

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2017	WSCC	309925	1,055.85			4000	401	1,055.85	pensions Dec 2016
03/01/2017	South Coast Electrical	309926	864.00		144.00	4342	401	720.00	water boiler kitchen Saxon Rm
03/01/2017	Supreme Hygiene Services	309927	94.56		15.76	4406	401	78.80	dishwash materials
03/01/2017	S T Cowley	309928	6,128.40		1,021.40	4211	201	5,107.00	works to WC High St
03/01/2017	Capita Business Services	309929	1,382.98			4000	401	1,382.98	PAYE Dec 2016
03/01/2017	Edmundson Electrical	309930	66.89		11.15	4342	401	55.74	Lamps Steyning Centre
03/01/2017	Edmundson Electrical	309931	30.14		5.02	4342	401	25.12	Lamp
03/01/2017	R. Mellor	309932	696.00		116.00	4341	301	580.00	clear ivy wall nr Police St
03/01/2017	Capita Business Services	309933	319.68		53.28	4006	101	266.40	Payroll service to end Dec 16
10/01/2017	The Sign Shed	309934	48.54		8.09	4341	301	40.45	signs Chandlers Way
10/01/2017	H Roxby	309936	67.98		11.33	4342	401	56.65	Hot water dispenser foyer
10/01/2017	Shenshen Daerdao Maoyiy	309937	84.97			4342	401	84.97	hot drink cup holders
10/01/2017	Bunces	309938	10.78		1.80	4342	401	8.98	padlock/hasp SC
10/01/2017	Horsham Matters Ltd	309939	5,972.88		995.48	4023	103	4,977.40	SAYS Jan - Mar 17
10/01/2017	TSS Facilities	309940	1,008.00		168.00	4256	202	280.00	Legionnaires risk assessment
						4341	301	280.00	Legionnaires risk assessment
						4342	401	280.00	Legionnaires risk assessment
10/01/2017	D J Flynn	309941	2,302.28		383.71	4210	201	1,428.57	st clean Dec 2016
						4250	202	90.00	open toilets Dec 2016
						4341	301	160.00	fencing MPF play area
						4341	301	240.00	balance beam MPF play area
10/01/2017	EDF	309942	25.41		1.21	4252	202	24.20	EDF elec 6.7.16 - 4.1.17
10/01/2017	SCS	309943	286.80		47.80	4406	401	239.00	Ab Fab fill night
10/01/2017	Post Office	309944	110.00			4002	101	110.00	2nd class stamps
10/01/2017	PIP Services	309945	77.61		12.94	4406	401	64.67	cleaning materials
10/01/2017	Johnston Press	VISA	294.00		49.00	4310	301	245.00	advert grass cutting contract
16/01/2017	George Rose	309946	118.78		19.80	4002	101	98.98	stationery
16/01/2017	PIP Services	309947	26.74		4.46	4406	401	22.28	cleaning materials
16/01/2017	M Streeter	309948	300.00			4341	301	280.00	brambles, fence posts etc
						4259	201	20.00	grit
16/01/2017	The Sign Shed	309949	28.44		4.74	4341	301	23.70	sign Chandlers Way
16/01/2017	Laser	309950	110.31		5.25	4252	202	105.06	High St toilets oct -dec 16
16/01/2017	Laser	309951	253.67		12.08	4252	401	241.59	S Centre Oct - Dec 2016
19/01/2017	Bunces	309938	6.29		1.05	4406	401	5.24	materials
21/01/2017	HSBC	DR	2.80			4045	101	2.80	bank charges
23/01/2017	C Stephenson	309952	83.05			4070	101	83.05	Internet security
23/01/2017	Green Thumb	309954	22.00		3.67	4310	401	18.33	Aut/winter treatment
23/01/2017	BT	309955	394.63		65.77	4004	101	328.86	tel/broadband Jan 17
23/01/2017	T Packer	309956	288.00		48.00	4070	101	240.00	IT support
23/01/2017	Weller Law group	309957	858.00		143.00	4016	101	715.00	legal advice PF Cttee
23/01/2017	Steyning Bowling Club	309958	24.76		1.18	4252	301	23.58	CCTV elec Sep-Dec 2016
23/01/2017	British Gas	309959	1,794.68		299.11	4257	401	1,495.57	S Centre Oct 16-Jan 17

