The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
Tel. 01903 812042
www.steyningpc.gov.uk

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# MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE
**HELD ON 11th JANUARY 2021 AT 7.30PM**

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

**Clerk:** John Fullbrook

**Members of the Public in attendance:** **3**

**Meeting commenced:** **7:32 pm**

# DRAFT MINUTES

**ACTIONS**

**F&GP/21/36** **APOLOGIES FOR ABSENCE**
**36.1** Apologies received from Cllrs Norcross

**F&GP/21/37** **DECLARATIONS OF INTEREST AND DISPENSATIONS**
**37.1** None

**F&GP/21/38** **QUESTIONS FROM THE FLOOR**
**38.1** None received

**F&GP/21/39** **MINUTES OF PREVIOUS MEETING**
**39.1** Cllr Northam **proposed, seconded** by Cllr Lloyd that the minutes of the meeting held on 14th December 2021 be agreed as a true and fair record of the meeting. **Agreed**

**F&GP/21/40** **MATTERS ARISING AND ACTIONS**
**40.1** Grants sent to Steyning Business Chamber - **Actioned**

**40.2** Ouse and Adur Rivers Trust grant sent **– Actioned**

**40.3** Vintage Years Group informed of SPC Councils continued support – **Actioned**

**40.4** Budget papers to be amended and distributed in advance of next meeting **– Actioned**

**40.5** Cllr Northam to compile a template for a project discussion paper and distribute **- Actioned**

**40.6** Clerk to distribute the template, and Cllrs to bring back papers for next meeting **– Actioned**

**40.7** Clerk to update Projects supporting paper and bring back to next meeting **– Actioned**

**F&GP/21/41** **FINANCE MATTERS**
**41.1** To approve list of payments. Cllr Northam **proposed, seconded** by Cllr S. Alexander that the list of payments for November 2021 be approved as a correct record. **Agreed**

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

**41.3** To agree the recommendation from Personnel committee with regards to staff salary budget figure for the next fiscal year – 2022/23. Cllr Campbell contended that he needed to speak to certain items that should only be heard under confidential session as they related to staffing matters. The Chair determined he would bring forward the confidential session if agreed.

**F&GP/21/42 CONFIDENTIAL SESSION**

**42.1** Cllr Northam **proposed, seconded** by Cllr S. Alexander to resolve that under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 6.3 and 10 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

**F&GP/21/43 FINANCE MATTERS**

**43.1.1** Staff Salary Budget for the next fiscal year – 2022/23.
The Personnel committee had commissioned an independent assessment of the Clerk and Deputy Clerks Jobs in relation to the market rates for their Salary, given the work that is currently undertaken. The previous assessment had been carried out over ten years earlier and it had been noted that both roles had changed dramatically since then. The Salary Evaluation was an independent report carried out by the Local Council Consultancy and undertaken in accordance with the NALC/SLCC Joint Agreement on Terms and Conditions 2005. For this discussion it was noted that the two recommendations from the Personnel Committee were to be considered for the purposes of budget provision only.

**43.1.2** *The recommendations from the Salary Evaluation Report were that:*

*A The post of Clerk, Responsible Financial Officer and Steyning Centre Manager be graded at SCP37-41 (LC3 Substantive).*

*B The post of Deputy Clerk and Deputy Steyning Centre Manager be graded at SCP 24-28 (LC2 Substantive).*

*C The council considers providing additional staffing resource to address the significant excess hours.*

*D The Deputy Clerk and Admin Assistant receive pay for the additional hours worked each month to staff the monthly film night.*

**43.1.3** Cllr Campbell **proposed an amendment, seconded** by Cllr Goldsmith that this committee accepts the recommendation from Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, subject to the word 'alleged' being added to recommendation C {that is – 'alleged significant excess hours'}, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Not Agreed. 3 For {PC,GS,RG}, 5 Against {CY,SN,TL,LT,SA}**

**43.1.4** Cllr Northam **proposed, seconded** by Cllr S. Alexander that this committee accepts the recommendation from the Personnel Committee that the recommendations A, B, C and D {noted above} are agreed, with the proviso that the personnel committee are to set up a working party to discuss C as a separate item and that D should not be considered as overtime, it should be as additional hours and taken out of the film income. **Agreed. 7 For {CY,TL,LT,PC,GS,SA,SN}, 1 Abstained {RG}** **CLERK**

**43.2** Making budget provision to accommodate Salary increase due to possible implementation of staff salary regrading due to Job re-assessment report.
Cllr Northam **proposed, seconded** by Cllr S. Alexander that F&GP Committee accepts the recommendation from the personnel committee to make budget provision for a potential salaries increase for the fiscal year 2022/23 (Budget Line 4000) according to the budget supporting paper (£154,000). **Agreed.** **CLERK**
***5 For {SN,TL,LT,SA,CY}, 3 Against {PC,RG,GS}***

