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West Sussex, BN44 3XL
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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON 14th DECEMBER 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Lloyd, Young, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: **2**

Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/21/24 **APOLOGIES FOR ABSENCE**

24.1 Apologies received from Cllrs Norcross, Sullivan and Campbell. With Cllr Trundle having to leave this meeting at 9pm due to a pressing engagement elsewhere.

F&GP/21/25 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

25.1 None

F&GP/21/26 **QUESTIONS FROM THE FLOOR**

26.1 None received

F&GP/21/27 **MINUTES OF PREVIOUS MEETING**

27.1 Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 12th October 2021 be agreed as a true and fair record of the meeting. **Agreed**

F&GP/21/28 **MATTERS ARISING AND ACTIONS**

28.1 Clarification notes regards questions on finance raised by Cllrs appended to Minutes - **Actioned**

28.2 Business Chamber grant request to come back to next meeting – **Actioned / See item 29.1**

28.3 Ouse & Adur Rivers Trust grant request to come back to next meeting – **Actioned / See item 29.2**

28.4 Clerk to purchase the Festive light package and progress the licence agreements **– Actioned**

28.5 Storage cupboard payment to be taken back to Premises Committee **- Actioned**

28.6 High Street Toilet cleaning regime to be taken back to Premises Committee **– Actioned**

28.7 FOI Panel to meet to discuss FOI review **– Actioned**

28.8 Business Plan project list prioritisation to be taken to Community and Premises Committee **- Actioned**

28.9 Clerk responds to Jubilee celebrations organisation committee to ask for updated grant request **- Actioned**

28.10 Timetable for 2022/23 budget processing enabled **– Actioned**

28.11 Community Awards promotion enabled **– Actioned**

28.12 Clerk's office to publicise local MP's support for grants from voluntary groups **– Actioned**

28.13 Amend SPC bank Mandate signatories **- Actioned**

F&GP/21/29 FINANCE MATTERS

29.1 To discuss £200 grant application from the Steyning Business Chamber for contribution to cover costs of Event Speakers as per supporting papers. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee agrees the £200 grant {for the Business Chamber}. **Agreed** **CLERK**

29.2 To discuss the £200 grant application from the Ouse & Adur Rivers Trust concerning a request to cover costs of the materials being used by the Trust for the benefit of Steyning residents at Abbey Road /Tanyards Stream. Cllr Goldsmith **proposed, seconded** by Cllr S. Alexander that committee agrees the £200 grant {for the Ouse and Adur Rivers Trust}. **Agreed** **CLERK**

29.3 To discuss £435 grant application from the Steyning Business Chamber for a contribution to cover costs of Flag and Tree Holder brackets as per supporting papers. Cllr S. Alexander **proposed, seconded** by Cllr Goldsmith that committee accepts this grant {application for £435} and give it to where it is needed. **Agreed** **CLERK**

29.4 Committee received the Briefing notes on the Finance position as at the end of October 2021.

29.5 To discuss continued support for the 'Vintage Years group' for the next two years to help finance their administrator as per supporting papers. Cllr S. Alexander **proposed, seconded** by Cllr Young that committee continues support {for the Vintage Years group as per supporting papers} until the end of the period of this Council's term {March 2023}. **Agreed** **CLERK**

29.6 To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for September and October 2021 be approved as a correct record. **Agreed**

29.7 I & E Reports. Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the F&GP income and expenditure reports for September and October 2021 as a correct record. **Agreed**

29.8 To discuss the F&GP Committee budget for the forthcoming fiscal year – 2022/23. The Clerk reported on version 2 of the proposed F&GP budget and welcomed any suggested amendments. Cllr Northam **proposed, seconded** by Cllr S. Alexander committee requests the Clerk to update the F&GP Draft Budget in accordance with committees' discussion and to bring it forward to the next F&GP Meeting. **Agreed** **CLERK**

29.9 To discuss the F&GP projects to be prioritised for the forthcoming years. Cllr Northam suggested he would compile a discussion paper template to move the process forward so that next time there could be a more informed discussion. Cllr Alexander agreed to prepare a discussion paper for CCTV renewals. Cllr Goldsmith for Town Clock. Cllr Young for Normans Way. The Clerk will update the supporting paper for presentation at the next meeting along with completed discussion papers. {***At this point the Chair brought forward agenda item 8.3}*** **Cllr Northam Cllr Alexander Cllr Goldsmith Cllr Young CLERK**

F&GP/21/30 GOVERNANCE ITEMS

30.1 To discuss details of the amended Youth Service MOU for 2022/23 as per supporting paper and as recommended by the Joint Parishes Youth Committee. Cllr Northam **proposed, seconded** by Cllr Lloyd that F&GP recommend that Full Council approve the Youth Service MOU 2022/23 {as per supporting papers}. **Agreed** **CLERK**

F&GP/21/31 DATA PROTECTION AND FREEDOM OF INFORMATION

31.1 The Clerk updated that the FOI panel had met on the 18th October in consideration of a residents FOI review and would need to convene once more after the Clerk had compiled further data, with the ICO having extended the response date in this instance. The Clerk also **CLERK**

stated that there had been responses given to two FOI requests from Cllr Campbell and that he had requested a review in both instances. The Clerk also updated that there were two further FOI requests still outstanding.