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Cashbook 1

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Current Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/01/2017	Adept Flooring	309960	3,206.36		534.39	4211	201	2,671.97	Flooring quote 34891/R
23/01/2017	PIP Services	309961	256.71		42.78	4406	401	213.93	cleaning materials
23/01/2017	C Austin	309962	172.00			4310	401	172.00	gardening
30/01/2017	VARIOUS	BP	5,523.10			4000	101	690.77	Salaries Jan 2017
						4000	401	197.20	Salaries Jan 2017
						4000	401	208.80	Salaries Jan 2017
						4000	101	717.97	Salaries Jan 2017
						4000	401	717.97	Salaries Jan 2017
						4000	101	1,300.84	Salaries Jan 2017
						4000	202	323.20	Salaries Jan 2017
						4001	401	292.49	Salaries Jan 2017
						4000	301	106.65	Salaries Jan 2017
						4000	401	210.87	Salaries Jan 2017
						4000	301	95.67	salaries Jan 2017
						4000	401	270.05	Salaries Jan 2017
						4000	401	390.62	Salaries Jan 2017
31/01/2017	HDC	DD	847.00			4254	401	847.00	rates Steyning Centre
Total Payments for Month			35,245.07	0.00	4,231.25			31,013.82	
Balance Carried Fwd			28,042.84						
Cashbook Totals			63,287.91	0.00	4,231.25			59,056.66	

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2017	Wellers Hedley	309963	460.80		76.80	4016	101	384.00	legal advice
01/02/2017	WSCC	309964	1,050.78			4000	101	1,050.78	pensions
01/02/2017	HMRC	309965	1,381.70			4000	101	1,381.70	salaries Jan 17
01/02/2017	Colwell	309966	70.00			4402	401	70.00	Piano tuning
01/02/2017	Kent CC	309967	173.38		28.90	4002	101	144.48	copier charges
01/02/2017	HSBC	VISA	30.00			4045	101	30.00	petty cash
07/02/2017	Southern Cinema Services	309968	286.80		47.80	4408	401	239.00	Jason Bourne
07/02/2017	south coast electrical	309969	96.00		16.00	4342	401	80.00	timer
07/02/2017	Andrews Building Services	309970	120.00		20.00	4342	401	100.00	repairs to radiator & tap
07/02/2017	Village signs	309971	16.81			4342	401	16.81	vinyl letters
07/02/2017	PIP Services	309972	133.76		22.29	4406	401	111.47	cleaning consumables
07/02/2017	Horsham Matters Ltd	309973	540.78		90.13	4023	103	450.65	operation costs Oct-Dec 16
07/02/2017	Rainbow Window Cleaning	309974	90.00			4402	401	90.00	clean windows Jun 17
07/02/2017	ADT	309975	652.74		108.79	4402	401	543.95	Maint alarm Feb 17 - Feb 18
07/02/2017	Bunces	309976	20.78		3.46	4342	401	17.32	materials
14/02/2017	Laser Kent CC	309978	193.32		9.21	4252	301	184.11	Changing rooms Oct16-Dec 16
14/02/2017	Bramber Parish Council	309979	254.50			4050	101	254.50	SWAM Neighbourhood Plan
14/02/2017	George Rose	309980	43.19		7.20	4002	101	35.99	xerox
14/02/2017	H Roxby	309977	97.22		16.20	4055	101	81.02	Legionnaires thermometer
20/02/2017	Andrew Gale	309981	720.00		120.00	4341	301	600.00	HS2 trees
20/02/2017	R J Meaker	309982	1,133.50		188.92	4341	301	944.58	Rubblees fence
20/02/2017	Sign Shed	309983	29.64		4.94	4341	301	24.70	MPF sign
20/02/2017	BT	309984	402.28		67.05	4004	101	335.23	phone/broadband Feb 17
20/02/2017	Edmundson Electrical	309985	55.20		9.20	4342	401	46.00	lamps
20/02/2017	SSALC	309986	312.00		52.00	4047	101	260.00	Clk, allotments, Clerks
20/02/2017	Wicksteed Playgrounds	309987	2,346.00		391.00	4341	301	1,955.00	Repairs
21/02/2017	HSBC	DR	2.45			4045	101	2.45	bank charges Jan 17
21/02/2017	TSS Facilities	309988	156.00		26.00	4047	101	130.00	training legionnaires
21/02/2017	H Roxby	309989	9.98			4256	202	9.98	signs toilets
21/02/2017	PIP Services	309990	48.16		8.03	4406	401	40.13	black sacks etc
22/02/2017	various	BACS	5,642.04			4000	101	1,300.64	salaries Feb 2017
						4000	401	356.40	salaries Feb 2017
						4000	401	243.40	salaries Feb 2017
						4000	401	717.97	salaries Feb 2017
						4000	101	717.97	salaries Feb 2017
						4000	401	147.05	salaries Feb 2017
						4000	301	145.21	salaries Feb 2017
						4000	401	305.38	salaries Feb 17
						4000	401	383.02	salaries Feb 2017
						4000	202	244.70	salaries Feb 2017
						4001	401	299.63	salaries Feb 2017
						4000	301	89.89	salaries Feb 2017
						4000	101	690.78	salaries Feb 2017

