		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	0	250	250	3,000			0.0%
1004	Reimbursed Charges & donations	0	17	17	200			0.0%
1076	Precept Received	124,245	124,244	(1)	248,489			50.0%
1077	CTB Grant	0	0	0	780			0.0%
1090	Bank Interest Received	0	10	10	125			0.0%
	Administration :- Income	**124,245**	**124,521**	**277**	**252,594**			**49.2%**
4000	Salaries	10,984	10,129	(855)	121,545		110,561	9.0%
4002	Printing, stationery, postage	196	250	54	3,000		2,804	6.5%
4003	Staff Ill Health Insurance	0	562	562	750		750	0.0%
4004	Telephones and Alarm	0	333	333	4,000		4,000	0.0%
4005	Insurance	0	0	0	8,300		8,300	0.0%
4006	Salaries Outsourcing	0	129	129	1,548		1,548	0.0%
4007	Data Protection	500	800	300	3,000		2,500	16.7%
4010	Audit Fees	(1,565)	0	1,565	1,420		2,985	(110.2%)
4016	Legal Fees/Elections	0	400	400	4,800		4,800	0.0%
4021	General Grants	50	167	117	2,000		1,950	2.5%
4025	CCTV Maintenance	0	354	354	4,250		4,250	0.0%
4030	Steyning in Bloom	0	0	0	4,250		4,250	0.0%
4032	Royal British Legion	0	0	0	400		400	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4036	SALC NALC Subs	1,468	1,163	(305)	1,744		276	84.2%
4040	Town Clock	0	29	29	350		350	0.0%
4045	Misc & Petty Cash	107	29	(78)	350		243	30.6%
4047	Training	0	83	83	1,000		1,000	0.0%
4060	Chairman's Function	0	0	0	750		750	0.0%
4061	Councillors' Allowances	0	8	8	100		100	0.0%
4063	Legionnaires	133	83	(50)	1,000		867	13.3%
4070	Software Packages	988	125	(863)	1,500		512	65.9%
4071	ICT Equipment	0	117	117	1,400		1,400	0.0%
4072	Website Development	0	62	62	750		750	0.0%
4073	Neighbourhood Plan Exp	0	0	0	16,400		16,400	0.0%
4075	Isolation and Loneliness	0	83	83	1,000		1,000	0.0%
	Administration :- Indirect Expenditure	**12,861**	**14,906**	**2,045**	**187,107**	**0**	**174,246**	**6.9%**
	Movement to/(from) Gen Reserve	**111,383**						
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	42,000		42,000	0.0%
4101	Swimming Pool	0	0	0	14,500		14,500	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**56,500**	**0**	**56,500**	**0.0%**
	Movement to/(from) Gen Reserve	**0**						

Continued over page

	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	0	0	0	24,540		24,540	0.0%
Youth Provision :- Indirect Expenditure	**0**	**0**	**0**	**24,540**	**0**	**24,540**	**0.0%**
Movement to/(from) Gen Reserve	**0**						
Finance & General Purposes Ctt :- Income	**124,245**	**124,521**	**277**	**252,594**			**49.2%**
Expenditure	**12,861**	**14,906**	**2,045**	**268,147**	**0**	**255,286**	**4.8%**
Movement to/(from) Gen Reserve	**111,383**						

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Bank Reconciliation Statement as at 30/04/2018
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current Account	30/04/2018	946	133,947.85
			133,947.85

Unpresented Cheques (Minus)			Amount	
26/03/2018	310502	Mr Jordan	145.00	
03/04/2018	310513	Horsham District Council	1,219.40	
03/04/2018	310518	J Fullbrook	44.62	
09/04/2018	310520	Tim Lloyd	42.24	
10/04/2018	310526	SCS	356.95	
10/04/2018	310528	HALC	15.00	
16/04/2018	310542	George Ross	10.79	
19/04/2018	310543	Laser	137.17	
19/04/2018	310544	Laser	1,605.44	
23/04/2018	310545	Steyning Scouts	50.00	
23/04/2018	310546	George Ross	10.79	
24/04/2018	310548	Capita Business Services	1,648.39	
28/04/2018	310549	Direct blinds	543.00	
28/04/2018	310550	WSCC	2,007.01	
30/04/2018	310551	GDPR Ltd	600.00	
30/04/2018	310552	Tim Lloyd	12.98	
30/04/2018	310553	Rialtus	610.80	
				9,059.58
				124,888.27

Receipts not Banked/Cleared (Plus)				
			0.00	
				0.00
				124,888.27
			Balance per Cash Book is :-	**124,888.27**
			Difference Excluding Adjustments is :-	**0.00**

Adjustments to Reconciliation				
16/04/2018	310538	Catercraft	0.00	
				0.00
			Unreconciled Difference is :-	**0.00**

4/7/18.