F&GP/21/32 GOVERNANCE ITEMS

32.1 To discuss and approve the interim Internal Audit letter, dated November 2021 and to agree any subsequent actions. The Clerk explained there was only one recommendation from the auditor – which was to amend the financial regulations under item 4.1 by increasing the Clerks authority to spend from £500 to £1000. Cllr Alexander **proposed, seconded** by Cllr Northam that committee recommends to full council that {the Council} follows the advice of the auditor and agree with the interim auditor and his subsequent recommended action. **Agreed** **CLERK**

32.2 To discuss and agree to recommend to Full Council that bullet point 2 under "submission of the application" in the council's Grant Awarding Policy to be changed to read "*….Applications for grants over £250 should be supported by a copy of the latest set of annual accounts*", plus other amendments which had been detailed within the supporting paper. Cllr Northam **proposed, seconded** by Cllr S. Alexander that committee recommends to Full Council {the amendments} as per the document under 8.2. **Agreed.** **{At this point Cllr Trundle left the meeting}** **CLERK**

F&GP/21/33 PROGRESS REPORT

33.1 F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced. **–** Cllr Lloyd reported and reiterated the HDC position that HDC operatives will only clear graffiti from their own facilities except in instances when property owned by others is defaced by racist or other subversive graffiti.

33.2 F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing** **CLERK**

33.3 F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing** **CLERK**

33.4 F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes **–** Cllr Goldsmith said he would do this in his own time. Cllr Northam said that this to be brought back to next meeting and if necessary for him to sign them instead. **CLERK**

33.5 F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing** **CLERK**

33.6 F&GP/21/6.13 Move emergency reserve monies to a savings account **– Ongoing** **CLERK**

33.7 F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** **CLERK**

33.8 F&GP/21/20.1 Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed **- Ongoing** **CLERK**

F&GP/21/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/21/35 DATE OF NEXT MEETING – 11th January 2022 @7.30pm.

The Chair closed the meeting at 9.24 pm

Signed ……………………………………………………. Date 11th January 2022

Here is the link to the video recording of this meeting:-
https://youtu.be/k0h-vxXuB3s

NOVEMBER

Time: 15:18

Bank Reconciliation up to 30/11/2021 for Cashbook No 1 - Current Account

*ALL FIGURES ARE INCLUDING VAT WHERE APPLICABLE.

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2021	DD	973.00		973.00		R	HDC Rates
01/11/2021	CR		1,077.24	1,077.24		R	Receipt(s) Banked - PRE SCHOOL
01/11/2021	CR		32.00	32.00		R	Receipt(s) Banked
02/11/2021	21/50		64.00	64.00		R	Receipt(s) Banked
02/11/2021	21/52		1,287.35	1,287.35		R	Receipt(s) Banked - VARIOUS ROOM HIRE
02/11/2021	Cr		32.00	32.00		R	Receipt(s) Banked
02/11/2021	CR		32.00	32.00		R	Receipt(s) Banked
02/11/2021	CR		32.00	32.00		R	Receipt(s) Banked
02/11/2021	BP		25.99	25.99		R	Receipt(s) Banked
03/11/2021	VIS	19.20		19.20		R	Amazon batteries
03/11/2021	CR		66.48	66.48		R	Receipt(s) Banked
03/11/2021	BP		39.00	39.00		R	Receipt(s) Banked
03/11/2021	PDQ		11.80	11.80		R	Receipt(s) Banked
04/11/2021	BP	78.06		78.06		R	PiP Services
04/11/2021	188/21.22	1,706.00		1,706.00		R	Jack Lee street cleaning
04/11/2021	189/21.22	72.67		72.67		R	Laser
04/11/2021	190/21.22	777.00		777.00		R	TC Maintenance - STEYNING CENTRE FENCE WORKS.
04/11/2021	191/21.22	274.50		274.50		R	Clare Austin
04/11/2021	192/21.22	104.21		104.21		R	Emmins refund RH
04/11/2021	193/21.22	194.07		194.07		R	Overline phones
04/11/2021	194/21.22	101.20		101.20		R	Online playgrounds
04/11/2021	195/21.22	563.20		563.20		R	Horsham District Council - PLAY INSPECTIONS + WASTE REMOVAL
04/11/2021	196/21.22	6,000.00		6,000.00		R	ID Verde - grass cutting
04/11/2021	CR		95.11	95.11		R	Receipt(s) Banked
04/11/2021	21/54		133.50	133.50		R	Receipt(s) Banked
04/11/2021	21/55		306.50	306.50		R	Receipt(s) Banked
04/11/2021	CR		47.00	47.00		R	Receipt(s) Banked
05/11/2021	VIS	36.38		36.38		R	Site lock
05/11/2021	DR	1.00		1.00		R	HBBS Charge
05/11/2021	21/53		356.16	356.16		R	Receipt(s) Banked
08/11/2021	CR		24,620.32	24,620.32		R	Receipt(s) Banked - CLEANSING GRANT
08/11/2021	CR		30.70	30.70		R	Receipt(s) Banked
08/11/2021	CR		30.70	30.70		R	Receipt(s) Banked
08/11/2021	CR`		-30.70	-30.70		R	Receipt(s) Banked
09/11/2021	BP		150.75	150.75		R	Receipt(s) Banked
10/11/2021	CR		32.00	32.00		R	Receipt(s) Banked
10/11/2021	CR		25.99	25.99		R	Receipt(s) Banked
10/11/2021	CR		15.00	15.00		R	Receipt(s) Banked
11/11/2021	197/21.22	563.97		563.97		R	British Gas
11/11/2021	198/21.22	186.00		186.00		R	Toilet securit
11/11/2021	199/21.22	1,104.00		1,104.00		R	Creative play works - FLETCHERS CROFT PLAY REMEDIAL WORKS.
11/11/2021	200/21.22	27.39		27.39		R	Wine for films
11/11/2021	201/21.22	140.00		140.00		R	Kieron -plumber
11/11/2021	202/21.22	510.00		510.00		R	Gale Tree report
11/11/2021	202/21.22	-510.00		-510.00		R	Gale Tree report
11/11/2021	202/21.22	510.00		510.00		R	Gale Tree report
11/11/2021	203/21.22	3,006.16		3,006.16		R	Squires planning - N. PLAN CONSULTANCY
11/11/2021	204/21.22	302.20		302.20		R	Horsham District Council