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1000 Donations Received	0	0	500	500			0.0%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1010 Miscellaneous income	0	1,537	0	(1,537)			0.0%
1076 Precept Received	0	238,794	238,794	(0)			100.0%
1077 CTB Grant	0	3,739	3,739	0			100.0%
1090 Bank Interest Received	0	170	125	(45)			135.8%
Administration :- Income	0	244,240	243,358	(882)			100.4%
4000 Salaries	2,710	45,043	53,000	7,957		7,957	85.0%
4002 Printing, stationery, postage	209	2,122	3,250	1,128		1,128	65.3%
4004 Telephones and Alarm	329	3,571	3,300	(271)		(271)	108.2%
4005 Insurance	0	8,412	7,900	(512)		(512)	106.5%
4006 Salaries Outsourcing	266	846	1,350	504		504	62.7%
4010 Audit Fees	0	1,523	1,200	(323)		(323)	126.9%
4016 Legal Fees/Elections	715	9,509	15,000	5,491		5,491	63.4%
4021 General Grants	(2,000)	1,000	1,000	0		0	100.0%
4025 CCTV Maintenance	0	495	900	405		405	55.0%
4030 Steyning in Bloom	1,000	1,000	1,000	0		0	100.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	1,000	1,000	1,000	0		0	100.0%
4036 SALC NALC Subs	0	1,702	1,750	48		48	97.3%
4040 Town Clock	0	237	325	88		88	72.9%
4045 Misc & Petty Cash	3	177	350	173		173	50.7%
4047 Training	0	1,557	1,000	(557)		(557)	155.7%
4060 Chairman's Function	0	597	750	153		153	79.6%
4061 Councillors' Allowances	0	0	750	750		750	0.0%
4070 Software Packages	323	1,019	1,500	481		481	67.9%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	0	0	750	750		750	0.0%
4101 Swimming Pool	0	14,443	0	(14,443)		(14,443)	0.0%
Administration :- Indirect Expenditure	4,555	94,254	97,450	3,196	0	3,196	96.7%
Movement to/(from) Gen Reserve	(4,555)	149,986					

Detailed Income & Expenditure by Budget Heading 31/01/2017

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	(877)	41,000	41,877		41,877	(2.1%)
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>(877)</u>	<u>55,500</u>	<u>56,377</u>	<u>0</u>	<u>56,377</u>	<u>(1.6%)</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>877</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	4,977	5,097	10,250	5,153		5,153	49.7%
Youth Provision :- Indirect Expenditure	<u>4,977</u>	<u>5,097</u>	<u>10,250</u>	<u>5,153</u>	<u>0</u>	<u>5,153</u>	<u>49.7%</u>
Movement to/(from) Gen Reserve	<u>(4,977)</u>	<u>(5,097)</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2017

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration							
1000 Donations Received	0	0	500	500			0.0%
1004 Reimbursed Charges & donations	0	0	200	200			0.0%
1010 Miscellaneous income	0	1,537	0	(1,537)			0.0%
1076 Precept Received	0	238,794	238,794	(0)			100.0%
1077 CTB Grant	0	3,739	3,739	0			100.0%
1090 Bank Interest Received	0	179	125	(54)			143.1%
Administration :- Income	0	244,249	243,358	(891)			100.4%
4000 Salaries	5,142	50,185	53,000	2,815		2,815	94.7%
4002 Printing, stationery, postage	180	2,303	3,250	947		947	70.8%
4004 Telephones and Alarm	335	3,906	3,300	(606)		(606)	118.4%
4005 Insurance	0	8,412	7,900	(512)		(512)	106.5%
4006 Salaries Outsourcing	0	846	1,350	504		504	62.7%
4010 Audit Fees	0	1,523	1,200	(323)		(323)	126.9%
4016 Legal Fees/Elections	384	9,893	15,000	5,107		5,107	86.0%
4021 General Grants	0	1,000	1,000	0		0	100.0%
4025 CCTV Maintenance	0	495	900	405		405	55.0%
4030 Steyning In Bloom	0	1,000	1,000	0		0	100.0%
4032 Royal British Legion	0	0	375	375		375	0.0%
4033 Christmas Lights Grant	0	1,000	1,000	0		0	100.0%
4036 SALC NALC Subs	0	1,702	1,750	48		48	97.3%
4040 Town Clock	0	237	325	88		88	72.9%
4045 Misc & Petty Cash	32	210	350	140		140	60.0%
4047 Training	390	1,947	1,000	(947)		(947)	194.7%
4050 Projects	255	255	0	(255)		(255)	0.0%
4055 Elections	81	81	0	(81)		(81)	0.0%
4060 Chairman's Function	0	597	750	153		153	79.6%
4061 Councillors' Allowances	0	0	750	750		750	0.0%
4070 Software Packages	0	1,019	1,500	481		481	67.9%
4071 ICT Equipment	0	0	1,000	1,000		1,000	0.0%
4072 Website Development	0	0	750	750		750	0.0%
4101 Swimming Pool	0	14,443	0	(14,443)		(14,443)	0.0%
Administration :- Indirect Expenditure	6,800	101,053	97,450	(3,603)	0	(3,603)	103.7%
Movement to/(from) Gen Reserve	(6,800)	143,195					

