

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Committee Report

Finance & General Purposes Ctt101 Administration

1000 Donations Received	3,313	2,000	(1,313)	3,000					
1004 Reimbursed Charges & donations	0	136	136	200					110.4%
1076 Precept Received	248,489	248,489	0	248,489					0.0%
1077 CTB Grant	0	390	390	780					100.0%
1090 Bank Interest Received	117	80	(37)	125					0.0%
	251,920	251,095	(825)	252,594					93.9%

Administration :- Income

4000 Salaries	79,166	81,032	1,866	121,545	42,379				99.7%
4002 Printing, stationery, postage	1,178	2,000	822	3,000	1,822				65.1%
4003 Staff Ill Health Insurance	1,279	750	(529)	750	(529)				39.3%
4004 Telephones and Alarm	1,415	2,664	1,249	4,000	2,585				170.5%
4005 Insurance	5,848	8,300	2,452	8,300	2,452				35.4%
4006 Salaries Outsourcing	278	1,032	754	1,548	1,270				70.5%
4007 Data Protection	1,745	2,100	355	3,000	1,255				17.9%
4010 Audit Fees	(1,344)	1,420	2,764	1,420	2,764				58.2%
4016 Legal Fees/Elections	111	3,200	3,089	4,800	4,689				(94.6%)
4021 General Grants	600	1,336	736	2,000	1,400				2.3%
4025 CCTV Maintenance	83	2,832	2,749	4,250	4,167				30.0%
4030 Steyning in Bloom	3,734	4,250	517	4,250	517				2.0%
4032 Royal British Legion	0	190	190	400	400				87.8%
4033 Christmas Lights Grant	1,500	0	(1,500)	1,500	0				0.0%
									100.0%

Detailed Income & Expenditure by Phased Budget Heading 05/12/2018

Month No: 8

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	232	(2)	350		116	66.9%
4045 Misc & Petty Cash	704	332	(372)	350		(354)	201.1%
4047 Training	1,033	664	(369)	1,000		(33)	103.3%
4060 Chairman's Function	16	0	(16)	750		734	2.1%
4061 Councillors' Allowances	0	64	64	100		100	0.0%
4063 Legionnaires	1,067	664	(403)	1,000		(67)	106.7%
4070 Software Packages	1,154	1,500	346	1,500		346	76.9%
4071 ICT Equipment	0	936	936	1,400		1,400	0.0%
4072 Website Development	93	496	403	750		657	12.3%
4073 Neighbourhood Plan Exp	166	10,400	10,234	16,400		16,234	1.0%
4075 Isolation and Loneliness	0	664	664	1,000		1,000	0.0%
	101,846	128,802	26,956	187,107	0	85,261	54.4%
Administration :- Indirect Expenditure							
Movement to/(from) Gen Reserve	150,074						
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%
Finance & Community Appendix :- Indirect Expenditure							
Movement to/(from) Gen Reserve	0						

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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	12,092	16,529	4,437	24,540		12,448	49.3%
	<u>12,092</u>	<u>16,529</u>	<u>4,437</u>	<u>24,540</u>	<u>0</u>	<u>12,448</u>	<u>49.3%</u>
Youth Provision :- Indirect Expenditure	<u>(12,092)</u>						
Movement to/(from) Gen Reserve							
Finance & General Purposes Ctt :- Income	251,920	251,095	(825)	252,594			99.7%
Expenditure	113,938	145,331	31,393	268,147	0	154,209	42.5%
Movement to/(from) Gen Reserve	<u>137,982</u>						

Date: 04/12/2018

Steyping Parish Council

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Time: 13:21

Bank Reconciliation up to 09/12/2018 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
16/04/2018	310542	10.79			10.79	☐	George Ross
10/09/2018	10667	90.00			90.00	☐	Flash trash recycling
24/10/2018	310715	325.50		325.50		R ☒	Wicksteed
24/10/2018	310716	173.26		173.26		R ☒	Overline
29/10/2018	310717	116.00		116.00		R ☒	Post Office
29/10/2018	310718	70.00		70.00		R ☒	Colwell
29/10/2018	310719	651.61		651.61		R ☒	Came and company - Insurance extra month cover.
29/10/2018	310720	5,196.76		5,196.76		R ☒	Came and Co - Annual Insurance Cover.
29/10/2018	310721	7,167.14		7,167.14		R ☒	Horsham matters - Youth Provision.
29/10/2018	310722	76.12		76.12		R ☒	George Rose
29/10/2018	310723	324.12		324.12		R ☒	Ferring Nurseries
01/11/2018	DD	936.00		936.00		R ☒	HDC - Rates
11/2018	310693	448.36		448.36		R ☒	SCS
05/11/2018	310724	1,638.65		1,638.65		R ☒	HMRC - PAYE
05/11/2018	310725	1,807.48			1,807.48	☐	west Sussex CC
05/11/2018	310726	345.60		345.60		R ☒	Horsham District Council
05/11/2018	310727	45.87		45.87		R ☒	Bunces
05/11/2018	310728	12.98		12.98		R ☒	groupon
05/11/2018	310729	2,153.57		2,153.57		R ☒	D Flynn
05/11/2018	310730	2,153.57		2,153.57		R ☒	D Flynn } - 2 months cleaning & bins
05/11/2018	310731	26.70		26.70		R ☒	Tim Lloyd
05/11/2018	VIS	37.84		37.84		R ☒	Intel
05/11/2018	DR	1.04		1.04		R ☒	Transaction fee
07/11/2018	310732	55.16		55.16		R ☒	H Roxby
07/11/2018	310733	415.10		415.10		R ☒	SCS
07/11/2018	18/214		80.50	80.50		R ☒	Receipt(s) Banked
07/11/2018	18/215		784.50	784.50		R ☒	Receipt(s) Banked
07/11/2018	CR		36.00	36.00		R ☒	Receipt(s) Banked
11/2018	CR		50.40	50.40		R ☒	Receipt(s) Banked
07/11/2018	CR		20.00	20.00		R ☒	Receipt(s) Banked
07/11/2018	CR		57.00	57.00		R ☒	Receipt(s) Banked
07/11/2018	BP		51.59	51.59		R ☒	Receipt(s) Banked
07/11/2018	BP		199.51	199.51		R ☒	Receipt(s) Banked
10/11/2018	VIS	101.52		101.52		R ☒	Microsoft
10/11/2018	DR	43.17		43.17		R ☒	HSBC
10/11/2018	19.16	19.16		19.16		R ☒	Amazon
12/11/2018	310734	140.22		140.22		R ☒	PiP Services
12/11/2018	310735	160.00		160.00		R ☒	TSS
12/11/2018	310736	297.50		297.50		R ☒	Clare Austin
12/11/2018	310737	171.50		171.50		R ☒	Overline
12/11/2018	310738	828.00		828.00		R ☒	South Coast electrical - P.A. Testing
12/11/2018	CR		18.00	18.00		R ☒	Receipt(s) Banked
12/11/2018	CR		34.39	34.39		R ☒	Receipt(s) Banked
12/11/2018	18/216		527.90	527.90		R ☒	Receipt(s) Banked
12/11/2018	18/217		268.74	268.74		R ☒	Receipt(s) Banked
12/11/2018	18/218		500.00	500.00		R ☒	Receipt(s) Banked
12/11/2018	18/219		120.00	120.00		R ☒	Receipt(s) Banked