Bank Reconciliation up to 30/11/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/11/2021	CR		32.00	32.00		R	Receipt(s) Banked
11/11/2021	21/56		39.30	39.30		R	Receipt(s) Banked
14/11/2021	CR		104.21	104.21		R	Receipt(s) Banked
15/11/2021	CR		330.38	330.38		R	Receipt(s) Banked
15/11/2021	CR		-0.05	-0.05		R	Receipt(s) Banked
16/11/2021	VIS	28.78		28.78		R	Zoom
17/11/2021	BP		39.00	39.00		R	Receipt(s) Banked
17/11/2021	BP		78.16	78.16		R	Receipt(s) Banked
17/11/2021	Cr		75.12	75.12		R	Receipt(s) Banked
17/11/2021	Cr		64.62	64.62		R	Receipt(s) Banked
17/11/2021	CR		35.74	35.74		R	Receipt(s) Banked
17/11/2021	CR		109.85	109.85		R	Receipt(s) Banked
17/11/2021	CR		132.45	132.45		R	Receipt(s) Banked
18/11/2021	CR		641.89	641.89		R	Receipt(s) Banked - PRE SCHOOL
21/11/2021	DR	31.79		31.79		R	HSBC Bank charges
21/11/2021	VIS	10.98		10.98		R	Amazon - Diaries
21/11/2021	BP		367.26	367.26		R	Receipt(s) Banked
21/11/2021	CR		54.92	54.92		R	Receipt(s) Banked
22/11/2021	CR		30.70	30.70		R	Receipt(s) Banked
23/11/2021	CR		129.60	129.60		R	Receipt(s) Banked
23/11/2021	CR		164.70	164.70		R	Receipt(s) Banked
24/11/2021	21/59		194.14	194.14		R	Receipt(s) Banked
24/11/2021	PDQ		269.86	269.86		R	Receipt(s) Banked
24/11/2021	CR		25.99	25.99		R	Receipt(s) Banked
26/11/2021	310858	872.16		872.16		R	staff - various salary
26/11/2021	21/58		987.52	987.52		R	Receipt(s) Banked - VARIOUS ROOM HIRE
29/11/2021	310857	1,570.55		1,570.55		R	Staff various salary
29/11/2021	310856	1,361.22		1,361.22		R	staff various salary
29/11/2021	VIS	8.00		8.00		R	Zoho
30/11/2021	CR		262.51	262.51		R	Receipt(s) Banked
30/11/2021	CR		31.70	31.70		R	Receipt(s) Banked
30/11/2021	CR		95.11	95.11		R	Receipt(s) Banked
		20,623.69	32,809.57				

Detailed Income & Expenditure by Phased Budget Heading 30/11/2021

Month No: 8 - NOVEMBER

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Administration							
1000	Donations Received	15,000	1,864	(13,136)	2,800			535.7%
1004	Reimbursed Charges & donations	48	120	72	200			24.0%
1010	Miscellaneous income	44	186	142	250			17.7%
1075	CIL Receipts	0	2,000	2,000	2,000			0.0%
1076	Precept Received	322,305	322,305	0	322,305			100.0%
1090	Bank Interest Received	10	144	134	220			4.5%
	Administration :- Income	**337,407**	**326,619**	**(10,788)**	**327,775**			**102.9%**
4000	Salaries	79,438	76,936	(2,502)	116,300		36,862	68.3%
4002	Printing, stationery, postage	1,263	1,664	401	2,500		1,237	50.5%
4003	Staff Ill Health Insurance	2,173	1,350	(823)	1,350		(823)	161.0%
4004	Telephones and Alarm	1,790	1,800	10	2,700		910	66.3%
4005	Insurance	5,027	5,100	73	5,100		73	98.6%
4006	Salaries Outsourcing	100	0	(100)	900		800	11.1%
4007	Data Protection	587	800	213	1,200		613	48.9%
4010	Audit Fees	(1,991)	500	2,491	1,850		3,841	(107.6%)
4016	Legal Fees/Elections	(172)	6,664	6,836	10,000		10,172	(1.7%)
4017	Bank Charges	220	192	(28)	283		63	77.7%
4021	General Grants	620	1,169	549	2,000		1,380	31.0%
4025	CCTV Maintenance	0	80	80	160		160	0.0%
4030	Steyning in Bloom	0	2,000	2,000	4,600		4,600	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2021

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
4032	Royal British Legion	0	350	350	412		412	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,815	1,880	65	1,880		65	96.5%
4039	Publicity and Advertising	0	1,336	1,336	2,000		2,000	0.0%
4040	Town Clock	0	330	330	450		450	0.0%
4045	Misc & Petty Cash	150	184	34	275		125	54.5%
4047	Training	280	1,000	720	1,500		1,220	18.7%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	0	3,336	3,336	5,000		5,000	0.0%
4060	Chairman's Function	0	0	0	100		100	0.0%
4061	Councillors' Allowances	0	64	64	100		100	0.0%
4063	Legionnaires	800	1,664	864	2,500		1,700	32.0%
4070	Software Packages	1,433	1,600	167	2,400		967	59.7%
4071	ICT Equipment	1,880	1,300	(580)	1,700		(180)	110.6%
4072	Website Development	110	664	555	1,000		891	10.9%
4073	Neighbourhood Plan Exp	2,625	900	(1,725)	1,050		(1,575)	250.0%
4075	Isolation and Loneliness	1,512	1,500	(12)	3,000		1,488	50.4%
	Administration :- Indirect Expenditure	**99,658**	**114,363**	**14,705**	**174,010**	**0**	**74,352**	**57.3%**
	Net Income over Expenditure	**237,749**	**212,256**	**(25,493)**	**153,765**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,105		45,105	0.0%
4101	Swimming Pool	(20,550)	0	20,550	15,750		36,300	(130.5%)
	Finance & Community Appendix :- Indirect Expenditure	**(20,550)**	**0**	**20,550**	**60,855**	**0**	**81,405**	**(33.8%)**
	Net Expenditure	**20,550**	**0**	**(20,550)**	**(60,855)**			