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	50	500	450	3,000			1.7%
1004	Reimbursed Charges & donations	0	34	34	200			0.0%
1076	Precept Received	124,245	124,244	(1)	248,489			50.0%
1077	CTB Grant	0	0	0	780			0.0%
1090	Bank Interest Received	0	20	20	125			0.0%
	Administration :- Income	**124,295**	**124,798**	**504**	**252,594**			**49.2%**
4000	Salaries	21,104	20,258	(846)	121,545		100,441	17.4%
4002	Printing, stationery, postage	246	500	254	3,000		2,754	8.2%
4003	Staff Ill Health Insurance	766	750	(16)	750		(16)	102.1%
4004	Telephones and Alarm	0	666	666	4,000		4,000	0.0%
4005	Insurance	0	0	0	8,300		8,300	0.0%
4006	Salaries Outsourcing	0	258	258	1,548		1,548	0.0%
4007	Data Protection	556	900	344	3,000		2,444	18.5%
4010	Audit Fees	(1,565)	1,420	2,985	1,420		2,985	(110.2%)
4016	Legal Fees/Elections	0	800	800	4,800		4,800	0.0%
4021	General Grants	50	334	284	2,000		1,950	2.5%
4025	CCTV Maintenance	83	708	625	4,250		4,167	2.0%
4030	Steyning in Bloom	0	0	0	4,250		4,250	0.0%
4032	Royal British Legion	0	0	0	400		400	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4036	SALC NALC Subs	1,468	1,500	32	1,744		276	84.2%
4040	Town Clock	0	58	58	350		350	0.0%
4045	Misc & Petty Cash	180	158	(22)	350		170	51.5%
4047	Training	600	166	(434)	1,000		400	60.0%
4060	Chairman's Function	0	0	0	750		750	0.0%
4061	Councillors' Allowances	0	16	16	100		100	0.0%
4063	Legionnaires	267	166	(101)	1,000		733	26.7%
4070	Software Packages	988	800	(188)	1,500		512	65.9%
4071	ICT Equipment	0	234	234	1,400		1,400	0.0%
4072	Website Development	30	124	94	750		720	4.0%
4073	Neighbourhood Plan Exp	0	0	0	16,400		16,400	0.0%
4075	Isolation and Loneliness	0	166	166	1,000		1,000	0.0%
	Administration :- Indirect Expenditure	**24,773**	**29,982**	**5,209**	**187,107**	**0**	**162,334**	**13.2%**
	Movement to/(from) Gen Reserve	**99,521**						
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	42,000		42,000	0.0%
4101	Swimming Pool	0	0	0	14,500		14,500	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**56,500**	**0**	**56,500**	**0.0%**
	Movement to/(from) Gen Reserve	**0**						

Continued over page

	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	147	3,506	3,359	24,540		24,393	0.6%
Youth Provision :- Indirect Expenditure	**147**	**3,506**	**3,359**	**24,540**	**0**	**24,393**	**0.6%**
Movement to/(from) Gen Reserve	**(147)**						
Finance & General Purposes Ctt :- Income	**124,295**	**124,798**	**504**	**252,594**			**49.2%**
Expenditure	**24,920**	**33,488**	**8,568**	**268,147**	**0**	**243,227**	**9.3%**
Movement to/(from) Gen Reserve	**99,374**						

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Time: 10:53 | User: JMF

Bank Reconciliation Statement as at 31/05/2018
for Cashbook 1 - Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current Account	31/05/2018	949	25,850.17
			25,850.17

Unpresented Cheques (Minus)			Amount	
03/04/2018	310513	Horsham District Council	1,219.40	
03/04/2018	310518	J Fullbrook	44.62	
16/04/2018	310542	George Ross	10.79	
21/05/2018	310568	Rialtus	741.44	
21/05/2018	310569	Horsham matters	176.32	
21/05/2018	310570	WSCC	1,691.05	
30/05/2018	310572	Smith of Derby	1,020.60	
30/05/2018	310573	SSALC	720.00	
30/05/2018	310574	PiP Services	138.50	
30/05/2018	310575	Rainbow Window Cleaning	90.00	
				5,852.72
				19,997.45