Bank Reconciliation up to 09/12/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
14/11/2018	CR		10.00	10.00		R ☒	Receipt(s) Banked	
14/11/2018	CR		72.00	72.00		R ☒	Receipt(s) Banked	
15/11/2018	310705	90.00		90.00		R ☒	FTR	
15/11/2018	310708	250.00		250.00		R ☒	Steyping festival	
15/11/2018	310709	1,500.00		1,500.00		R ☒	Steyping chamber	- Xmas Light Grant
15/11/2018	310739	15.26		15.26		R ☒	PiP Services	
15/11/2018	CR		166.56	166.56		R ☒	Receipt(s) Banked	
15/11/2018	CR		274.03	274.03		R ☒	Receipt(s) Banked	
15/11/2018	Cr		70.06	70.06		R ☒	Receipt(s) Banked	
15/11/2018	CR		96.00	96.00		R ☒	Receipt(s) Banked	
17/11/2018	310712	460.84		460.84		R ☒	KCS	
20/11/2018	VIS	17.16		17.16		R ☒	Sebo	
20/11/2018	BP	6,935.97		6,935.97		R ☒	Salaries	- Various
20/11/2018	VIS	0.30		0.30		R ☒	sebo	
20/11/2018	TRS		20,000.00	20,000.00		R ☒	Receipt(s) Banked	- Transfer from M. Market Account.
20/11/2018	CR		79.25	79.25		R ☒	Receipt(s) Banked	
20/11/2018	CR		9,000.00	9,000.00		R ☒	Receipt(s) Banked	- Groundworks N.P. Funds received
20/11/2018	CR		171.36	171.36		R ☒	Receipt(s) Banked	
20/11/2018	CR		127.97	127.97		R ☒	Receipt(s) Banked	
22/11/2018	18/220		50.40	50.40		R ☒	Receipt(s) Banked	
22/11/2018	18/221		100.00	100.00		R ☒	Receipt(s) Banked	
22/11/2018	18/222		982.32	982.32		R ☒	Receipt(s) Banked	- Various Room Hire
22/11/2018	18/223		1,970.52		1,970.52	☐	Receipt(s) Banked	- Various Room Hire
22/11/2018	18/224		95.00	95.00		R ☒	Receipt(s) Banked	
26/11/2018	310740	121.39			121.39	☐	Edmundson electricals	
26/11/2018	310741	36.00			36.00	☐	SK Services	
26/11/2018	310742	220.00			220.00	☐	SLCC	
26/11/2018	CR		146.95	146.95		R ☒	Receipt(s) Banked	
26/11/2018	CR		3,603.68	3,603.68		R ☒	Receipt(s) Banked	- V.A.T. reimburse
09/12/2018	CR		628.85	628.85		R ☒	Receipt(s) Banked	- Room Hire
09/12/2018	18/213		515.30	515.30		R ☒	Receipt(s) Banked	- Room Hire
		<u>36,906.61</u>	<u>40,908.78</u>					

Receipt

Steyning Community Orchard

Invoice reference:

Invoice date / tax point: 08 November 2018

Customer Reference:

Policy Number:

Office: Web

Description of Insurance	Amount
Charity Combined Web From: 01 December 2018 To: 30 November 2019	£150.00
Sub Total	£150.00
*Insurance Premium Tax	£18.00
Total Amount Paid	£168.00

*Insurance Premium Tax as levied by H.M. Government

Method of Payment: Debit/Credit Card

Zurich Insurance PLC

A public limited company incorporated in Ireland. Registration No. 13460. Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance PLC is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial Services Register via their website www.fca.org.uk or by contacting them on 0800 111 6768. Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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To Whom It May Concern

Our Reference: P/ 01/ 57629530

Name of Insured: Steyning Community Orchard

This is to confirm that Steyning Community Orchard have in force with this Company until the policy expiry on 30th November 2019 insurance incorporating the following essential features:

Policy Number: P/ 01/ 57629530 / XAO:27T0010013

Renewal Date: 1st December 2019

Limits of Indemnity:	Public Liability:	£5,000,000 any one event
	Products Liability:	£5,000,000 for all claims in the aggregate during and one period of insurance
	Pollution Liability:	As per Products Liability

Excess:	Public Liability:	Nil any one claim
	Products Liability:	Nil any one claim
	Pollution Liability:	Nil any one claim

Indemnity to Principals

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy

The policy documents should be referred to for details of full cover.

Yours sincerely

Zurich Insurance

Zurich Insurance plc
A public limited company
incorporated in Ireland.
Registration No. 13460.
Registered Office:
Zurich House
Ballsbridge Park,
Dublin 4, Ireland.
UK Branch registered in
England and Wales
Registration No. BR7985.
UK Branch Head Office:
The Zurich Centre,
3000 Parkway,
Whiteley, Fareham,
Hampshire PO15 7JZ.

Zurich Insurance plc
is authorised by the Central
Bank of Ireland and subject
to limited regulation by the
Financial Conduct Authority.
Details about the extent of our
regulation by the Financial
Conduct Authority are available
from us on request.
These details can be checked
on the FCA's Financial Services
Register via their website
www.fca.org.uk or by contacting
them on 0800 111 6768.
Our FCA Firm Reference
Number is 203093.

Communications may be
monitored or recorded
to improve our service
and for security and
regulatory purposes.

John Fullbrook
Parish Clerk
Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
BN44 3XZ

20th November 2018

Dear John,

What a year it has been so far! Our 60th Diamond Anniversary is in full swing and we have recently been awarded the Information and Advice Quality Assured mark, which we could not have achieved without support from local partners.

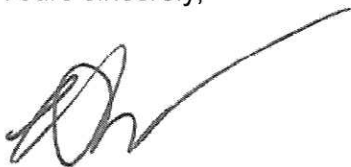
Without funding and donations from individuals and organisations, we would not be able to carry out the essential work we do to support vulnerable older people in our local communities. As the ageing population continues to increase and many systems and services are pushed to their limits, we must be able to offer support to those who may be living in poverty, isolation and loneliness and who, without us, might not be empowered to live well in later life.