Detailed Income & Expenditure by Budget Heading 28/02/2017

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	(877)	41,000	41,877		41,877	(2.1%)
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>(877)</u>	<u>55,500</u>	<u>56,377</u>	<u>0</u>	<u>56,377</u>	<u>(1.6%)</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>877</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2017

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	451	5,547	10,250	4,703		4,703	54.1%
Youth Provision :- Indirect Expenditure	<u>451</u>	<u>5,547</u>	<u>10,250</u>	<u>4,703</u>	<u>0</u>	<u>4,703</u>	<u>54.1%</u>
Movement to/(from) Gen Reserve	<u>(451)</u>	<u>(5,547)</u>					

Total GBP including VAT	£1,014.00
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Our Ref: MARK/STE005

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

17th January 2017

Dear Sirs,

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

We are bound by the ethical requirements of the Association of Chartered Certified Accountants, and accept instructions to act for you on the basis that we will act in accordance with those ethical requirements. A copy of these requirements can be viewed at our offices on request or can be seen at www.accaglobal.com.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31-03-2018. (The 2017/18 Council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the Council and Internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to require from the council's officers and employees such other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings.
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council.

- iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement.
 - iv. Sign off the annual return as internal auditors.
- d. We have a professional responsibility to report if the financial statements do not comply in any material respect with applicable accounting standards, unless in our opinion the non-compliance is justified in the circumstances. In determining whether or not the departure is justified we consider:
 - i. whether the departure is required in order for the financial statements to give a true and fair view; and
 - ii. whether adequate disclosure has been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms have to comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of Audit

- a. Our audit will be conducted in accordance with current practices and guidelines, and will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during the course of our audit which we think should be brought to your attention, we shall report them to you. Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the council in mind and that we accept no duty or responsibility to any other party as concerns the reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the course of the audit on matters having a material effect on the financial statements. In particular, where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. In order to assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.

- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with you. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any material event occurring between the date of our report and that of the Annual Meeting which may affect the financial statements.
- h. We appreciate that the present size of your council renders it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In the running of your council we understand that the officers are closely involved with the control of the council's transactions. In planning and performing our audit work we shall take account of this supervision.

4. Electronic Publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. In order to ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We shall contact you by telephone or email prior to each year-end for preliminary discussions concerning the audit.
 - ii. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - iii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iv. We shall of course contact you on a regular basis regarding both audit and other matters.
 - v. Our report will be issued in .Pdf format via a secure server, to which only the clerk has password access

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third Parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT and the standard applicable rate.
- b. Our fees for the 2017/18 council year are £50 per hour + VAT
- c. Where applicable we charge £0.45p per mile for travel
- d. Our fees are payable on presentation of invoice.

9. Agreement of terms

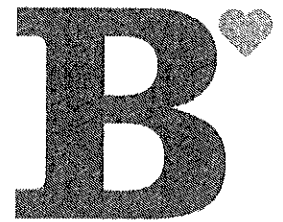
- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with the firm's standard terms and conditions.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a long horizontal flourish extending to the right.

Mulberry & Co

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.



St Barnabas House
Titnore Lane, Worthing
BN12 6NZ

Telephone
01903 706300

Fax
01903 706398

www.stbh.org.uk

Chief Executive: Hugh Lowson

Deputy Clerk
Steyping Parish Council
The Steyping Centre
Fletchers Croft
STEYPING
West Sussex
BN44 1XZ

17 January 2017

Dear Ms Roxby

My purpose in writing is to ask that an application in respect of St Barnabas House is submitted for consideration at the next parish council meeting. We are grateful for all the support we have received in the past.