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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	20,400	20,100	(300)	27,200		6,800	75.0%
Youth Provision :- Indirect Expenditure	**20,400**	**20,100**	**(300)**	**27,200**	**0**	**6,800**	**75.0%**
Net Expenditure	**(20,400)**	**(20,100)**	**300**	**(27,200)**			
Finance & General Purposes Ctt :- Income	**337,407**	**326,619**	**(10,788)**	**327,775**			**102.9%**
Expenditure	**99,508**	**134,463**	**34,955**	**262,065**	**0**	**162,557**	**38.0%**
Movement to/(from) Gen Reserve	**237,899**						

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SPC Proposed Projects for 2022/23 - Final List

Description of Project/ Service/Purchase	Estimated Cost	Proposed budget Line	Necessity	Committee Priority
Premises and Planning				
Saxon and Coombe Wooden Floor Maintenance	£3,730	Centre Maintenance	Next Year	A
Dishwasher Replacement and installation	£4,500	**Projects**	Urgent	A
Re- Vamp Sound System	£4,500	**Projects**		B
Upgrade Security Cameras	£2,000	**Projects**		B
Community				
MPF Playground renewal	£90,000	Reserves /Cil /Donation	Next Year	A
Chandlers Play Area	£25,000?	Reserves /Cil /Donation /**Projects**	ASAP	B
Chandlers Area Re-wilding	£10,000?	Grant / Donations		A
Paving slabs in front of benches	£6,000?	Grounds Maintenance		B
MPF Changing room apron extention	Up to £14,600	**Projects**		B
Street Light - LED replacements	£0,000.s?	**Projects**		B
F&GP				
CCTV	From £5,300	**Projects**	ASAP	A
Normans Way Play park developments	?	**Projects**		A
Clock Tower Maintenance	?	**Projects**		A

We need to establish which of these projects we want to finance out of the Projects budget line - where currently £20,000 is in place
We can change the amount in the budget or change which projects we want to attempt in order to fit the resourses available

CONFIDENTIAL
STEYNING PARISH COUNCIL

SPECIAL PROJECT DISCUSSION PAPER

Please complete as much as you are able. The more information you can provide, the better, but the purpose of this paper is only to promote a discussion so don't feel you need to provide a full solution, plan or budget at this stage.

PROJECT NAME: *CCTV for High Street, MPF, Fletchers Croft and possible Newmans Carpark*

PROJECT SPONSOR: *Simon Alexander*

PROJECT DESCRIPTION: *Installation of the following with all necessary equipment. This follows an on site survey with 2 providers accompanied by Tim Lloyd and Myself. One company refused to quote*

1. *9 CCTV cameras in Fletchers Croft covering the carpark, play equipment, gym equipment and Steyning Centre*
2. *15 CCTV camera along the High Steet and the MPF. This includes covering the carpark on the High Street, the play equipment in the MPF*
3. *10 cameras in Newmans Car Park*

OBJECTIVES: *The benefits of this are huge. From the High Street Shops and shoppers to any member of the public that frequents these areas effectively in my opinion our whole community will benefit from this project. In my opinion this will also help to reduce any criminal behaviour our town as once in place not only will this help in the investigation of crime but the mere presence will help to deter crime.*

TIMESCALE: *In my opinion this is and urgent matter. There have been numerous incidents on the High Street and Fletchers croft in the pat months. Including Vandalism, Graffiti, Shop Lifting, a person with learning disabilities scammed out of several hundred pounds buying coats and more*

STAKEHOLDERS: *HDC and WSCC as we would require permission to install onto their lamp posts*

POSSIBLE COSTS: *If all cameras over the 3 sites are installed an monthly cost of £657.74. However we are not committed to undertake all 3 site we can just look at the 2 hotspots being Highstreet & MPF and Fletchers Croft this would reduce the cost to £442.37 per month*

ANY OTHER INFORMATION: *A PowerPoint presentation has been put together by CIA. I have provided that with this briefing paper.*