Receipts not Banked/Cleared (Plus)				
			0.00	
				0.00
				19,997.45
		Balance per Cash Book is :-		**19,997.45**
		Difference is :-		**0.00**

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ITEM 6-3

Steyning Parish Council

Bank Reconciliation up to 30/04/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/11/2017	310385	100.00		100.00		R	D Berrymen
13/03/2018	310489	33.58		33.58		R	Overline
19/03/2018	310496	395.45		395.45		R	SCS
19/03/2018	310498	340.20		340.20		R	Smith of Derby
19/03/2018	310500	382.02		382.02		R	Business system
19/03/2018	310501	89.40		89.40		R	Business systems
26/03/2018	310508	149.57		149.57		R	Business systems
26/03/2018	310502	145.00			145.00		Mr Jordan
26/03/2018	310503	2,880.00		2,880.00		R	Worthing windows
26/03/2018	310504	1,410.57		1,410.57		R	Capita Business Services
26/03/2018	310505	1,261.12		1,261.12		R	WSCC
26/03/2018	310506	351.09		351.09		R	BT
26/03/2018	310507	116.36		116.36		R	Business stream
26/03/2018	310509	321.34		321.34		R	Capita Business Services
26/03/2018	310510	142.20		142.20		R	1st Clearflow
26/03/2018	310511	300.32		300.32		R	business stream
26/03/2018	310512	14,992.26		14,992.26		R	HDC
29/03/2018	18/135		1,979.70	1,979.70		R	Receipt(s) Banked
02/04/2018	DD	988.73		988.73		R	HDC
02/04/2018	CR		70.06	70.06		R	Receipt(s) Banked
03/04/2018	310513	1,219.40		1,219.40		R	Horsham District Council
03/04/2018	310514	407.88		407.88		R	British Gas
03/04/2018	310515	198.00		198.00		R	Rialtas BS
03/04/2018	310513	1,219.40			1,219.40		Horsham District Council
03/04/2018	310516	90.00		90.00		R	Rainbow Window Cleaning
03/04/2018	310517	196.96		196.96		R	KCS
03/04/2018	310518	44.62			44.62		J Fullbrook
05/04/2018	VIS	49.97		49.97		R	Elec discount
05/04/2018	VIS	34.97		34.97		R	Site lock
05/04/2018	DR	0.96		0.96		R	HSBC
05/04/2018	18/138		619.50	619.50		R	Receipt(s) Banked
09/04/2018	310519	135.00		135.00		R	South Coast Vending
09/04/2018	310520	42.24			42.24		Tim Lloyd
09/04/2018	310521	63.66		63.66		R	George Ross
09/04/2018	310522	64.38		64.38		R	S.K.Services
09/04/2018	310523	42.55		42.55		R	EDF Energy
09/04/2018	310524	277.46		277.46		R	PHS Group
09/04/2018	310525	36.75		36.75		R	Bunces
09/04/2018	DD	573.14		573.14		R	Siemans
10/04/2018	310526	356.95			356.95		SCS
10/04/2018	310527	139.79		139.79		R	PiP Services
10/04/2018	310528	15.00			15.00		HALC
10/04/2018	310529	1,739.65		1,739.65		R	British Gas
10/04/2018	310530	160.00		160.00		R	TSS
10/04/2018	310531	180.98		180.98		R	Overline
10/04/2018	310532	40.76		40.76		R	Edmundson elec
10/04/2018	310533	112.00		112.00		R	Post Office
10/04/2018	CR		67.20	67.20		R	Receipt(s) Banked