As we start 2017 the services we offer are being expanded and new ones initiated, one that has proved very popular is our Hospice at Home service allowing patients to be cared for in their home environment, the enclosed information explains this service in detail.

Only 21% of St Barnabas care costs are covered by statutory funding. Only a very small amount of the Hospice at Home work is funded by the NHS, with the work funded primarily through voluntary contributions from the local community, legacies and charitable trusts.

It currently costs £13,286 per week to run all our Hospice at Home services. These costs are set to rise as the service develops in the future to meet the needs of even more people.

As there will be patients from the Steyping area who use St Barnabas we are asking that the parish council would consider funding this valuable service.

Thank you for taking the time to consider this application, if you require any other information please contact me.

Yours sincerely

Denise Thornton
Fundraising Development Volunteer
St Barnabas and Chestnut Tree House
01903 706330
Denise.thornton1@stbh.org.uk

The St Barnabas Hospice at Home Service

Since May 2012, St Barnabas House has been able to offer patients a greater choice over their preferred place of care (including end of life care), by developing a Hospice at Home service. Since April 2014, we have been running a night time extension of the Hospice at Home service. This means we can provide a night sitting service seven days a week, 365 days a year. The number of people needing this service has been incredible and we quickly had to fund additional staff to meet the demand.

During 2015/16, 3,400 visits were made to patients in their homes by our Hospice at Home team, equating to over 5,690 hours of care. The team carried out 418 night visits, and 145 patients were supported to die in their own home. The work the team has been made a huge impact. Each year, we compile a report of feedback collected from relatives after the death of a patient, based on the National Survey of Bereaved People (VOICES) survey. In the most recent report, 92% of relatives reported they felt on balance the patient had died in the right place and 83% of relatives felt the care provided by the team was exceptional or excellent.

The Hospice at Home team at St Barnabas

The Hospice at Home ladies that looked after Mum in her final weeks were excellent. It was of course an incredible difficult time, but this practical support enabled us to continue to look after Mum at home and was hugely appreciated. It was a significant comfort to know that Mum was well looked after. The ladies also always seemed to know the right thing to say to our family. They were coming and going a lot but it never felt intrusive. **Feedback from our VOICES survey.**

The St Barnabas Hospice at Home Team consists of trained nurses and health care assistants who cover either the day or night shift (HCAs). They work alongside GPs, community nurses and nurse specialists, to ensure care is coordinated and right for the patient and their family. The Hospice at Home team takes the skills, ethos and care of the hospice movement into the patient's home. The team provides personal end of life care for people in the final weeks of life, enabling them to die at home. The support provided by the team can help reduce unnecessary and expensive hospital admissions, and reduces the pressure on family members caring for a seriously ill person. Care may support times of rapid change, for example, following discharge from hospital and before a longer term package of care is set up, or it may be over the course of a few weeks. On average, patients have 11 visits from the Hospice at Home Team, equating to around 25 hours of care. Some patients may have up to three visits a day.

Why the Hospice at Home service is so important

The Hospice at Home Team works closely with the local hospital, GPs and district nurses, as well as the hospice Community Palliative Care Team, clinical nurse specialists and In Patient Unit, to ensure people are supported to remain at home, if this is their wish and if it is possible. The presence of the Hospice at Home team can be what keeps a patient at home and out of hospital. Our most recent VOICES survey reported that 79% of people felt their relative had enough choice about where they died. The team can also help keep people out of hospital and get people out of hospital quickly, ensuring they receive the care they need until a more permanent, longer term solution can be put in place. The team is able to respond to urgent discharge requests from the hospital palliative care team, for people not already known to the hospice. By providing this fast-track service, patients are not kept waiting in hospital and are more likely to be cared for and die at home.

Support from the Hospice at Home team means the carer of a seriously ill person has the opportunity to be a friend or relative once again. As the husband of one patient said - "For 10 years I was Jill's carer, her nurse. But, for her last 10 days, thanks to St Barnabas' Hospice at Home team, I could just be her husband again."

The support provided by the team at night is particularly important. Often very ill people nearing the end of their life will wake in the middle of the night with a basic care need, and this on its own can be disruptive to a carer - a full night's sleep can make it easier to cope the next day. However, if a patient wakes up at night distressed and in pain, the situation can be hard to manage and frightening for their family. The standard procedure is to call the local out of hours GP or District Nurse, who may take some time to get to the family - if at all - as there is a limited service to cover the huge geographic area that is West Sussex. If the case is deemed serious, an ambulance will be dispatched and the patient may end up in hospital. In most cases, the hospital cannot do much to help an end of life patient. The person may be discharged home or they will go onto a ward, where quite possibly they may die. This whole process is extremely stressful and draining for patients and their families, taking them away from a familiar environment.