Prepared by: Simon Alexander

Date: 06/01/2022

Steyning Parish Council - F&GP Draft Budget 1st April 2022 / 31st March 2023

Version 3

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	Year to Date	Year End - Expected	BUDGET 22/23	Amendments / Comments following last F&GP Meeting
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 137,000.00	£ 123,153.00	£ 116,300.00	£ 83,768.00	£ 134,500.00	£ 154,500.00	To be discussed at Personnel Comm
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 3,200.00	£ 2,098.00	£ 2,500.00	£ 1,507.00	£ 2,400.00	£ 2,500.00	
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ 1,350.00	£ -	£ 1,350.00	£ 2,173.00	£ 2,173.00	£ 1,350.00	
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 3,000.00	£ 2,316.00	£ 2,700.00	£ 1,790.00	£ 2,650.00	£ 2,850.00	
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 5,800.00	£ 4,337.00	£ 5,100.00	£ 5,027.00	£ 5,027.00	£ 5,350.00	
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 127.00	£ 350.00	£ 425.00	Revised figure down from £545
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 1,700.00	£ 970.00	£ 1,200.00	£ 587.00	£ 1,150.00	£ 1,250.00	
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 1,750.00	£ 2,987.00	£ 1,850.00	-£ 1,376.00	£ 1,850.00	£ 1,850.00	These invoices to be received
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 10,000.00	£ 1,409.00	£ 10,000.00	-£ 172.00	£ 1,500.00	£ 2,400.00	Proposed Earmarked reserves of £8500 / publicity for elections
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 220.00	£ 260.00	£ 285.00	
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 2,000.00	£ 1,136.00	£ 2,000.00	£ 620.00	£ 2,000.00	£ 2,000.00	
4023	Youth Service Expenditure	£ 24,037.00	£ 18,392.00	£ 26,930.00	£ 25,996.00	£ 27,200.00	£ 20,600.00	£ 27,200.00	£ 28,450.00	
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ 160.00	£ -	£ 160.00	£ -	£ 145.00	£ 650.00	
4030	Steyning Bloom	£ 3,734.00	£ 3,835.00	£ 4,400.00	£ 4,964.00	£ 4,600.00	£ 2,000.00	£ 2,000.00	£ 2,200.00	
4032	Royal British Legion	£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ -	£ 380.00	£ 412.00	
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,250.00	£ 7,500.00	£ 5,825.00	
4036	SALC NALC subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,880.00	£ 1,815.00	£ 1,815.00	£ 2,365.00	Now to include SLCC memberships
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 200.00	Proposed Earmarked reserve of £1500
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ -	£ 350.00	£ 450.00	
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 275.00	£ 25.00	£ 275.00	£ 150.00	£ 290.00	£ 275.00	
4047	Training	£ 1,293.00	£ 1,545.00	£ 1,500.00	£ 426.00	£ 1,500.00	£ 385.00	£ 1,100.00	£ 1,500.00	
4049	Showcase	£ -	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 150.00	£ 200.00	
4055	HR Support	£ -	£ 2,182.00	£ 5,000.00	£ 4,075.00	£ 5,000.00	£ -	£ 2,000.00	£ 1,000.00	Consider adding further £3 K into Earmarked reserves
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 150.00	£ 500.00	
4061	Councillors' Allowances	£ -	£ 49.00	£ 100.00	£ -	£ 100.00	£ -	£ 40.00	£ 100.00	
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 933.00	£ 2,450.00	£ 2,500.00	
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,000.00	£ 2,490.00	£ 2,400.00	£ 1,433.00	£ 2,450.00	£ 2,600.00	
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,700.00	£ 1,775.00	£ 1,700.00	£ 1,880.00	£ 3,600.00	£ 2,250.00	
4072	Website development	£ 93.00	£ 472.00	£ 1,000.00	£ 1,117.00	£ 1,000.00	£ 240.00	£ 450.00	£ 450.00	
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ 2,625.00	£ 3,850.00	£ 1,700.00	Amount up from £200 for publicity of Referendum
4075	Isolation and Lonliness	£ -	£ -	£ 3,000.00	£ 1,762.00	£ 3,000.00	£ 1,512.00	£ 3,000.00	£ 3,000.00	
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 45,000.00	£ 42,570.00	£ 45,105.00	£ -	£ 45,105.00	£ 45,500.00	
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 15,750.00	£ 20,550.00	£ 15,750.00	-£ 20,550.00	£ 15,850.00	£ 16,500.00	These two invoices paid in November
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 16,000.00	£ 20,000.00	Depends on Project prioritisation
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 298,430.00	£ 256,872.00	£ 273,615.00	£ 120,006.00	£ 289,935.00	£ 313,387.00	
CODE	INCOME									
1000	Donations received	£ 3,313.00	£ 8,652.00	£ 3,400.00	£ 30,040.00	£ 2,800.00	£ 15,000.00	£ 15,200.00	£ 3,500.00	
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 2,000.00	
1004	Reimbursed charges	£ -	£ 13.00	£ 200.00	£ 155.00	£ 200.00	£ 48.00	£ 140.00	£ 200.00	
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 44.00	£ 120.00	£ 250.00	
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	Using last years figure at present
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 12.00	£ 40.00	£ 120.00	
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,409.00	£ 339,805.00	£ 328,375.00	
	TOTAL INCOME OVER	£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 217,403.00	£ 49,870.00	£ 14,988.00	

Community Committee - Draft Budget 1st April 2022/ 31st March 2023

23/12/21 - V4

CONSOLIDATED P & L ACCOUNT

* Agreed at Community Committee - 7th December

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	YEAR TO DATE	Budget 22/23 *
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 16,850.00	£ 10,710.00	£ 18,250.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ -	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 511.00	£ 1,200.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ -	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 425.00	£ 6,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 621.00	£ 3,500.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 722.00	£ 1,450.00
4320	Play Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 1,402.00	£ 1,800.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 5,327.00	£ 2,100.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 2,596.00	£ 3,200.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 52.00	£ 3,800.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,250.00	£ 31,486.00	£ 57,550.00
CODE	**INCOME**							
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 3,900.00	£ 4,600.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 28,960.00	£ 29,900.00
	TOTAL INCOME OVER EXPENDITURE	£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£27,950.00	-£2,526.00	-£27,650.00