Bank Reconciliation up to 30/04/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/04/2018	TFR		30,000.00	30,000.00		R	Receipt(s) Banked
11/04/2018	CR		238.74	238.74		R	Receipt(s) Banked
12/04/2018	CR		121.32	121.32		R	Receipt(s) Banked
12/04/2018	CR`		50.40	50.40		R	Receipt(s) Banked
15/04/2018	CR		93.41	93.41		R	Receipt(s) Banked
16/04/2018	310535	1,743.58		1,743.58		R	WSALC
16/04/2018	310536	44.84		44.84		R	PiP Services
16/04/2018	310537	880.90		880.90		R	PHS Group
16/04/2018	310538						Catercraft
16/04/2018	310538	132.92		132.92		R	Catercraft
16/04/2018	310539	2,587.97		2,587.97		R	DJFlynn
16/04/2018	310540	25.00		25.00		R	Dunelm
16/04/2018	310541	1,174.80		1,174.80		R	Sussex Resins
16/04/2018	310542	10.79			10.79		George Ross
16/04/2018	310534	41,106.00		41,106.00		R	Horsham District Council
16/04/2018	DR	25.00		25.00		R	Post Off
16/04/2018	310515	-198.00		-198.00		R	Rialtus
16/04/2018	310515	540.00		540.00		R	Rialtus
16/04/2018	18/137		750.17	750.17		R	Receipt(s) Banked
16/04/2018	18/140		70.00	70.00		R	Receipt(s) Banked
18/04/2018	310532	-40.76		-40.76		R	Edmundson elec
18/04/2018	310532	40.46		40.46		R	Edmundson Elec
19/04/2018	310543	137.17			137.17		Laser
19/04/2018	310544	1,605.44			1,605.44		Laser
19/04/2018	Cheque		69.19	69.19		R	Receipt(s) Banked
19/04/2018	CR		94.56	94.56		R	Receipt(s) Banked
19/04/2018	CR		57.00	57.00		R	Receipt(s) Banked
19/04/2018	CR		174.96	174.96		R	Receipt(s) Banked
21/04/2018	DR	61.36		61.36		R	HSBC
22/04/2018	CR		281.08	281.08		R	Receipt(s) Banked
23/04/2018	310545	50.00			50.00		Steyning Scouts
23/04/2018	310546	10.79			10.79		George Ross
23/04/2018	18/139		50.40	50.40		R	Receipt(s) Banked
23/04/2018	18/141		1,625.44	1,625.44		R	Receipt(s) Banked
23/04/2018	18/142		3.72	3.72		R	Receipt(s) Banked
23/04/2018	CR		5,399.70	5,399.70		R	Receipt(s) Banked
24/04/2018	310548	1,648.39			1,648.39		Capita Business Services
26/04/2018	CR		146.04	146.04		R	Receipt(s) Banked
26/04/2018	CR		50.40	50.40		R	Receipt(s) Banked
27/04/2018	VIS	231.00		231.00		R	Horsham .gov
27/04/2018	7328.63	7,328.63		7,328.63		R	Salaries
27/04/2018	VIS	209.00		209.00		R	Best Hedging
27/04/2018	VIS	-209.00		-209.00		R	Best Hedging
27/04/2018	VIS	209.16		209.16		R	Best Hedging
27/04/2018	CR		124,244.50	124,244.50		R	Receipt(s) Banked
28/04/2018	310549	543.00			543.00		Direct blinds
28/04/2018	310550	2,007.01			2,007.01		WSCC
29/04/2018	Cr		51.59	51.59		R	Receipt(s) Banked

Bank Reconciliation up to 30/04/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/04/2018	310551	600.00			600.00	☐	GDPR Ltd
30/04/2018	310552	12.98			12.98	☐	Tim Lloyd
30/04/2018	310553	610.80			610.80	☐	Rialtus
		94,970.91	166,309.08				