Loneliness continues to be one of the major issues affecting the health and well-being of older people and we are working hard to tackle this. During the financial year 2017/18 we provided home visits for 159 chronically lonely older people across Horsham District through our free to use Home Visiting Service. We need to ensure we can continue to be there to support everyone who needs us.

Please find enclosed an application for funding. I would be delighted to meet with the Council to give you more detail about the work we do at Age UK Horsham District and I would also be pleased to welcome you to Lavinia House to see us in action!

I look forward to hearing from you and very much hope you can support our vital work to help our local community make the most of later life.

Yours sincerely,



Funding Application

To: Steyning Parish Council
From: Age UK Horsham District
Project: Home Visiting Service
Date: November 2018

During the financial year 2017/18, Age UK Horsham District was able to support 159 local older people who were experiencing chronic loneliness. The majority of these people were over the age of 75 years old. This service is delivered by our Home Visiting Coordinator who recruits volunteers and provides support and assistance to enable them to visit those most in need, so they can offer companionship and support.

In 2017/18, our volunteer visitors helped to deliver this service by providing a total of 2,228 hours of support to lonely older people in Horsham District. We currently have 36 volunteers delivering this service to 37 lonely older people. We have a further 25 people on the waiting list for a home visitor. Now more than ever we need to recruit more volunteers to provide this service and reduce loneliness and isolation in our local communities.

We would like to ask **Steyning Parish Council** to enable us to continue supporting lonely local people who need help to live well in later life by funding our **Home Visiting Service** to deliver this vital service in 2019/20 with a donation of **£100**.

Who we are:

Age UK Horsham District is a local, independent, registered charity (1085988). We are affiliated *only* as a brand partner with the national charity Age UK. Our mission is to identify and provide services and support for older people at greatest risk of income deprivation, loneliness and social isolation within the Horsham District.

Our vision is that Horsham District is a place where everyone has the opportunity to enjoy a good quality of life in their older years and we aim to reach the most vulnerable people to improve health, well-being, choice, control and independence.

What we do:

Age UK Horsham District provides crucial companionship, advice and support to people over the age of 50 living in Horsham District. Our essential services include:

- Home Visiting – a free service for those most lonely, isolated and vulnerable. A volunteer is carefully matched to provide friendly companionship and support, offering a lifeline to the outside world
- Information & Advice – a free service providing confidential advice, assistance and support to those over 50 needing help with a range of issues, including finances, social care and practical support
- Help at Home – signposting to reliable sources of help and support in the home, to enable the individual to remain independent and in their own home for longer
- Home from Hospital – a free service for older people with no one to help them when they return home from a hospital stay

- Increase independence to enable individuals to remain in their own homes for longer
- Increase confidence by overcoming barriers faced from living alone
- Improve sense of belonging and feeling safe

By connecting older people to support services, many are able to become more mobile and independent, renewing their social life and reducing loneliness and isolation. This in turn helps to tackle depression and frustration, improving mental health and general well-being, and alleviating pressures on medical services.³

According to a recent report by Age UK (national) the current health and care system situation is critical, having failed to expand or change fast enough to support our ageing population. The rate of avoidable emergency hospital admissions has more than doubled for older people over the last 13 years and continues to present an ongoing problem. The support on offer to older people at home, to enable them to remain independent and improve their well-being, needs to be addressed⁴ and at local level, our Home Visiting Volunteers are on the frontline, providing help and support to do just that.

Based on our Home Visiting Service Budget for 2018/19, we need to raise over £17,000 (£17,708) to keep this service running in 2019/20.

A donation of £100 could enable us to provide a home visitor to offer companionship and support for one local, lonely older person between April – June 2019.

We are applying to Trusts, Foundations, Grant making bodies and local councils for funding including Horsham District Council and West Sussex County Council who both funded this service in 2018/19 with £10,000 and £1,568 respectively. Outstanding costs will be supported by fundraising initiatives, including sustainable income streams developed by the Fundraising Team.

¹ *Preparing for an Ageing Population 2011-2016 (Horsham District Council)*

² *Loneliness Strategy (UK Government, October 2018)*

³ *Impact of Debt Advice – Advice Agency client study, K Williams and A.Sansom, Ministry of Justice Research Series no. 6/07, August 2007*

⁴ *The Failing Safety Net Report – Age UK, September 2018*


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Registered Auditors

& Chartered Tax Advisors

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Our Ref: MARK/STE005

Mr J Fullbrook
 Steyning Parish Council
 The Steyning Centre
 Fletchers Croft
 Steyning
 West Sussex
 BN44 3XZ

3rd December 2018

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31st March 2019

Following completion of our interim internal audit on the 3rd December 2018 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the flowing areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Steyning Parish Council are well established, and followed. The clerk is very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank John & his team for their assistance and whilst my report contains recommendations to change these are not indicative of any failings, but rather are pointers to improving upon an already well ordered system.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used weekly to report on and record the financial transactions of that of the Council. There are three users with their own individual logons.

1. Clerk – financial oversight, journals, monthly reconciliations, reporting to council, purchase ledger
2. Deputy Clerk - Bookings
3. Administration Assistant – bookings and allotments

In the event of incapacity, the user names and passwords are securely stored in the clerk office. Access to the PC's is password restricted and these are changed.

To coincide with the scheduled committee meeting various reports are printed and filed in hard copy, these include but are not limited to; Income and expenditure against budget, cashbooks, bank reconciliations and other reports as fit. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read and logically filed. My audit testing showed that supporting documentation could be easily located from records. I make no recommendation to change in this system.

I tested opening balances as at 1.4.18 and confirmed they could be agreed back to the audited accounts for 2017-18.

The Council is VAT registered and the last VAT return was for the quarter ended 30th September 2018. The refund has been received. This indicates the council is up to date with its postings to the financial reporting package.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Interim Audit

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

At the date of the interim audit the External Auditors Report has not been signed off, nor has the notice of conclusion of audit been issued. I have contacted the external auditor on behalf of the council and have been informed that due to the volume of queries raised by a member of the public and a councillor the assurance review has been passed to a senior partner as a special task case. The clerk is not aware of the questions that have been raised with the external auditor. **I have suggested he may want to contact them in case further information is required to support the 2017/18 AGAR.**

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests, in line with regulations. **The councillors will need to sign acceptance to receive information by electronic means.** I have provided some sample wording below for council consideration.

"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

Confirm that the Council is compliant with the relevant transparency code

I note that the Council is required by law to follow the 2015 Transparency Code, a review of the web site has shown that this is being followed.

Confirm that the Council is compliant with the GDPR.

