £2000 cheaper than other explored manufacturers and designs. By coincidence it was SHS 90th birthday in 2018 and we raised money to celebrate with the intention of providing a lasting flower planter for the town. I am pleased to offer a further £1500 to SIB towards their project and I am sure you will agree the total amount of £2250 in 2019 from a small society can only be viewed as a fantastic donation and significant achievement by our members for the town.

I wish to further state this is a SIB project and I am only acting with their agreement on their behalf. We are now asking for the support of Steyning Parish Council to fund the estimated shortfall of £2500 and any local builder installation cost. Also we would ask the Council to adopt this project especially for payment provision regarding vat.

As soon as the Council adopts this project I will make further funding requests to other organisations but can provide no guarantees of extra money at this stage. To achieve the time scale of installing the planter by April 2019 including getting the necessary permissions we really need a final decision in January 2019 from Steyning Parish Council.

I am sorry to have to present this with such urgency but I am sure you will understand it has not been a simple task to bring this project to this agreed point with all interested parties and secure the funding so far raised.

We do hope Councillors can support the new entrance to Steyning and regard their contribution to this project as a lasting memorial to the 4 year term of this council that finishes in April 2019. I am happy to answer any further questions you may have and will attend the council meeting concerning this application. Also I will still act as the project leader between all interested parties to bring this to a successful conclusion by April 2019.



Iron scroll work

Welcome
sign

(Letters to be
in silver colour)

Four hanging
baskets,

PLACED NORTH | SOUTH | EAST |
WEST

(NOT AS SHOWING)

COLUMN

SUPPORT WILL BE

A CAGE DESIGN.
MADE WITH METAL RODS.

BASIC DRAWING
ALL MADE OF
GRAYNISHED BLACK
METAL

LOCATION ON GRASS
AREA ADJACENT TO
CATHOLIC CHURCH.
WITH POSSIBLE FLORAL
PLANTER ALONGSIDE

ITEM 6.6.

The Queen's Award
for Voluntary Service

Community Minibus Association (West Sussex)



Charity No. 1173818

Steyning Parish Council Clerk

Steyning Centre.

8th January 2019

FOR THE ATTENTION of the FINANCE COMMITTEE

In my recently appointed position as the Steyning Divisional Organiser of the Community Minibus Association (West Sussex) I am writing to ask for financial support to help maintain the running of our minibus service and keep the fees affordable for our passengers.

It is a vital, and greatly valued door to door service, completely run by volunteers. Our client base is predominately elderly who rely on our help to enable them to remain independent and enable them to leave their homes to go shopping and socialise.

I look forward to your reply and hope that you will consider our request. If you have any questions or require further information regarding the Association please feel free to contact me.

Yours sincerely



ITEM 6.7

STEYNING COUNTRY FAIR MONDAY, 27th MAY 2019

7th January 2019

Steyning Parish Council
Steyning Centre, Fletchers Croft
Steyning- BN44 3XZ

Re: Use of Fletchers Croft & the Memorial Playing Field for the Steyning Country Fair.

Dear Committee,

We request the Parish Council for permission to use the Memorial Playing Field during the day as a picnic and possible play area. Also, we request that we are able to use the Recreation ground near the Cricket Club for the use of this year's dog show.

We also hope that you will again sponsor us for the use of the Community Centre facilities as in previous years.

Thanking you in anticipation,

Yours Sincerely



Business Chamber

Date Printed : 07/01/2019

BOOKING CONFIRMATION

Booking	Date	Resource Booked	From	To	Net	VAT	Total
<u>Confirmed</u>							
52253	27/05/19	Coombe Court	09:00	18:00	133.83	26.77	160.60
52254	27/05/19	Main Kitchen	09:00	18:00	46.53	9.31	55.84
52255	27/05/19	Saxon Room	09:00	18:00	101.97	20.39	122.36
TOTAL					282.33	56.47	338.80

Caretaking Requirements

Summer Fair

Give^a grant for £282.33
for the Country Fair.

Dear all,

As the AIRs housing needs surveys, including the additional Bramber one commissioned some way into the SWAB process, were "fundamentally flawed", which meant the December 2014 Household Survey was also flawed, as was much of SWAB's work based on those AIRs surveys and the Household surveys, I think SPC should be discussing seeking refunds from AIRs for the cost of the surveys and for the consultancy fees we paid them.

Please could this be put on the agenda for the next F & GP committee meeting. And please could councillors have a supporting paper prior to the meeting setting out what we paid AIRs and giving options for what action we could take.

It would be helpful if Cllr [REDACTED] could let colleagues know just how the housing needs figures were derived; i.e. what the four "other relevant sources" were and whether this was all advised on by AIRs. We already know from one of the other councils that HDC criticised the advice from AIRs that the steering committee should meet privately.

[REDACTED] dismissed [REDACTED] having said that the AIRs Housing Needs surveys were "fundamentally flawed" as "not really news at all". Maybe not news to him but certainly news to me and most councillors and to the public who paid for the reports and advice. Because it is news to us we have not up until now had a chance to discuss recovering fees from AIRs.