Bank Reconciliation up to 31/05/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/03/2018	310502	145.00		145.00		R	Mr Jordan
03/04/2018	310513	1,219.40			1,219.40		Horsham District Council
03/04/2018	310518	44.62			44.62		J Fullbrook
09/04/2018	310520	42.24		42.24		R	Tim Lloyd
10/04/2018	310526	356.95		356.95		R	SCS
10/04/2018	310528	15.00		15.00		R	HALC
16/04/2018	310538					R	Catercraft
16/04/2018	310542	10.79			10.79		George Ross
19/04/2018	310543	137.17		137.17		R	Laser
19/04/2018	310544	1,605.44		1,605.44		R	Laser
23/04/2018	310546	10.79		10.79		R	George Ross
23/04/2018	310545	50.00		50.00		R	Steyning Scouts
24/04/2018	310548	1,648.39		1,648.39		R	Capita Business Services
28/04/2018	310549	543.00		543.00		R	Direct blinds
28/04/2018	310550	2,007.01		2,007.01		R	WSCC
30/04/2018	310551	600.00		600.00		R	GDPR Ltd
30/04/2018	310552	12.98		12.98		R	Tim Lloyd
30/04/2018	310553	610.80		610.80		R	Rialtus
01/05/2018	DD	987.00		987.00		R	HDC
01/05/2018	TFR	90,000.00		90,000.00		R	Money Market Account
01/05/2018	CR	100.80		100.80		R	Neda
01/05/2018	CR	-100.80		-100.80		R	Neda
01/05/2018	CR		100.80	100.80		R	Receipt(s) Banked
01/05/2018	18/143		1,500.15	1,500.15		R	Receipt(s) Banked
01/05/2018	18/144		38.60	38.60		R	Receipt(s) Banked
01/05/2018	18/145		50.00	50.00		R	Receipt(s) Banked
03/05/2018	BP		50.00	50.00		R	Receipt(s) Banked
03/05/2018	18/146		39.60	39.60		R	Receipt(s) Banked
03/05/2018	18/147		296.45	296.45		R	Receipt(s) Banked
03/05/2018	18/148		533.50	533.50		R	Receipt(s) Banked
03/05/2018	CR		46.39	46.39		R	Receipt(s) Banked
03/05/2018	18/149		18.00	18.00		R	Receipt(s) Banked
04/05/2018	VIS	67.43		67.43		R	Amazon
04/05/2018	VIS	21.48		21.48		R	Amazon
04/05/2018	BP	492.00		492.00		R	Rabbit skips
04/05/2018	VIS	36.33		36.33		R	Site lock
07/05/2018	CR		93.41	93.41		R	Receipt(s) Banked
08/05/2018	DR	0.99		0.99		R	Transaction fee
08/05/2018	310554	357.00		357.00		R	Clare Austin
08/05/2018	310555	37.20		37.20		R	Edmundson Elec
08/05/2018	310556	64.99		64.99		R	Bunces
08/05/2018	310557	160.00		160.00		R	TSS
08/05/2018	310558	765.82		765.82		R	Legal and general
08/05/2018	310559	1,800.00		1,800.00		R	Andrew Gale
08/05/2018	310560	760.00		760.00		R	Horsham District Council
08/05/2018	310561	334.20		334.20		R	SCS
09/05/2018	CR		51.59	51.59		R	Receipt(s) Banked
09/05/2018	CR		235.98	235.98		R	Receipt(s) Banked

Bank Reconciliation up to 31/05/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/05/2018	CR		6.00	6.00		R	Receipt(s) Banked
10/05/2018	CR		57.00	57.00		R	Receipt(s) Banked
10/05/2018	310562	1,870.00		1,870.00		R	Streeter
10/05/2018	310563	60.16		60.16		R	George Ross
10/05/2018	310564	99.00		99.00		R	Steyning Allot Asso
10/05/2018	310565	288.00		288.00		R	Horsham District Council
10/05/2018	310566	99.60		99.60		R	Kestral
11/05/2018	CR		272.75	272.75		R	Receipt(s) Banked
14/05/2018	CR		33.60	33.60		R	Receipt(s) Banked
14/05/2018	18/151		432.65	432.65		R	Receipt(s) Banked
14/05/2018	CR		121.32	121.32		R	Receipt(s) Banked
15/05/2018	CR		93.41	93.41		R	Receipt(s) Banked
15/05/2018	CR		406.51	406.51		R	Receipt(s) Banked
17/05/2018	VIS	98.40		98.40		R	EQUIP4WORK
17/05/2018	DR	72.33		72.33		R	HSBC
18/05/2018	CR		70.92	70.92		R	Receipt(s) Banked
18/05/2018	CR		27.98	27.98		R	Receipt(s) Banked
18/05/2018	CR		451.09	451.09		R	Receipt(s) Banked
21/05/2018	310567	177.00		177.00		R	Edmundson elec
21/05/2018	310568	741.44			741.44		Rialtus
21/05/2018	310569	176.32			176.32		Horsham matters
21/05/2018	310570	1,691.05			1,691.05		WSCC
21/05/2018	310571	1,611.79		1,611.79		R	Capita Business Services
22/05/2018	18/152		991.29	991.29		R	Receipt(s) Banked
22/05/2018	18/155		50.00	50.00		R	Receipt(s) Banked
22/05/2018	BP		78.74	78.74		R	Receipt(s) Banked
24/05/2018	18/154		15.00	15.00		R	Receipt(s) Banked
25/05/2018	CR		24.00	24.00		R	Receipt(s) Banked
25/05/2018	CR		143.52	143.52		R	Receipt(s) Banked
29/05/2018	BP	6,817.01		6,817.01		R	Salaries
29/05/2018	18/153		120.46	120.46		R	Receipt(s) Banked
30/05/2018	310575	90.00			90.00		Rainbow Window Cleaning
30/05/2018	310572	1,020.60			1,020.60		Smith of Derby
30/05/2018	310573	720.00			720.00		SSALC
30/05/2018	310574	138.50			138.50		PiP Services
31/05/2018	CR		257.11	257.11		R	Receipt(s) Banked
31/05/2018	CR		57.00	57.00		R	Receipt(s) Banked
		120,715.22	6,764.82				