The council is aware of the GDPR. It was noted the Council is introducing common email addresses internally which is recommended because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a published privacy notice and reports are issued via share point rather than as attachment.

Confirm that the Council meets regularly throughout the year

The council has the following committees:

- Full Council; meets monthly
- Finance & General Purposes; meets monthly
- Planning; meets monthly
- Amenities; meets monthly
- Premises; meets monthly

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks only the full Council has spending powers.

Check that agendas for meetings are published giving 3 clear days' notice.

The RFO was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Check the draft minutes of the last meeting(s) are on the council's website

Draft and final minutes are uploaded to the council website. The website copy agreed to the signed set retained in the clerk's office. **The signed set does state draft – I recommend in future a clean set taken to the meeting for signing.**

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model and were readopted in June 2018 as evidenced in the minutes.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model and were readopted in May 2018 as evidenced in the minutes. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts and this is minuted in accordance with regulations. **I remind council that the face of the statement must also be signed as well as the reconciliation report,**

The de-minimis limit recorded in the Financial Regulations Para 11.1.h for the competitive purchase of items and services is as listed below.

- £60,000 + Tender Process
- £3,000 - £60,000 3 quotations are required.
- £100 - £3,000 – strive to get 3 estimates – suggest change to align with para 4.1 at £500
- 0 - £100 – power to spend – suggest change to align with para 4.1 at £500

I recommend the financial thresholds as indicated above are aligned for consistency.

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained. It is noted that the thresholds for authority to spend are as follows:

- Over £5,000 – prior approval by full council
- £500 - £5,000 - prior approval by delegated committee
- £0 to £500 – discussion with chair of committee or finance

I would recommend at next review council consider these thresholds to allow space for Clerk to order goods and services before speaking to chairman.

- Over £5,000 – prior approval by full council
- £1,000 - £5,000 - prior approval by delegated committee
- £500 – £1,000 - discussion with chair of committee or finance
- £0 to £500 – Authority to spend within budget heading

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit, debit card. Cheques must be signed by two individuals.

I discussed the purchasing system with the Clerk vis-à-vis financial regulations 4, 5 & 6 and ascertained that the regulations are being followed at a local level as described below:

1. Regular and recurring expenditure (rent, rates, wages, light & heat, contractual spend etc.) is known and authorised in advance (budget setting or tender process). These are, in the main, paid via direct debit, standing order or on-line banking.
2. An ad hoc expenditure requirement is identified and noted to the clerk/RFO – this can be from a number of sources and depending on the financial amount will be discussed in advance with council, committee or chair. If required, this is approved in advance by council committee before the expenditure incurred. My audit testing showed via the minutes that there is where appropriate discussion of expenditure before the orders are placed.
3. The order is made via the office – councillors are not allowed or permitted to place amend or vary orders.
4. The supplier invoice, when received, is reviewed by the clerk this is then batched ready for payment by the deputy clerk.
5. Cheques pre written and Councillors are then invited to attend to the office to sign off the cheques and the supplier invoices.
6. Monthly the approved paid supplier invoices are posted to the financial reporting package.
7. Payments list produced from financial reporting package and taken to council for approval and noting in the minutes.

Financial regulation 7 deals with approval and authorisation of salaries, the minutes and files show evidence of authorisation of changes and of wages generally.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £7.86 per elector.

The council has no S.137 expenditure.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks, this was taken to council in January 2017, this will be reviewed again in the March 2018 meeting.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate.

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

Interim Audit

I confirmed that the 2019-20 budget and precept setting process was underway at the time of our interim audit, with all precepting authority deadlines achievable. A review of the minutes shows discussion and agreement of the same.

As at 31st October total reportable income was £302,095 (Annual Budget £366,208), and expenditure £148,370 (annual budget £376,108). The council is on budget. The clerk was able to demonstrate monthly reporting to committee and council.

At the end of October, the council had combined bank balances of £340k of which £80k is in a separate deposit account. The earmarked reserves of the council are £140k. The general reserve is £208k. The council has plans in place for a playground project to utilise the general reserve balances for the benefit of the community.

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME (INTERIM & FINAL AUDIT)

Interim Audit

The council has various streams of income:

- Precept
- Rentals – rooms.
- Grants

- Allotments (Circa £4k)
- Interest

Both tranches of precept have been received. The council last reviewed its room rental and allotment charges in July 2018. Audit testing showed that fees charged per the sales ledger agree to the annual charges sheet or lease documentation as appropriate.

There is no evidence of netting off, nor were there significant numbers of journal corrections.

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. PETTY CASH (INTERIM AUDIT)

The council has a float of £30 in petty cash, this was tested at the interim audit date, there were no errors. The petty cash float is used for small value expenditure transactions. The Clerk is the designated, approved float holder. Approved petty cash requisitions and VAT receipts are required for all petty cash expenditure and is authorised by the Clerk. The cash float is kept in a locked tin in the parish office, within an alarmed building. The Clerk and the Admin Officer are the only key holders for the safe.

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

G. PAYROLL (INTERIM & FINAL AUDIT)

Interim Audit

The council uses an external firm to calculate the tax and national insurance. The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

Employees are paid with reference with NJC scales for consistency purposes. I tested the tax deduction for a full time employee – there were no errors.

Monthly PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for October 2018 was paid on time.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Casual labour payments are correctly recorded via the payroll. Councillors were paid allowances in June via the payroll.

I am of the opinion that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Interim Audit

The Council has a fixed asset register in place. Assets are correctly stated at historic or proxy cost. The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

At the time of the audit the register is being substantially updated.

The Council does not hold any long term investments i.e. over 1 year. Any addition to the asset register is normally with a cost value greater than £1,000.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK & CASH (INTERIM & FINAL AUDIT)

The Council has three bank accounts held with HSBC. I re-performed the November bank reconciliation for the current account. I found no error in the reconciliation.

I am of the opinion that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

TBC at Year End

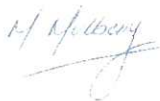
K. TRUSTEESHIP (INTERIM AUDIT)

No trusts.

Should you have any queries please do not hesitate to contact me, attention.