[REDACTED]

[REDACTED] statement does make the claims of Cllrs [REDACTED] that HDC had not criticised SWAB's evidence and approach incorrect.

The whole of Section 2 of the December 2014/January 2015 Household Survey which was also a fundamental part of SWAB's evidence base was made valueless on the housing related questions because it was based on the incorrect preamble that the overall need, not just the affordable housing need, was 69.

"Section 2: Housing

The parishes of Steyning, Wiston and Ashurst have in recent years conducted their own Housing Needs Surveys, which clarify their respective priority housing needs and scale. The prime needs identified are for small affordable & shared-ownership homes for local people, and small open-market homes for other locals and some older residents wishing to downsize in the area. The scale of that housing need was reported as 69 new homes in Steyning, 8 in Wiston, 6 in Ashurst, Bramber – tba....."

This figure of 69 for the overall need was way out, not only because each affordable house needs something like 3 or 4 open market homes to fund it (depending on the size of the site) so producing a true figure of around 250, but because AIRs took no account of the approximately 30% response rate to its survey. The overall housing need figure of 250 should have been multiplied by about 3 to around 750 to take account of the response rate.

Deciding what numbers the Neighbourhood Plan would then deliver is not the same as assessing the need which was the purpose of the deeply flawed AIRs exercise. I certainly think SPC should seek a refund.

John, kindly confirm that discussing seeking refunds from AIRs for the cost of surveys and consultancy fees paid to them is on the next F & GP agenda. Many thanks.

Regards,

Cllr

From: [REDACTED]
Sent: 19 December 2018 01:26
To: [REDACTED]
Subject:

Thanks [REDACTED] ; good to hear the full context.

So not really news at all; SWAB were aware early on that the AIRs surveys only focused on local affordable housing needs, which is why we took that together with four other sources of relevant data to derive our housing target ranges of 120 - 180 dwellings for the SWAB area. Ultimately this was of course superseded once HDC mandated their own processes for all NPs in the District in 2017, using the AECOM processes for housing numbers instead. That too may indeed change.

Regards,

[REDACTED]

John Fullbrook

From:
Sent: 07 January 2019 16:25
To: Steyning Parish Council - Clerk
Subject: GC Plaque

Follow Up Flag: Follow up
Flag Status: Flagged

Dear John,

I have been trying to create the words for the proposed plaque and my first shot at it is detailed below.
I am pleased to report that very generously, given their tiny precept, Ashurst PC have pleaded £50 towards the memorial.
I will be taking some photos of the potential locations on Thursday this week, and will forward these on to you to circulate to councillors.

In remembrance of

Cllr George Cockman MBE 1939 - 2016

Who served as a district councillor of this community for twenty years and whose major contribution towards securing this Leisure Centre is recognised with gratitude.

The people of Steyning and Ashurst.

ITEM 6.9.



BEL
The Sign Centre
Blatchford Road
Horsham
West Sussex
RH13 5QR

Ref: 11235
Date: 18-12-2018

Email: info@belsigns.com
Web: www.belsigns.com

QUOTATION

Dear Sue,

Re: Plaque

1 x A3 size brushed stainless steel plaque, etched and filled one colour, black, drilled 4no holes. Customer collection.
£193.00

1 x Oak or mahogany backing board to suit A3 size plaque. Customer collection.
£46.00

1 x Courier to UK mainland postcode, if required.
£8.00

Prices shown exclude VAT which will be added at the prevailing rate upon invoice.

I hope you find this quotation acceptable and look forward to hearing from you soon.

Payment terms: All non-account holders payment strictly on completion or delivery / collection. Account holder payment strictly 30 days from invoice.

Order cancellations:

Once a verbal or written order to proceed has been placed. If for any reason an order or project is cancelled BEL reserve the right to charge in full for any design time or special order materials previously booked to this project.

Yours sincerely,

£197 + VAT REQUIRED

Subject:

FW: New PCs

Item 6.11

New PC's for the Steyning Offices

{ IT Equipment Budget available - £1400 }

Option 1.

- Lenovo ThinkCentre M710s Desktop PC – Intel i5, 4GB RAM, Win10 Pro, 3yr On-Site Warranty, 250GB Solid State Hard Disk - £480.00 +VAT
- 24" Acer Height Adjustable Monitor - £105 +VAT
- Labour - Setup and configuring of 3x new PCs, attempting upgrade of 'server' PC to Win10 pro and enabling BitLocker - £400.00+vat
- Total for 3x new PC, 3x new monitor and changes as above: £2155.00 +vat

Option 2.

- Lenovo M720s SFF Desktop PC – Intel i5, 8GB RAM, Win10 Pro, 3yr On-Site Warranty, 256GB Solid State Hard Disk - £540.00 +VAT
- 24" Acer Height Adjustable Monitor - £135 +VAT
- Labour - Setup and configuring of 3x new PCs - £450.00+vat
- Total for 3x new PC, 3x new monitor and changes as above: £2325.00 +vat

Option 3.

Dell PC which is £721+vat. (The one suggested above (preferred choice – option 1 works out at £675 each).