ITEM 6.6

26th June 2018

Notes to accompany Part 3 AGAR – Steyning Parish Council

Item 3 Explanations of significant variance

With regards to Box 3, 'Total other receipts' the difference between the two year end amounts is 16.1% and therefore requires explanation. The 2018 figure is £18,848 less than the year before (2017) for three main reasons:

1. CTB Grant - £3,739 income reduced to £748 – This Council Tax Base Grant is being phased out.
2. Town Centre - £11,720 income reduced to £0 – £9,970 of which was an 'Operation Watershed' grant from Horsham DC for Mouse lane Highway improvements, plus a contribution from West Sussex CC of £1,250 and £500 from a local Land owner (Wiston Estate).
3. Big Lottery - £5,028 income reduced to £0 – This is because we successfully won a grant which enabled the Council to create additional public toilet facilities from a store room conversion.

{Please also see 'Page 1 Working details for Annual return' attached – Highlighted items}

Notes to accompany Section 1, Annual Governance Statement – Steyning Parish Council

Box 2 Adequate systems of internal control

The Council has ticked this box yes because we follow the financial regulations, and make proper arrangements and accept responsibility for safeguarding the public money and resources. We do this by following our NALC based Standing orders and observing proper expenditure approvals, gain three quotes where necessary on expenditure over £100, proceed when agreed at committee, monitor contracts and report back to committees monthly. I&E finance statements are reviewed and approved in committee every month and the Chair of F&GP committee checks, reviews and signs bank reconciliations each month.

Box 3 No matters of actual or potential non-compliance

The Clerk with Chair and Vice Chair of the Council have reviewed allegations of non-compliance by certain residents and agree there is no reason to believe there will be significant financial effect on the ability of the Council to conduct its business or manage its finances. The Council believes it has only done what it has the legal power to do and complied with Proper practices in doing so and to the best of its abilities. {See email for details}

Signed

Clerk	Mr John Fullbrook	.....
Chair of Council	Mr Tim Lloyd	.....
Vice Chair of Council	Mr Steve Pearcey	.....

John Fullbrook ITEM 6.7

From: Steyning Parish Council - Clerk
Subject: FW: Steyning RBL Primary schools painting comp.

Hi John,

Thought I would let you know about the Primary schools painting competition the local RBL is organising once again.

To date we have five out of six schools confirmed that they would take part, am awaiting the reply from the sixth.

Anyway, this gives me a clear picture of our strategy.

Intend that, as before we would present book vouchers as prizes, £10 per voucher is the schools preference.

Is this something that the Parish council would be able to support?

Obviously the more vouchers we have available, the larger the share per school, but every little helps.

Any assistance that Parish Council can let us have would be greatly appreciated.

The subject matter is, having given the children free reign, WW1, Poppies and Peace celebration after 100 years. This should give quite a good basis for their efforts.

I am certainly looking forward to looking at the results.

Anyway, many thanks in anticipation, I look forward to hearing from you.