Steyning Parish Council - Draft Budget 1st April 2022 / 31st March 2023

Version 3 - Dec 23rd

PREMISES P & L ACCOUNT

* Agreed by Premises Committee - 22nd Nov' 21

CODE	EXPENDITURE	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	Budget 21/22	Actual to date - month 8 (Nov)	Agreed Budget for 22/23 *
4053	Entertainment Licence	£ 3,059.00	£ 2,500.00	£ 334.00	£ 2,500.00	£ 832.00	£ 2,750.00
4005	Insurance	£105	£115	£92	£ 150.00	£ 80.00	£ 150.00
4250	Public Toilets (Open/close)	£ 1,216.00	£ 2,500.00	£ 1,810.00	£ 2,200.00	£ 1,266.00	£ 1,800.00
4252	Electricity - Playing Field	£ 1,206.00	£ 500.00	£ 485.00	£ 480.00	£ 515.00	£ 620.00
	Electric Public Toilets	£ 727.00	£ 650.00	£ 1,199.00	£ 800.00	£ 428.00	£ 800.00
	Electric Steyning Cen.	£ 4,457.00	£ 4,530.00	£ 2,363.00	£ 4,550.00	£ 1,352.00	£ 4,550.00
4253	Water - Playing Fields	£ 1,726.00	£ 600.00	£ 621.00	£ 800.00	£ 974.00	£ 1,200.00
	Water - Public Toilets	£ 539.00	£ 500.00	£ 2,579.00	£ 1,250.00	£ 294.00	£ 1,250.00
	Water - Steyning Cen.	£ 2,248.00	£ 2,100.00	£ 1,217.00	£ 1,600.00	£ 1,310.00	£ 1,800.00
4254	Rates - Toilets	£ 330.00	£ 400.00	£ 354.00	£ 400.00	£ -	£ 380.00
	Rates - Steyning Cen.	£ 9,828.00	£ 10,650.00	£ 9,778.00	£ 10,650.00	£ 6,868.00	£ 10,650.00
4256	Repairs and renewals - toilets	£ 1,288.00	£ 1,200.00	£ 461.00	£ 1,200.00	£ 451.00	£ 1,200.00
4257	Gas (Steyning Centre)	£ 2,931.00	£ 3,600.00	£ 6,521.00	£ 3,400.00	£ 1,140.00	£ 4,500.00
4310	Grounds Maintenance	£ 3,114.00	£ 3,500.00	£ 3,967.00	£ 3,500.00	£ 2,620.00	£ 3,500.00
4341	Repairs and renewals	£ 672.00	£ 750.00	£ 954.00	£ 750.00	£ 365.00	£ 750.00
4342	Maintenance & renewals SC	£ 20,629.00	£ 12,000.00	£ 4,731.00	£ 9,000.00	£ 2,274.00	£ 9,000.00
4401	Trade Waste SC	£ 1,576.00	£ 2,900.00	£ 1,890.00	£ 2,500.00	£ 1,268.00	£ 2,200.00
4402	Annual Maint. Contracts	£ 8,010.00	£ 10,000.00	£ 5,559.00	£ 8,500.00	£ 612.00	£ 8,200.00
4404	Alarm System SC	£ 446.00	£ 500.00	£ 418.00	£ 500.00	£ 439.00	£ 500.00
4406	Cleaning & Consumables	£ 2,995.00	£ 2,500.00	£ 2,504.00	£ 3,000.00	£ 1,504.00	£ 3,000.00
4407	Coffee machine supplies	£ 267.00	£ 350.00	£ 7.00	£ 80.00	£ -	£ 40.00
4408	Film night	£ 4,592.00	£ 4,150.00	£ 1,042.00	£ 4,250.00	£ 1,449.00	£ 4,250.00
4971	Premises Earmarked Reserves - Depreciation cover	£ -	£ -	£ -	£ -	£ -	£ 5,000.00
	TOTAL EXPENDITURE	£ 71,961.00	£ 66,495.00	£ 48,886.00	£ 62,060.00	£ 26,041.00	£ 68,090.00
CODE	**INCOME**						
1003	Club Lease Rentals	£ 2,605.00	£ 3,400.00	£ 1,789.00	£ 2,500.00	£ 2,016.00	£ 2,500.00
1007	Room Hire	£ 57,679.00	£ 63,000.00	£ 19,035.00	£ 27,600.00	£ 32,902.00	£ 60,000.00
1010	Misc Income	£ 836.00	£ 650.00	£ 4.00	£ 400.00	£ 441.00	£ 650.00
1015	Coffee machine income	£ 752.00	£ 1,050.00	£ 30.00	£ 450.00	£ 52.00	£ 550.00
1017	Income Film night	£ 8,414.00	£ 6,500.00	£ 1,003.00	£ 4,200.00	£ 1,603.00	£ 5,750.00
1020	Feed in Tariff	£ 787.00	£ 900.00	£ 1,121.00	£ 1,200.00	£ 785.00	£ 1,200.00
	TOTAL INCOME	£ 71,073.00	£ 75,500.00	£ 22,982.00	£ 36,350.00	£ 37,799.00	£ 70,650.00
	TOTAL INCOME OVER EXPENDITURE	-£ 888.00	£ 9,005.00	-£ 25,904.00	-£ 25,910.00	£ -	£ 2,560.00