How the service helps

The Hospice at Home service is part of a wider support and care package, including both statutory and hospice care. The support provided by the Hospice at Home team is determined by the needs of the patient and their family. Before going out on a day visit, the Health Care Assistant (HCA) contacts the patient or their family, to find out any issues and to introduce themselves. For care during the night, the HCA will visit the patient in the evening, after all other care agencies have left. They will take care of any personal care needs, balancing this with emotional support to both the patient and carer.

The HCAs do not have targets to complete visits in a certain timeframe and are not limited to specific tasks. They will help patients and their families in the way they require, for as long as needed - whether it is to support basic care needs, such as helping a patient go to the toilet, wash, shave or bathe, putting their mind at ease and keeping them company, or providing pain relief and wound care. At night, the HCA will sit with a patient, allowing the family to go to sleep, knowing that their relative is being cared for. Some patients may be nervous or scared of dying, so the HCA will provide a listening ear and reassurance. If the patient deteriorates overnight and is approaching death, the care team will let the family know so they can be together. After death, the HCA will stay for as long as needed, providing emotional and practical support while the family waits for the funeral director to arrive. Sometimes the family may want to talk, perhaps about practicalities, or about the patient and their memories. The HCAs also have quick access to Registered Nurses at the hospice if they have any queries or worries about the patient.

The Team Leader Ali says, "The H@H team are in a very privileged position. We are welcomed into people's homes at a very sad time in their lives. We are able to make the difference regarding their preferred place of care, being able to administer medication to manage symptoms and support not only the patient but the family also. We have the opportunity to learn about the patient as a person rather than the patient in bed 4. We get to hear about their life, loves, dreams and about people are most important to them. It is truly a privilege."

Steyning Music Society **Income and Expenditure Account** **2015 - 2016**

	2015/2016 £	2014/2015 £	Expenditure Item	2015/2016 £	2014/2015 £
Income					
Membership	1672.00	1620.00	Concert Expenditure	11386.47	9985.71
Concert Receipts	8081.50	5762.50	Fund Raising	1713.50	1483.36
Fund Raising	1788.50	2252.50	Administration/AGM	612.43	767.83
Fund Raising Donations	338.00	490.00	Printing	225.20	298.74
The Sixteen	0.00	3118.71	Brochure	434.78	293.15
Steinway Hire	915.00	1415.00	Steinway Maintenance	349.80	839.70
Miscellaneous	90.00	0.00	Steinway Insurance	399.21	397.24
Other Donations	468.00	5060.00	"Making Music" fee	275.00	215.00
SPC Steinway Grant	0.00	150.00	Publicity	170.00	90.00
Opera trip	648.00	0.00	Website	118.80	0.00
			Miscellaneous	65.19	0.00
			Opera Trip	627.00	0.00
Totals	£ 14001.00	£ 19868.71	Totals	£ 16377.38	£ 14370.73
			Surplus/Deficit	£ -2376.38	£ 5497.98
				£ 14001.00	£ 19868.71

Summary	£
Opening Balance	10441.34
Deficit	-2376.38
Balance c/f to 1st July 2016	£ 8064.96

Bank Account	
CAF Cash Account	8185.98
Less Unpresented cheque	121.02
Balance	£ 8064.96

Signed

PL Conway.....
(Hon Treasurer)

J Downe.....
(Independent Examiner)

CCTV.

Hazel Roxby

From: Carol Stephenson <spccclerk@btconnect.com>
Sent: 03 February 2017 09:00
To: steyningcentre@btconnect.com
Subject: FW: CCTV pole - Painting

Hi Hazel

Can you put this price with others you're getting please

Many thanks
carol

Carol Stephenson
Clerk to the Council
01903 812042

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If this e-mail message or any attachments are incomplete or unreadable, please telephone 01903 812042.

Any reference to "e-mail" in this disclaimer includes any attachments.

Sent: 31 January 2017 10:41
To: Carol Stephenson; Gary Sullivan SPC; Philip Bowell; Tim Lloyd SPC
Subject: Fwd: CCTV pole - Painting

Reply from Claude.....

Morning Rod

Chroma have confirmed that the cost of painting will be £380.

The camera should be installed within the next 2-3 weeks (I will let you know as soon as Chroma have confirmed the date).