Chairman, RBL Steyning and district branch

John Fullbrook

ITEM 6.8

From: Steyning Parish Council - Clerk
Subject: FW: Steyning & District Food & Drink Festival September 2018 - Request for PC funding

Dear John,

The Steyning & District Community Partnership - Visitor & Tourism Group - are all set to repeat the annual Steyning & District Food & Drink Festival during the period September 1st to October 6th 2018. As you will know the Festival is an outstanding date in the district calendar, where our aim is to attract as many new faces to our area as possible - bringing valuable business to our traders - together with bringing enjoyment to our residents,

As previously, it will be running alongside the same dates as the Horsham & District Food Festival and will be featured within the Horsham Food & Drink Festival Guide with a wide distribution throughout the Horsham district and indeed, beyond. The Festival is run with the fantastic support of the "foodie" outlets in our district, who come up with both events to be held during the month, and special offers for the Festival duration. Because of Steyning's outstanding business support, Horsham allow us our own special section within the main guide, giving fantastic promotion to our area. Our entries now take up nearly half of the Guide. Each year the event also receives a widespread of media coverage including such names as: Sussex Life, Etc., Fine Magazine, Horsham District News, Village Living, Your Steyning, WSCT, West Sussex Gazette, Steyning Herald and The District Post. We also receive some great Social Media coverage, headed up by one of the Festival Committee, who dedicates a vast amount of her time making sure Facebook and Twitter operates successfully. All good economic news for Steyning.

Of course, all this promotion/advertising is expensive, plus we also need to produce/purchase promotional literature/materials to give additional exposure to the event. Last year we used for the first time, posters on stakes, which were erected in areas further away from the immediate district and set alongside many road junctions etc. These were very successful. However, they need to be reprinted each year so nothing to carry forward and involving an additional yearly cost. We also – for the first time last year - paid for advertising on Facebook & Twitter, which again was successful, but is now an annual expense, if we intend to keep promoting the Festival in a professional manner.

This is our sixth Festival, but as for our first years, our reserves remain low and as we continue to grow we expect to take hits from the need for additional banners, posters, window clingers, etc., etc. as well as expenses listed above. Indeed some of our large vinyl banners are in need of replacement, as wear and tear is now taking its toll. We would really like an update to our current website, to bring it in line with a more admin friendly system. However, every year we just have to say "we will wait until next year" ! We are fervently hoping that Steyning Parish Council could again consider helping us by awarding us a grant. As we are only just in the process of seeking funds we have, as yet, no list of funding already achieved for 2018. We have no official accounts, but have approximately £900 in hand from last year, which will quickly disappear as we start to purchase items. Expense sheet attached.

Obviously we would appreciate any funding that the Parish Council felt they could offer . We know that your top limit is usually £200, but if for some reason this funding level has increased, as much as possible would be really welcome ☺

If you need anything else from me, please let me know, and I will do my best to provide. Not sure which Committee looks after requests such as ours, but hopefully their next meeting will not be too long away.

With best wishes and fingers crossed !

I.D. Cards and Badges

Please see below a sample of what Council might want to consider. We need to decide on style, whether we want pictures involved in ID cards, what it should be saying on the card, who should have one and for what reason – in other words when are we saying these ought to be worn.

PLAIN NECK STRAP LANYARD WITH METAL SWIVEL CLIP

10mm wide - Strong super soft Plain Neck Lanyard with SAFETY BREAKAWAY and strong metal clip - Standard 19" length

Royal Blue 3900 - Light Green 3902 - White 3899 - Black 3901 - Red 3904 - Yellow 3898 - Dark Navy 3903 - Purple 3905 - Grey 3907 - Pink 3908 - Orange 3909 - Dark Green 3910

Compatible with our range of holders

Qty From	Qty To	Unit Price
	1	£1.09
2	5	£0.79
6	10	£0.64
11	25	£0.54
26	50	£0.44
51	99	£0.34

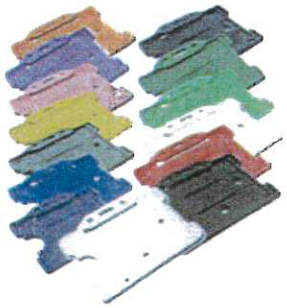
ID CARD HOLDERS HORIZONTAL/LANDSCAPE RIGID

With slot to attach a Neck Lanyard, Strap/Croc Clip and 2 holes for a Necklace.