Kind regards

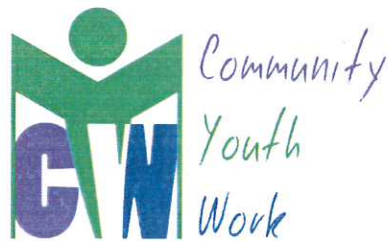
Yours sincerely



Mark Mulberry

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Governance	I have suggested he may want to contact them in case further information is required to support the 2017/18 AGAR.	
Governance	The councillors will need to sign acceptance to receive information by electronic means	
Minutes	The signed set does state draft – I recommend in future a clean set taken to the meeting for signing.	
Bank reconciliation	I remind council that the face of the bank statement must also be signed.	
Financial Regulations	Para 11: I recommend the financial thresholds as indicated above are aligned with para 4 for consistency.	
Financial Regulations	Para 4 I would recommend at next review council consider these thresholds to allow space for Clerk to order goods and services before speaking to chairman. • Over £5,000 – prior approval by full council • £1,000 - £5,000 - prior approval by delegated committee • £500 – £1,000 - discussion with chair of committee or finance • £0 to £500 – Authority to spend within budget heading	



Community Youth Work Quarterly Report Form

<i>Youth Worker(s)</i>	Allan Taylor, Maria Colenso, Ellie Robson, Maria Raccagni
<i>Area</i>	Steyning, Upper Beeding, Bramber.
<i>Date</i>	Sept 2018 – Nov 2018
<i>Hub Fun Upper Beeding Youth Club school years 6 to 8 - Monday 6.00 to 8.30pm</i>	
Hub Fun welcomes a new cohort of year 6s, great energy and enthusiasm for youth club activities and staff. This brought our club numbers to 15-20 young people per session. A weekly plan of activities for this group is advertised via social media, for example Karaoke, decorate fairy cakes and Nintendo Switch game console. We have created a nice community feel at the end of the session when parents/carers arrive to collect their young people. We delivered our A5 posters to junior school. We have been working with the Family Support team to try and get the best support for one of our young members over the past two months.	
<i>Cuthman Juniors Youth Club school years 7 to 9 - Tuesday 5:00 to 6:45pm</i>	
The Juniors group has seen an intake of a few new members this term with an increase in numbers to 18 registered young people, getting 10 to 15 members per session. We have seen a varied programme including the ever popular DJ workshop, learnt new craft skills in a pyrography evening, had lots of fun on an evening of messy games and recently looked at friendships and bullying, opening up conversations about self-esteem, materialism, mental health and many more topics.	
<i>Cuthman Seniors Youth Club school years 10 to 13 - Tuesday 7:00 to 9:00pm</i>	
Our seniors group continues with a core group of 8 to 10 young people who have been attending the centre, in some case, for many years. This has shown that through the development of relationships in earlier years, these young people feel	

that that still have a space to be themselves and continue to receive the support that this group, who have a wide range of needs, require. The main outcome for this group is that the relationship that everyone has with each other allows for a suitable atmosphere to sit together over a cup of tea or hot chocolate discussing any problems they may have, ranging from relationship problems and sexual health to exam stress and education. We still of course provide a full programme of activities and this included a movie night which despite technical difficulties went down well and also a discussion evening based around moral dilemmas and how they would deal with these situations.

Cuthman Youth Club school years 7 to 12 - Thursday 7:00 to 9:00pm

The Thursday group has seen some changes in the number of young people attending in the past months. We had previously seen a big rise in numbers for this group around Easter time getting a regular 30 to 40 young people. With this group being predominantly in year 11 many of them are now taking their GCSE's. Some of them came to explain that they would have to stay away from youth club for a while in order to revise. We are still getting an average of 15 young people per session and this smaller group seems to have built a real closeness where they feel comfortable to be themselves, dancing, singing and talking openly about issues important to them. The highlight of last term was the karaoke session where we had a band of 10 young people all singing and dancing to ABBA's Dancing Queen.

Stand Together - The Towers Convent School years 9+ - Monday Lunchtime Wellbeing Club

The Towers School run several lunch time clubs and with the 'stand together' students now all in year 10 and 11 some have decided to attend other clubs focusing on their GCSE's. We have continued to run with 3 to 6 members looking at topics such as self-confidence in friend and family groups and recently looked at careers and the future. We have also been requested to return to deliver our drugs awareness workshop after it's success last year. We will be taking a break from now until January in order to plan and develop the programme in order to increase numbers for the new year.

SDS and Steyning Christmas Late Night Shopping

Allan continues his involvement with the Steyning Downland Scheme and recently aided the volunteer team at the 'Big Picnic' event. It has been really beneficial for Community Youth Work to be seen at these events, supporting the community and raising awareness of the services we offer. SDS is also holding a planning day, which

Allan will be attending.

We will again be holding a stall at this year's Steyning Late Night Shopping event on Wednesday 5th December. With the assistance of two SDS volunteers we will be making lots of Christmas craft during our youth club sessions to sell and raise money for SDS and the youth clubs.

Anti-bullying /ASBAG/ Networking

Allan attended the recent IPEH meeting with West Sussex County Council, which is a board of professional discuss and assist in working with the most vulnerable young people in the district. We attend this meeting regularly and as a result have supported three young people in the area through referrals or one to one work and also aided other teams such as children and families services identify the right provision for individual young people and their families.

Both Dan Fairchild, the youth projects manager, and Emma Elnaugh, the Horsham Matters general manger, continue to attend the anti social behavior district meeting and the other regional meetings to ensure we remain a presence and keep our voice heard across the Horsham District.

Mentoring

We have had a request from two young people who attend our youth clubs to carry out some mentoring with them. Maria Colenso is currently looking into arranging the best time and location for this to take place and plan to get this started for January 2019. Allan continues to work Steyning Grammar School offering them mentoring opportunities for their students and whilst there has been no referrals this term we are expecting some in the new year.

Trips and Residentials

A trip to Fright Night Thorpe Park during half term was a great success, taking 8 young people from Steyning area and 6 from Horsham area. They all had a great time, getting back very late even got an individual drop off to their homes. The water ride was a big hit even at 5 degrees!! Since then the two groups have continued to stay in touch and some of them have arranged to meet up socially in the coming months.

Staffing

After the departure of Bilge Kinas-Clarke as the assistant youth worker on the youth club session we have been advertising for her replacement. We are yet to have found the right candidate for this post, however this has meant Horsham Matters

has stepped in with youth workers from other areas kindly covering to ensure we meeting staffing ratios. We therefore wanted to say a big thank you to our sessional workers, Ellie Robson and Maria Raccagni. We have also had support, covering sessions, from the youth projects manager, Dan Fairchild, and Emma Elnaugh, the HM General Manager.

Steyping Grammar School and Cuthman Centre

As mentioned in previous quarterly reports we had plans to redevelop the kitchen in the Cuthman Centre. After discussing this with the school it was recognised that we will have to put this on hold as the school do not currently have the time and space to have the work done at the moment.

We have also been contacted by the boarding school who, after we ran a few workshops with them last year, have seen a need for informal youth work with their students and we are now planning to deliver a similar programme to that of the Towers Lunchtime group.

Future Plans

We are already looking towards 2019 and the summer programme where we are trying to acquire funding to subsidise a summer residential. We noticed last year that a lot of families were struggling to pay for a weekend away for their children and as a result we had to change the programme to do day trips instead.