With regards to privacy, All our operators and our procedures are in line with current governance to limit the impact on people's privacy. All our CCTV cameras are programmed to follow a sequence of 10 presets allowing the cameras to automatically move from one location to another without operators interaction (If the camera is needed to monitor an incident operators will take control of the camera, overriding the sequence). Presets' location are always away from private dwellings or commercial premises to maximise public's privacy.

Rod, I hope the above will answer your questions and I will keep you updated as soon as I have heard back from Chroma-Vision.

Kind regards

Claude

Morning Claude.....just wondered whether you have a start date yet for the installation. Also, any news on the estimate for the painting of the pole please.

A councillor has enquired as follows and could you please respond accordingly as I'm sure it's a subject that must have been raised many times before. Thanks.

"Could you please seek written assurance from Police that the replacement camera in the High Street will be programmed prior to use to prevent any possible intrusion and protect people's privacy in the vicinity and reach of the new camera"

Kind regards

Rod

S. T. Cowley Contractors Ltd

**Building & Groundwork
Specialists**

**Alders
Horsham Road
Steyping
West Sussex
BN44 3AA**

20th February 2017

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

ESTIMATE

Re: Decoration of Camera Mast Steyping High Street.

Dear Sirs,

Please find hereto my Quotation to carry out the above mentioned works.

All works will be carried out on a supply and fix basis as per your instruction.

Please note that after inspection of the site it is decided that to carry out the works off a cherry picker would be both unsafe and dangerous both to our operatives and public due to the gradient of the footpath and proximity to road.

I do hope this quotation meets with your approval and I look forward to receiving your further instructions.

Assuring you of my best attention at all times

Yours sincerely



Stephen Cowley
S T Cowley Contractors Ltd

T/F: 01903 810306 - M: 07775 858746

E: stcowleycontractors@sky.com W: stcowleycontractors.co.uk

Registered VAT No: 768 8630 72

Company No: 4158253 Reg. Address: Interger House, 65-67 Western Road, Hove, BN3 2JQ

S. T. Cowley Contractors Ltd

**Building & Groundwork
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West Sussex
BN44 3AA**

20th February 2017

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

ESTIMATE

Re: Decoration of Camera Mast Steyping High Street.

Works to be carried out are as follows:-

1. Erect scaffolding (includes street works permit from Horsham Council)
2. Rub down mast then apply 1 coat of primer
3. Cover primer with undercoat and 2 coats of black hammerite smooth paint
4. Decorate 3 No bands with silver metal paint as original.
5. Leave site in a clean and workmanlike manner.

FOR THE SUM OF...£1,884.00 plus vat

Terms

Payment is strictly within 14 days of the date thereof, as soon as full payment is received a receipted vat Invoice will be forwarded to you.

Any materials supplied and used during the course of these works will remain the property of S T Cowley Contractors Ltd until all monies owing are paid in full.

Bank Details

S T Cowley Contractors Ltd – HSBC – Sort Code 40-14-03 ~Account No 32190095

T/F: 01903 810306 - M: 07775 858746
E: stcowleycontractors@sky.com W: stcowleycontractors.co.uk

Registered VAT No: 768 8630 72
Company No: 4158253 Reg. Address: Intergen House, 65-67 Western Road, Hove, BN3 2JQ

Carol Stephenson

From: Simon, Mark [mailto:mark@btconnect.com]
Sent: 07 March 2017 12:57
To: spcclerk@btconnect.com
Subject: FW: Careplan For Your Business: Quotation



Personalised quotation for your Careplan

Dear Carol Stephenson

Thank you for taking the time to talk to me today about our Careplan products.

Quote Reference: 4000931001

Getting your appliances serviced by a Gas Safe registered engineer is recommended to help keep your gas appliances safe and efficient. That's why all our Careplan agreements include an annual service as standard. You can find out more about Careplan via our [website](#).

Agreement	Appliance(s)	Price (inc. VAT)
CarePlan 1 • Annual Service	1 <40kw Boiler	£114.00 per annum
CarePlan 2 • Annual Service • Unlimited call-outs • Labour included • Appliance covered	1 <40kw Boiler	£195.60 per annum
CarePlan 2(S) • Annual Service • Unlimited call-outs • Labour included • System covered	1 <40kw Boiler	£220.80 per annum
CarePlan 3 • Annual Service • Unlimited call-outs • Labour included • Parts included** • Appliance covered	1 <40kw Boiler	£289.20 per annum
CarePlan 3(S) • Annual Service • Unlimited call-outs • Labour included • Parts included** • System covered	1 <40kw Boiler	£396.00 per annum

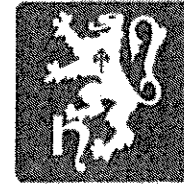
Terms & Conditions can be found online [here](#).