Accepts Standard PVC Credit Card Size ID Cards Dimensions are 85.6mm x 54mm
Ideal for ID Cards, Security Access Control Cards, Smart Cards and Security Passes Schools - Hospitals - Council etc

Available Colours

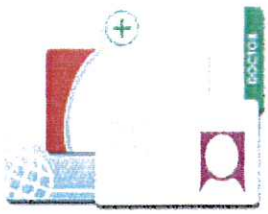
Orange 4437 - Purple 4438 - Pink 4440 - Yellow 4441 - Grey 4443 - Royal Blue 4444 - Light Navy Blue 4445 - Dark Navy Blue 4446 - Dark Green 4447 - Light Green 4448 - Red 4451 - Black 4454 - Clear 4455 - White 4457



Qty From	Qty To	Unit Price
	1	£0.99
2	5	£0.75
6	10	£0.65
11	25	£0.45
26	49	£0.25
50	99	£0.15

Choose

Start with a blank card or choose one of our templates



Create

Personalise by uploading photos and logos, then adding text and shapes

Quantity	Price single sided
Up to 6	£10.00 per card
Up to 11	£8.50 per card
Up to 21	£7.00 per card

John Fullbrook ITEM 11.1

From: Steyning Parish Council - Clerk
Subject: FW: Broadband - Steyning Parish Council

Dear Councillor Barling

Councillor Lanzer has passed me your correspondence regarding broadband provision along the B2135 and has asked me to respond to the question raised at the Steyning Parish Council meeting.

Unfortunately, the situation for the properties along the B2135 remains unchanged from that previously outlined by my colleague, Jo Furber. That is to say, the properties have not costed in to the delivery plans for the West Sussex Better Connected. We are very mindful that fibre broadband is not available to every property in the county and extensive analysis has shown that 100% coverage is not going to be possible with the available funding and technology. The properties along the B2135 are connected to the exchange at Steyning via cabinet 7 and are currently too far away from the cabinet to benefit.

The postcodes along the road continue to remain eligible for any future funding for a 'superfast' broadband service, however we do not have sight of any new funding on the horizon.

There are some options that residents may wish to consider.

If their current broadband speed is slower than 2 Mbps they might consider the government's 'better broadband scheme' which provides a one off subsidy towards the installation of a basic broadband service of a minimum of 2 Mbps using a range of technologies including satellite and wireless. If speeds are less than this at any point across the day residents can self-certify and register for a subsidised installation. I'm attaching some details for you to share.

As a number of neighbouring properties are affected it may be worthwhile for residents to pursue self-funded option for their mutual benefit. Taking this step is a big decision, but it may be the only viable way of providing fibre broadband. We are supporting other West Sussex communities through this process.

For example BT has a 'community partnerships option' in which it will cover part of the cost of building infrastructure if a community or collective agrees to fund the remainder. A good starting point is:

http://www.communityfibre.bt.com/

Government has also recognised that it may be necessary for people to contribute private investment towards a viable broadband solution. It has published a useful guide outlining a range of options to consider, from demonstrating organised demand to suppliers to building and running a bespoke broadband network at:

https://www.gov.uk/government/publications/community-led-broadband-schemes/introduction-to-community-led-schemes

If there are businesses located amongst the properties affected, the community may wish to look into the government's 'Gigabit Broadband Voucher Scheme'. This scheme can provide support of up to £3,000 per business included in self-funded scheme. More details on the scheme can be found on the website below:

http://www.businesswestsussex.co.uk/369-gigabit-broadband-for-businesses-scheme-.html

I appreciate that this isn't the answer you were seeking but hope that it provides you with some helpful information.

With kind regards

RAISING THE PROFILE OF THE COUNCIL ITEM 10.1

For the F&GP Committee to discuss and agree how to raise the profile of the Council in the run up to next year's elections.

Things we might want to consider include;

1. Articles in 'Your Steyning' and or a Newsletter to be published on website, and elsewhere
2. Use a Notice board in the Steyning Centre to highlight Council achievements and look at future proposed developments
3. Make better use of the High street Notice boards
4. Raise profile of Councillors at Events
5. Leaflet drop to residents, again looking at Council achievements and proposed future developments and why it is so important for Steyning to utilise the services of these volunteers – Plus 'Steyning Needs You' approach for 'the next generation'
6. Upgrade the Steyning Centre to raise level of service and profile (already happening)
7. Move forward on items under Council control in a positive way and involve the community in this process (Already happening)
8. Update the Business plan
9. Avoid 'Bad Publicity', or have a process of dealing with it in a positive way.
10. Ask other Steyning Socities and groups to promote the Council in someway