Residentials are a great opportunity to carry out effective youth work so this year we are going to reduce the cost so that more young people can come along.

Feedback

Email from parent –

Hi Allan

Cassidy is super excited about the karaoke activity!! They really do enjoy the club you put on, & thank u for letting me know about this activity!

Kind regards

Young person –

“This has been the best youth club everrrrrrr” – regarding karaoke night.

Social Media

Facebook: www.facebook.com/cywsouth

Instagram: @CYW_South

Twitter: @communityYW

**PARTNERSHIP AGREEMENT BETWEEN
BRAMBER PARISH COUNCIL, STEYNING PARISH COUNCIL
AND UPPER BEEDING PARISH COUNCIL**

FOR PROVISION OF COMMUNITY YOUTH WORK

1.0 INTRODUCTION

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

Bramber Parish Council ('BPC') **To be confirmed**

Steyning Parish Council ('SPC') The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ

Upper Beeding Parish Council ('UBPC') 3 Hyde Square Upper Beeding BN44 3JE

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

Clerk to BPC
Clerk to SPC
Clerk to UBPC

- 1.2** This Agreement is valid from 1 April 2019 until 31 March 2020. (See Clause 6)
- 1.3** This Agreement is for the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.
- 1.4** In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the Service specified in Clause 3 in accordance with the terms and conditions appearing below.
- 1.5** The parties to this Agreement will endeavor to work within the shared principles and approach to joint working set out in the West Sussex Compact.
- 1.6** Formal requests of the Community Youth Worker and associated Provision must be made by the Appointed Liaisons to the Provider (i.e. Community Youth Worker's Line Manager). Agreement should be sought between Parish Councils before approaches are made to the Provider, to avoid 'conflicting' demands.

2.0 Management

- 2.1** Collectively the three parishes agree to create a partnership to be known as the "Joint Parish Youth Committee" (JPYC) to facilitate the provision and contract management of Community Youth Work in the Parishes of Bramber, Steyning and Upper Beeding.
- 2.2** The JPYC is a committee consisting of 2 councillors from each of the three Parish Councils.

- 2.3 The committee may agree to invite a member/s of the community to join the committee; the purpose of which would be to provide additional experience or expertise where necessary. These members will not have full voting rights.

3.0 SERVICE DESCRIPTION – PROVISION OF COMMUNITY YOUTH WORK

3.1 Vision

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

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

3.2 Values

This Vision is underpinned by a set of shared Values:

*Commitment of partnership to vision
and towards young people,
Quality relationships that are built on
honesty, openness and trust,
Experience, knowledge and training,
Serving, supporting and offering
guidance to young people,*

*Community leadership and ownership,
which promotes investment in the
community and encourages
sustainability,
Longevity,
Conversation and Dialogue,
Accessible, flexible and responsive
approach*

3.3 Services Provision

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

3.4 Key Performance Indicators

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

4.0 PARISH COUNCIL FUNDING RESPONSIBILITIES

4.1 BPC Responsibilities:

- i. Contribute an estimated total of £3,968.80 for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice, pay ‘their share’ of the employment and operational costs, based on the number of Band D properties in their Parish Council {.
- iii. Payment terms to be agreed with the Provider.

4.2 SPC responsibilities:

- i. Contribute an estimated total of £25,943.05 for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice, pay 'their share' of the employment and operational costs, based on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed with the Provider.

4.3 UBPC Responsibilities:

- i. Contribute an estimated total of £14,284.15 for the term of this Agreement.
- ii. On receipt of Horsham Matters invoice, pay 'their share' of the employment and operational costs, based on the number of Band D properties in this Parish Council.
- iii. Payment terms to be agreed with the Provider.

5.0 PARISH COUNCIL OTHER RESPONSIBILITIES

All Parish Councils Responsibilities:

Provide a meeting room for JPYC committee meetings.
Agree an agenda for JPYC committee meetings (role for Appointed Liaisons).
Invite the Provider to attend (and present at) Annual Parish Meetings.
Agree if they intend to commit to Community Youth Provision for the following year by 1st December 2018 and advise the other Parish Councils and the Provider.
Provider responsibilities are detailed in the contract. Full responsibility & accountability for safeguarding young people, personal data protection and operational risk assessments & their mitigation are delegated to the Provider on behalf of the three Parish Councils and the JPYC.

6.0 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

- 6.1** In signing this Partnership Agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2019 until 31 March 2020).
- 6.2** To ensure viability of the Community Youth Provision for the Parishes of Bramber, Steyning and Upper Beeding, there is no mid- / part-year break point.
- 6.3** The three Parishes intend to sustain a three-year Community Youth Provision for the area beyond their initial one-year commitment, extending to 31.3.20.
- 6.4** The three Parishes will determine if they intend to commit to Community Youth Provision for the following year by 1st December 2019.

7.0 TERMINATION

In the event of termination of contract, notwithstanding clauses 6.2 and 6.3, the Provider will return all assets secured with financial support from, or loaned by, the JPYC to the Parishes. These assets will be apportioned to the parties of this agreement in line with respective partner contributions.

8.0 DISPUTES BETWEEN PARTIES

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

9.0 VARIATIONS TO AGREEMENT

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

10.0 ACKNOWLEDGEMENTS

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

Signature:	
Print Name:	Rebecca Luckin
Position:	Parish Clerk
Date:	
For & on behalf of the Bramber Parish Council	

Signature:		Signature:	
Print Name:	John Fullbrook	Print Name:	To Be Confirmed
Position:	Parish Clerk	Position:	Parish Clerk
Date:		Date:	
For & on behalf of Steyning Parish Council		For & on behalf of the Upper Beeding Parish Council	

DATED

2017

HORSHAM MATTERS LTD

- and -

STEYNING PARISH COUNCIL

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

March 2017

THIS AGREEMENT is made the 14th day of March 2017 between HORSHAM MATTERS LTD ("Horsham Matters") and Steyning Parish Council ("Parish Council") to provide activities primarily to benefit young people aged 11 to 20 in the Parishes of Steyning, Upper Beeding, Bramber and Ashurst.