Steyning Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	**Administration**											
1000	Donations Received	3,400	30,040	0	0	2,800	0	2,800	15,000	3,500	0	0
1004	Reimbursed Charges & donations	200	155	0	0	200	0	200	48	200	0	0
1010	Miscellaneous income	1,100	0	0	0	250	0	250	44	250	0	0
1075	CIL Receipts	0	0	0	0	2,000	0	2,000	0	2,000	0	0
1076	Precept Received	322,305	322,305	0	0	322,305	0	322,305	322,305	332,357	0	0
1090	Bank Interest Received	250	22	0	0	220	0	220	12	120	0	0
	Total Income	327,255	352,522	0	0	327,775	0	327,775	337,409	338,427	0	0
4000	Salaries	137,000	123,153	0	0	116,300	0	116,300	83,768	154,500	0	0
4002	Printing, stationery, postage	3,200	2,098	0	0	2,500	0	2,500	1,507	2,500	0	0
4003	Staff Ill Health Insurance	1,350	0	0	0	1,350	0	1,350	2,173	1,350	0	0
4004	Telephones and Alarm	3,000	2,316	0	0	2,700	0	2,700	1,790	2,850	0	0
4005	Insurance	5,800	4,337	0	0	5,100	0	5,100	5,027	5,350	0	0
4006	Salaries Outsourcing	900	528	0	0	900	0	900	127	425	0	0
4007	Data Protection	1,700	970	0	0	1,200	0	1,200	587	1,200	0	0
4010	Audit Fees	1,750	2,987	0	0	1,850	0	1,850	-1,376	1,850	0	0
4016	Legal Fees/Elections	10,000	1,409	0	0	10,000	0	10,000	-172	2,400	0	0
4017	Bank Charges	650	278	0	0	283	0	283	220	285	0	0
4021	General Grants	2,000	1,136	0	0	2,000	0	2,000	620	2,000	0	0
4025	CCTV Maintenance	160	0	0	0	160	0	160	0	650	0	0
4030	Steyning in Bloom	4,400	4,964	0	0	4,600	0	4,600	2,000	2,200	0	0
4032	Royal British Legion	415	0	0	0	412	0	412	0	412	0	0
4033	Christmas Lights Grant	1,500	1,500	0	0	1,500	0	1,500	1,250	5,825	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	SALC NALC Subs	1,950	1,888	0	0	1,880	0	1,880	1,815	2,365	0	0
4039	Publicity and Advertising	3,000	80	0	0	2,000	0	2,000	0	200	0	0
4040	Town Clock	450	398	0	0	450	0	450	0	450	0	0
4045	Misc & Petty Cash	275	25	0	0	275	0	275	150	275	0	0
4047	Training	1,500	426	0	0	1,500	0	1,500	385	1,500	0	0
4049	Showcase	200	0	0	0	200	0	200	0	200	0	0
4055	HR Services	5,000	4,075	0	0	5,000	0	5,000	0	1,000	0	0
4060	Chairman's Function	500	12	0	0	100	0	100	0	500	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	2,200	0	0	2,500	0	2,500	933	2,500	0	0
4070	Software Packages	2,000	2,490	0	0	2,400	0	2,400	1,433	2,600	0	0
4071	ICT Equipment	1,700	1,775	0	0	1,700	0	1,700	1,880	2,250	0	0
4072	Website Development	1,000	1,117	0	0	1,000	0	1,000	240	450	0	0
4073	Neighbourhood Plan Exp	1,050	0	0	0	1,050	0	1,050	2,625	1,700	0	0
4075	Isolation and Loneliness	3,000	1,762	0	0	3,000	0	3,000	1,512	3,000	0	0
	Overhead Expenditure	198,050	161,922	0	0	174,010	0	174,010	108,494	202,887	0	0
	Movement to/(from) Gen Reserve	129,205	190,599			153,765		153,765	228,916	135,540		
102	**Finance & Community Appendix**											
4100	Neighbourhood Wardens	45,000	42,570	0	0	45,105	0	45,105	0	45,500	0	0
4101	Swimming Pool	15,750	20,550	0	0	15,750	0	15,750	-20,550	16,500	0	0
	Overhead Expenditure	60,750	63,120	0	0	60,855	0	60,855	-20,550	62,000	0	0
	Movement to/(from) Gen Reserve	(60,750)	(63,120)			(60,855)		(60,855)	20,550	(62,000)		