In the meantime, if you have any questions or want to discuss further, please call or email me – I'm here to help.



Call me on
0800 316 3255
Mon-Thurs 8:45-6pm
Fri 8:45-5pm

Did you know, as an employer you may have a legal obligation to make sure your gas appliances are maintained and kept in a safe condition...



**Horsham
District
Council**

Ms Carol Stephenson
Clerk to Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

Our ref: RD/scw
Your ref:
E-mail: ray.dawe@horsham.gov.uk
Direct line: 01403 215103
Date: 1 March 2017

Dear Carol

Thank you for your email of 24th February.

Given the number of meetings and exchanges of correspondence that have occurred dating back to last summer and the publicly available HDC reports about parking, I find this email, and in particular your last paragraph where you say, "it is reasonable to expect that the Cabinet has a clearly defined strategy that shows the benefits that car parking charges will bring", most perplexing.

The answer to this point has been apparent since the outset of the matter. The clear and unambiguous aim is to receive income from users of the car parks in question to offset their running costs with a desire to build up a fund for their future maintenance.

It is absolutely apparent that Steyning PC does not want parking charges. Your arguments have been discussed at length and the reasons for proceeding with the scheme which crosses all the so-called "market towns" have been fully explained. Contrary to your comment, there has, in comparison with Steyning, in fact been little (to use your word) challenge from the other Parish Councils and we have worked proactively with them to try and ensure a smooth introduction of the new parking scheme.

With regard to your letter of 12th January, I refer to your numbered points:

1. It is always a difficult point that the district has the same name as its principal town. If the district had been originally named with a wider geographical name eg Mid Sussex the point would not occur. I fully accept that the strategy is aimed at Horsham District and not just Horsham town.
2. As I say above, it is absolutely apparent that Steyning PC does not want parking charges. We have exchanged views on this aspect many times and your comments here really just take us down that same route once again.

Where we greatly differ is that we do not believe that the changes will have any significant negative impact on retail activity. To ensure we support regular users of local shops - over 90% of parking customers - we have created low priced annual parking discs costing just 23p per week, £12 for a year for any number of car park stays. In addition, given that feedback from those market towns which already have visitor parking charges was that the existing voucher scheme was confusing, we have listened and gone for a simple pay and display system.

...

We have also introduced in some car parks where there are the greatest pressures to park, changes to limit the maximum parking times to encourage the churn of customers. This frees up spaces rather than have them being occupied all day by cars which do not move nor bring in anything to support the local economy.

3. Clare has explained to you that HDC is developing an action plan to set out specific proposals to deliver an economic strategy. She has also offered to meet you to discuss this action plan and how we could maybe look at a local plan for Steyning. I hope you will take up this offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ray Dawe', with a stylized flourish at the end.

Ray Dawe
Leader of Horsham District Council

Carol Stephenson

From:
Sent: 23 February 2017 15:48
To: Carol Stephenson
Subject: 2017/2018 Budget

Dear Carol,

I would be grateful if you record this email as correspondence and forward it to all SPC councillors for their interest and comment. Many thanks.

Whilst I was overseas I listened to the discussion of the 2017/2018 budget and it was mentioned that there would be, I believe, a 2.3% increase over 2016/2017.

Clearly I do not know the detailed calculations behind these figures but it would seem to me that raising the Youth Service Expenditure from £10,250 in 2016/2017 to approximately £24,000 in 2017/2018 would cause a budget increase of 4.0% by itself. I also heard mention of building up the Reserves by £18,000. If that £18,000 consists of transferring that amount from Earmarked Reserves to General Reserves then that will mean that the SPC is actually making a cut in unforeseen projects it can carry out in 2017/2018. I appreciate that the Steyning Centre generates a significant income but that is already taken account of in the 2016/2017 budget.

I was wondering whether or not an accountant has checked the 2017/2018 budget?

Kind regards,

Jarvis Lane
Steyning

Business Plan

4.06 Reserves Steyning Parish Council is advised to hold in general reserve 50% of its working budget. Currently the council is underfunded and will need to build its reserves over the next 10 years. Reserves are used for capital or earmarked projects and our total general and earmarked reserves, as at 31.03.15, are £123,502 which is made up from £62,314 of Earmarked Reserves (funds for specific committees like Highways and Lighting and for projects such as the Steyning Centre Boiler replacement) and £61,188 of General Reserve (emergency funding and non-earmarked capital projects). See appendix 4.