{ AMENDED FROM 41.82 }
TO 45 HOURS }

1 Engagement

- 1.1 Horsham Matters will employ Youth Worker(s) to deliver ~~41.82~~ ⁴⁵ hours of youth work per week (the "Services")
- 1.2 The Services will normally take place in the Parishes of Steyning, Upper Beeding, Bramber and Ashurst
- 1.3 The Youth Worker(s) will be based at The Cuthman Centre, Upper School, Shooting Field, Steyning, BN44 3RX.
- 1.4 Horsham Matters will identify need in local communities to inform activity with special consideration being given to activity which addresses themes of:
- health and wellbeing, including but not limited to: drug and alcohol misuse, mental health and identity)
 - sex and relationships
 - anti-Social Behaviour
 - empowerment
- 1.5 Horsham Matters will involve young people in the development of activity
- 1.6 Horsham Matters will ensure good working relationships with statutory and non-statutory agencies to ensure the best use of resources
- 1.7 The Parish Council agrees to pay the Fees in Section 5 below for carrying out the Services

2 Term

- 2.1 Horsham Matters shall commence provision of the Services on 1st April 2017 ("the Commencement Date") for a period of 36 months from that date subject to earlier termination as provided in Section 9 of this Agreement

Steyning, Bramber and Upper Beeding warden shift pattern

ITEM 12.1

The wardens work 37 hours a week. Shifts show additional unpaid breaks.

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Mike	OFF	08:30 – 18:00	15:00 – 22:30	09:00 – 17:30	08:00 – 16:30	14:30 – 23:00	OFF	42.5
Paul	12:30 – 20:30	OFF	13:00 – 20:30	12:00 – 20:00	11:00 – 19:00	15:00 – 23:00	OFF	39.5

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Mike	OFF	08:30 – 18:00	09:00 – 18:30	14:00 – 22:30	14:30 – 23:00	OFF	OFF	36
Paul	13:00 – 20:30	13:00 – 20:30	13:00 – 20:30	14:30 – 22:30	14:00 – 23:00	OFF	OFF	39.5

WEEK 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Mike	OFF	08:00 – 18:00	OFF	09:30 – 17:30	14:30 – 23:00	14:30 – 23:00	11:00 18:30	42.5
Paul	13:00 – 20:30	OFF	12:30 – 20:30	12:30 – 19:30	14:30 – 23:00	14:30 – 23:00	OFF	39.5

WEEK 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Mike	OFF	08:00 -18:00	09:00 – 18:30	14:00 – 22:30	15:00 – 23:00	OFF	OFF	36
Paul	13:00 – 20:30	13:00 – 20:30	12:30 – 20:30	14:00 – 22:30	15:00 – 23:00	OFF	OFF	39.5



Steyning, Bramber and Upper Beeding Neighbourhood Warden Scheme Extraordinary Meeting

Monday 26th November 2018 at the Steyning Centre

Attendees:

Sharon Cadman, Community Safety Officer, HDC
Greg Charman, Community Safety Manager, HDC
John Fullbrook, Steyning Parish Council Clerk
Celia Price, Upper Beeding Parish Council Clerk
Rebecca Luckin, Bramber Parish Council Clerk

Cllr Tim Lloyd, Steyning Parish Council Chair
Cllr Roger Potter, Bramber Parish Council Chair
Cllr Simon Birnstingl, Upper Beeding Parish Council Chair
Cllr Pauline Kentell, Upper Beeding Parish Council
Cllr Deborah Hanson, Steyning Parish Council

Item	Notes	Actions
This Extraordinary Meeting was called to identify any concerns or issues from Parish Councils and to clarify key aspects of the role. The areas of concern broadly fell under four headings and Greg confirmed/clarified as follows.		
Parking	- Neighbourhood Wardens are not responsible for parking enforcement and cannot legally give Penalty Charge Notices. - However, they can issue parking warning slips and Yellow Card warnings for obstructive or dangerous parking. - They are expected to engage offenders in conversation and offer advice in order to educate drivers. - They can report ongoing issues to Parking Services.	
Management	Greg line manages the wardens and is responsible for overseeing the scheme as a whole. Sharon supervises the wardens on a daily basis and this includes regular	

	contact to offer advice/answer queries, sharing local and national safety initiatives, shift patterns, sickness/annual leave, uniforms and training, communications and print, ordering resources, and attending Steering Group Meetings etc. • The wardens work to a Manual of Guidance as well as having yearly appraisals and regular catch-up meetings in order to set objectives/priorities and ensure the scheme is working well. • There are also quarterly Community Safety Team meetings (including the HDC Community Safety team and all the wardens) and warden team catch-ups. • The Steering Group should set the priorities and be the conduit between the wardens/HDC and the Parish Councils – steering the work of the wardens. • It is very difficult to remote-manage the wardens, especially as the warden supervision is only one part of Sharon's role. Therefore HDC has put in a Capital Bid for a full time dedicated Warden Supervisor. This role will be a qualified warden and so able to back-fill in times of sickness or annual leave. They will spend most of their time out and about with the warden schemes across the district. It is anticipated this will start in April 2019. • The wardens work to a shift pattern which the Parish Councils should know but not to be shared with the community to ensure they do not lose the element of surprise when tackling ASB etc. • Greg believes the police cannot hand down to the wardens issues reported via 101 or 999 (he will double check) but they could improve on intelligence sharing. Sharon has been talking to Inspector Sarah Leadbeater about improved communication. • The wardens will be operating out of Steyning leisure Centre from 1 December for a few months whilst the police station is being refurbished. • Invoices are sent in appears each year and it was requested that they were dated 31 March so they could be paid out of the correct financial year. • The budgets for 2019 – 2020 are due and it was requested they were sent out asap.	Sharon to Send round Manual of Guidance. Sharon to share warden shift patterns. Greg to check if police can hand down 101 and 999 calls to the wardens. Greg to ensure invoices are dated accordingly. Greg to send out budgets asap.
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	The wardens are entitled to apply for the new Southwater and Storrington warden roles. If either do apply and are successful, they would not be able to leave their current role until a replacement is recruited.	
Steering Group	- The Steering Group should set the priorities for the wardens and be the conduit between the wardens/HDC and the Parish Councils. - At future Steering Group meetings the reps should prioritise tasks and talk about what they want the wardens to focus on. - The Terms of Reference and Steering Group rep role profiles were shared with the group in February but we will share again. The reps should always be the voice of the whole council.	Sharon to share Steering Group Terms of reference and rep role profiles.
Reporting and PR	- The wardens will be asked to provide more detailed information in their reports in the future. Sharon will share what they can report on and each Parish Council should let us know what data they wish to be sent in the monthly reports. - It was requested that the wardens should not assume everyone knows what they are doing and so should be more specific and also share more with the Parish Councils. - The warden leaflets show what they do and don't do and this could be put on Parish Council websites to inform residents. - The wardens should send Sharon more ideas for press releases, to help raise the profile of what they do locally. - The wardens should provide regular bullet point updates for Parish Council newsletters.	Sharon to send round possible reporting headings. Sharon to share warden leaflet. Mike and Paul to send more stories and photos to Sharon. Mike and Paul to liaise with the three Clerks regarding parish newsletters.

What would you like the SBUB wardens to provide more data on in their monthly reports?