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
103	**Youth Provision**											
4023	Youth Service	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Overhead Expenditure	26,930	25,996	0	0	27,200	0	27,200	20,600	28,450	0	0
	Movement to/(from) Gen Reserve	(26,930)	(25,996)			(27,200)		(27,200)	(20,600)	(28,450)		
201	**Highways & Lighting**											
1001	HDC Cleaning Grant	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
	Total Income	20,000	24,328	0	0	24,350	0	24,350	24,620	24,800	0	0
4200	Street Light Energy	785	796	0	0	810	0	810	815	900	0	0
4201	Street Light Maintenance	1,920	1,920	0	0	1,960	0	1,960	2,015	2,200	0	0
4202	Lamp Post Testing	100	0	0	0	100	0	100	1,290	850	0	0
4210	Road Sweeping	20,000	18,078	0	0	17,300	0	17,300	10,710	18,250	0	0
4211	Town Improvements	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	600	0	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	700	0	0	0	400	0	400	0	400	0	0
	Overhead Expenditure	25,605	20,794	0	0	22,270	0	22,270	14,830	24,300	0	0
	Movement to/(from) Gen Reserve	(5,605)	3,534			2,080		2,080	9,790	500		
202	**Public Toilets**											
4005	Insurance	115	92	0	0	150	0	150	80	150	0	0
4250	Public Toilets - opening/clsng	2,500	1,810	0	0	2,200	0	2,200	1,266	1,800	0	0
4252	Electricity	650	1,199	0	0	800	0	800	438	800	0	0
4253	Water Charges	500	2,579	0	0	1,250	0	1,250	294	1,250	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4254	Rates	400	354	0	0	400	0	400	0	380	0	0
4256	Repairs, pdh, consumables	1,200	461	0	0	1,200	0	1,200	451	1,200	0	0
	Overhead Expenditure	5,365	6,496	0	0	6,000	0	6,000	2,530	5,580	0	0
	Movement to/(from) Gen Reserve	(5,365)	(6,496)			(6,000)		(6,000)	(2,530)	(5,580)		
301	**Playing Fields**											
1004	Reimbursed Charges & donations	500	494	0	0	500	0	500	440	500	0	0
	Total Income	500	494	0	0	500	0	500	440	500	0	0
4276	Tree and Hedge Cutting	5,000	3,125	0	0	5,000	0	5,000	0	5,000	0	0
4300	Grass Cutting	7,000	5,363	0	0	5,380	0	5,380	5,000	5,200	0	0
4309	Tree Reports & Essential works	0	0	0	0	10,000	0	10,000	425	6,000	0	0
4310	Grounds Maintenance	13,500	6,230	0	0	3,500	0	3,500	621	3,500	0	0
4312	Waste Removal	1,025	1,610	0	0	1,450	0	1,450	984	1,450	0	0
4320	Play Equipment Inspections	1,200	702	0	0	1,200	0	1,200	1,402	1,800	0	0
4321	Play Equipment & Maintenance	0	0	0	0	1,500	0	1,500	5,327	2,100	0	0
4352	Litter and Bins	5,000	2,936	0	0	2,500	0	2,500	2,596	3,200	0	0
4360	Allotment Maintenance	3,800	3,016	0	0	3,800	0	3,800	52	3,800	0	0
	Overhead Expenditure	36,525	22,981	0	0	34,330	0	34,330	16,407	32,050	0	0
	Movement to/(from) Gen Reserve	(36,025)	(22,487)			(33,830)		(33,830)	(15,967)	(31,550)		
302	**Allotments**											
1005	Allotment Rents	4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0
	Total Income	4,400	4,384	0	0	4,400	0	4,400	4,193	4,600	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4253	Water Charges	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Overhead Expenditure	600	1,888	0	0	1,100	0	1,100	511	1,200	0	0
	Movement to/(from) Gen Reserve	3,800	2,495			3,300		3,300	3,682	3,400		
303	**Playing Field Costs**											
4252	Electricity	500	485	0	0	480	0	480	515	620	0	0
4253	Water Charges	600	621	0	0	800	0	800	974	1,200	0	0
	Overhead Expenditure	1,100	1,106	0	0	1,280	0	1,280	1,489	1,820	0	0
	Movement to/(from) Gen Reserve	(1,100)	(1,106)			(1,280)		(1,280)	(1,489)	(1,820)		
401	**Steyning Centre**											
1003	Clubs Lease Rentals	3,400	1,789	0	0	2,500	0	2,500	2,016	2,500	0	0
1007	Room Hire	63,000	19,035	0	0	27,600	0	27,600	32,902	60,000	0	0
1010	Miscellaneous income	650	4	0	0	400	0	400	441	650	0	0
1015	Coffee Machine Income	1,050	30	0	0	450	0	450	52	550	0	0
1017	Income Film Night	6,500	1,003	0	0	4,200	0	4,200	1,603	5,750	0	0
1020	FITS Receipts	900	1,121	0	0	1,200	0	1,200	785	1,200	0	0
	Total Income	75,500	22,982	0	0	36,350	0	36,350	37,799	70,650	0	0
4053	Entertainment Licence	2,500	334	0	0	2,500	0	2,500	832	2,750	0	0
4252	Electricity	4,530	2,363	0	0	4,550	0	4,550	1,352	4,550	0	0
4253	Water Charges	2,100	1,217	0	0	1,600	0	1,600	1,310	1,800	0	0
4254	Rates	10,650	9,778	0	0	10,650	0	10,650	6,868	10,650	0	0
4257	Gas	3,600	6,521	0	0	3,400	0	3,400	1,140	4,500	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4310	Grounds Maintenance	3,500	3,967	0	0	3,500	0	3,500	2,620	3,500	0	0
4341	Repairs	750	954	0	0	750	0	750	365	750	0	0
4342	Repairs/Mtce/Renewals	12,000	4,731	0	0	9,000	0	9,000	2,274	9,000	0	0
4401	Trade Waste	2,900	1,890	0	0	2,500	0	2,500	1,268	2,200	0	0
4402	Annual Maintenance Contracts	10,000	5,559	0	0	8,500	0	8,500	1,474	8,200	0	0
4404	Alarm System	500	418	0	0	500	0	500	439	500	0	0
4406	Cleaning and Consumables	2,500	2,504	0	0	3,000	0	3,000	1,504	3,000	0	0
4407	Coffee Machine Expenditure	350	7	0	0	80	0	80	0	40	0	0
4408	Film Night	4,150	1,042	0	0	4,250	0	4,250	1,449	4,250	0	0
	Overhead Expenditure	60,030	41,286	0	0	54,780	0	54,780	22,895	55,690	0	0
	Movement to/(from) Gen Reserve	15,470	(18,304)			(18,430)		(18,430)	14,904	14,960		
503	**Earmarked Res F & C**											
4971	General Balance Reserve	0	0	0	0	0	0	0	0	5,000	0	0
4977	Special Projects	12,700	5,832	0	0	11,550	0	11,550	11,462	20,000	0	0
	Overhead Expenditure	12,700	5,832	0	0	11,550	0	11,550	11,462	25,000	0	0
	Movement to/(from) Gen Reserve	(12,700)	(5,832)			(11,550)		(11,550)	(11,462)	(25,000)		
	Total Budget Income	427,655	404,709	0	0	393,375	0	393,375	404,462	438,977	0	0
	Expenditure	427,655	351,422	0	0	393,375	0	393,375	178,667	438,977	0	0
	Movement to/(from) Gen Reserve	0	53,288			0		0	225,795	0		

SPC FINANCE FIGURES AS OF END DECEMBER 2021

Bank balances as of 31st December 2021:

Current account	£ 44,299.68
Savings account	£275,671.00
Petty Cash	£ 32.00
'Emergency Reserves'	£ 80,000.00
Total	**£400,002.68**

Income/Expenditure for remainder of this financial year 2021/22:

{From End of December 2021 and to nearest £100}

Budget:

Estimated Expected Expenditure to end of year	- £191,700.00
Estimated Expected Income to end of Year	£ 12,900.00
Total	**- £178,800.00**

Committed from Reserves possibly unspent by year end {Earmarked}:

HR Services / Corrigan	- £3,743.00
LED Lighting upgrade	- £3,000.00
MPF / Allot. Access	- £2,000.00
Cil Monies	- £5,034.00
# Total	**- £13,777.00**

Therefore, Estimated Year End (March '22) Surplus (Total Reserves)

as of End December '21 **£207,426.00**

Last Year 2020/21 - Year End Reserves **£219,482.00**