Parish Council _____ Date _____

Please tick as appropriate and email back to Sharon:

- ☐ Number of hours spent on foot patrol in your parish
- ☐ Number of hours spent in car patrol in your parish
- ☐ Number of dog owners warned (verbally or through Yellow Card)
- ☐ Number of drivers warned (verbally or through Yellow Card)
- ☐ Number of parking offenders warned (verbally or through Yellow Card)
- ☐ Number of drivers reported to Op Crackdown
- ☐ Number of ASB related warnings (verbally or through Yellow Card)
- ☐ Number of parking warning slips issued
- ☐ Number of Yellow Card warnings issued in total
- ☐ Number of elderly/vulnerable residents helped or signposted to services
- ☐ Number of young people engaged with
- ☐ Number of community development activities or support provided
- ☐ Number of campaigns supported e.g. road safety, online safety, suicide prevention etc

Please add other areas you would like to be included in the monthly reports:

NEIGHBOURHOOD WARDENS REPORT TO STEERING GROUP

STEYNING, BRAMBER, AND UPPER BEEDING PARISH COUNCILS

SEPTEMBER – DECEMBER 2018

QUARTERLY SUMMARY

P.S.P.O

The last three months have seen the introduction of the New P.S.P.O and although it is early days we believe it is having a positive impact. We have seen a reduction in public order issues relating to alcohol consumption, especially in open spaces such as Recreation grounds. The amount of alcohol confiscated from under age children has fallen dramatically as has the number of incidents of Criminal Damage relating to drunken behaviour. Whereas in the past we would have had to intervene on a weekly basis with incidents of impromptu parties and nuisance behaviour (Especially in the Summer Months) this had become a rarity. However we have seen an increase of such behaviour over the last six weeks in the Fletchers Croft Car Park area and over the festive period of Halloween and Bonfire Night there were incidents of fireworks being let off and on one occasion the Steyning Grammar school premises were subject to an egging.

Under the new legislation we have issued 5 Yellow warning cards related to contraventions of this order.

Snapshots:

Anti-Social Behaviour

The current coverage in the press and media of the so called County Lines Drug phenomena only serves to highlight the importance of our role in disrupting drug related activity by regularly patrolling hotspots in our area and feeding intel into the police via both the regular monthly meetings with wardens and police at Horsham Police Station, and the reporting channels available to us via the internet and the ECINS programme. We reported in the last steering group meeting on the recent evidence of the use of Nitrous Oxide. This is still occurring in the Fletchers Croft Car Park area. Although it is, at the moment illegal to sell Nitrous Oxide for the purpose of using it for human consumption, it is not yet clear if it is illegal to be in possession of it as covered by the Psychoactive Substance Act.

We have had regular reports of off road Motor bikes using public roads and footpaths in both Steyning, Bramber and Upper Beeding and recently were able to witness and identify a perpetrator whom we subsequently reported to the police to follow up.

Criminal Damage

Unfortunately the commemoration of the 100yrs anniversary of the 1st World War was marred by the damage to the Silent Soldier which was situated in Small Dole. A car windscreen and rear mirrors were also damaged by what was thought to be somebody using an air rifle whilst parked in upper Beeding. Another car owned by a resident in Steyning has had his rear window smashed on two occasions in the last two months. We also witnessed damage to a vehicle by another vehicle who consequently fled the scene. We were able to report the vehicle to the police and contact the owner of the damaged vehicle. Signs on the footpath along the river Adur were daubed with Nazi Slogans and we were able to clean them within 24hours of receiving the report.

Car Parking Issues

The anti- Social Parking outside Upper Beeding Primary School has been to a large extent resolved by the use of Cones at the start and finish of the school Day. Following the issue of new car parking advice leaflets we have had occasion to use them in Tanyard Lane and Newham Lane in Steyning and Saltings Lane in Upper Beeding and in the Car Park of the recreation ground in Small Dole. We have recently been asked by Parking Services to identify areas in all three Parishes where we feel that deployment of their staff will have an impact.

Dog Fouling

Generally the number of incidents reported has decreased across all three parishes.

Work with the Elderly and vulnerable

New initiatives include working with the Prevention and Assessment Team in Shoreham to identify older people in all three Parishes that could benefit from Welfare visits by us. We have also linked up with the new Age UK Officer to discuss ways we can help and support each other and elderly people in the community. We continue to run and our social club in Dingemans and work in partnership to support initiatives and activities at the Hub in Upper Beeding.

From: julie.nash@barclays.com on behalf of Nigel Taylor@barclays.com
Sent: 07 December 2018 11:05
To: Steyning Parish Council - Clerk
Subject: Barclays Bank Steyning

Dear Mr John Fullbrook

I would like to give you notice of a change Barclays is making in the local area.

On Friday 22 March 2019 we will be closing our branch in High Street Steyning.

The decision to close a branch is never an easy one; however, we are finding that customers are increasingly using other ways to do their everyday banking and our records show a falling level of activity at the branch with a 6% reduction in personal customer transactions and a 13% reduction in business and corporate transactions in the last 24 months.

Additionally, 76% of our regular customers also use other ways to do their banking such as online and by telephone.

This closure means our nearest branches will be in Storrington, Southwick and Worthing.

Everyday transactions, typically carried out over branch counters (including withdrawing and depositing cash or paying in cheques), can also be completed at any Post Office with the closest being at 44 High Street, Steyning.

Please be assured that we do not take the decision to close any branch lightly and we are committed to adhering to the UK Access to Banking Standard. All of our customers will receive a letter, our Reason for Closure document and posters will be displayed in branch and colleagues will be on hand to assist customers with any concerns they may have. We will be proactively engaging with local businesses and the wider community to discuss the alternative ways customers will be able to undertake their banking locally, before the branch closes.

Customers who currently use the branch will not need to take any action as all account details, sort code, account number, direct debits will remain the same. If a customer is registered for Barclays Mobile Banking, Online Banking and Telephone Banking they are also exactly the same, and customers can carry on using existing cards, PIN and chequebooks as normal.

Letters to customers regarding this matter will be arriving from Friday 7th December and I felt it was important to update you regarding our decision so that you are prepared for any questions this may raise among local people.

I also wanted to seek your views on how we can help smooth the transition to a new way of banking for local people post-closure – particularly for a small number of customers that we have identified as being more dependent on the branch than others. In particular, I would be interested to hear your thoughts on the following questions:

What do you believe will be the biggest impact of the closure of Steyning branch on the local community?
What do you believe will be the biggest impact of the closure of the Steyning branch on customers of the branch?
What alternative ways to bank do you believe need to be provided to help customers and the community adapt to this change?

If you have any questions, please do not hesitate to contact me on the number below.

Kind Regards

Nigel