| | | |
|---|---|---|
| **43.3** | Decision on HR Support Funding for 2022/23 (Budget Line 4053).<br>Cllr Northam **proposed, seconded** by Cllr Lloyd that this committee accepts the Personnel committee recommendation that £1000.00 is budgeted for HR Support to use for staff contracts and arbitration meetings**. Agreed.** | **CLERK** |
| **F&GP/21/44** | **COMMUNITY AWARDS** | |
| **44.1** | To agree nominations for SPC 2021 Community Awards.<br>Cllr Northam **proposed, seconded** by Cllr Young that Council accepts both nominations for the 2021 SPC Community Awards. **Agreed** | **CLERK** |
| | ***The Chairman then took committee out of confidential session and invited back into the room the three members of the public once more*** | |
| **F&GP/21/45** | **FINANCE MATTERS** | |
| **45.1** | Council Projects prioritisation for the 2022/23 SPC Budget discussion.<br>It was suggested that Premises committee reconsider attempting to purchase a new dishwasher via maintenance funds this year rather than wait until it was to be financed as a project item for next year. After a long discussion the committee could not agree to prioritise the projects listed on the supporting paper and chose instead to look at the consolidated budget but remain mindful that the special projects total budget figure would have to be dealt with once more before agreeing the final SPC Budget figures for 2022/23. | **D. CLERK** |
| **45.2** | Cllr Northam suggested committee consider agreeing the F&GP committee budget and the whole SPC consolidated budget for 2022/23 at the same time. Committee considered a zero percent increase to the budget, as well as the option to incorporate a £20,000 project budget which would result in a 3.12% increase to the SPC budget precept figure. Cllr Northam also noted that by agreeing the consolidated budget , committee would also be agreeing the F&GP budget.<br>Cllr Northam **proposed, seconded** by Cllr S. Alexander to recommend to full council that SPC accepts the consolidated budget (for 2022/23) as per supporting paper 6.6.3, which includes a Precept figure of £332,357, equivalent to a 3.12% increase in Precept. **Agreed, 4 For (SN,TL,SA,LT), and 4 Against (RG,CY,PC,GS), with the motion being passed on the Chairs casting vote.** | **CLERK** |
| **F&GP/21/46** | **PROGRESS REPORT** | |
| **46.1** | F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **–** This was discussed at the 10th January Personnel Committee meeting and is due to be discussed further at a Personnel working party. | |
| **46.2** | F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing** | **CLERK** |
| **46.3** | F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes – Committee considered the motion – 'As Cllr Goldsmith, the former chair of F&GP, has stated over the past several months that he is too busy to sign previous minutes, the committee requests the current chair to sign minutes on his behalf'.<br>Committee decided that this now be taken to Full Council so that Standing order 12C could be suspended and that the Chair of the Council be asked instead to sign the minutes as per motion stated above. | **CLERK** |
| **46.4** | F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing** | **CLERK** |
| **46.5** | F&GP/21/6.13 Move emergency reserve monies to a savings account **– Ongoing** | **CLERK** |
| **46.6** | F&GP/21/17.6 CCTV renewal consideration taken to Full Council – **Ongoing** | **CLERK** |

| | | | |
|---|---|---|---|
| **46.7** | F&GP/21/20.1 | Chairman's Function cancellation taken to Full Council, with Community Award Ceremony arrangements to be confirmed **– Ongoing** | **CLERK** |
| **46.8** | F&GP/21/30.1 | MOU agreement recommendation taken to Full Council **- Ongoing** | **CLERK** |
| **46.9** | F&GP/21/31.1 | Clerk to convene the FOI review panel **- Ongoing** | **CLERK** |
| **46.10** | F&GP/21/32.1 | Recommended action from Audit report taken to Full Council **- Ongoing** | **CLERK** |
| **45.11** | F&GP/21/32.2 | Recommendation for Grant Award policy amendment taken to Full Council - **Ongoing** | **CLERK** |

**F&GP/21/47** **INFORMATION/CORRESPONDENCE ITEMS**

**47.1** None

**F&GP/21/48** **DATE OF NEXT MEETING – 15th March 2022 @7.30pm.**

The Chair closed the meeting at 9.43 pm

Signed ………………………………………………….   Date 15th March 2022

**Here is the link to the video recording of this meeting:-**
https://youtu.be/rj3xbGvnuho

# Grant requests – Item 6.1

**Set out below are four requests for grants.**
**There is £545.00 left in out of our £2,000 annual budget fund**
**I need agreement to pay or not the following requests please**

## Request 1.

**Subject & Requester: Grant to pay for insurance cover for the Steyning Community Orchard**
**Amount: £157.00**

Dear John,
Attached is the Certificate of Public Liability cover for 2022/23 for the SCO.
As you well know in former years the SPC has refunded us this fee.
I do hope that this will be so for this year.
Many thanks
Alec
Leader SCO

## Request 2.

**Subject & Requester: Grant to cover room hire costs for the Steyning Allotment Associations AGM at the Steyning Centre**
**Amount: £63.00**

To: The Clerk
Steyning Parish Council,
Fletcher's Croft,
Steyning.

Dear Sir,

Steyning Allotments Association AGM Booking for October, 10th, 2022.

I believe that as Secretary, to the above association, I have in the past been required to submit a request for Grant Assistance to have free access to the Booking for our AGM.

I would be most grateful if this could be granted for this occasion, as before.

Yours sincerely,

Sally Sanderson
Secretary to the Steyning Allotments Association.

## Request 3.

**Subject & Requester: Grant to pay for Steyning Centre Defibrillator maintenance from Steyning Area First Responders**
**Amount: £120.00**

Dear John,

I am a trustee of the Steyning Area First Responders and responsible for the purchase, installation and maintenance of our public access defibrillators.

We now have 9 publicly accessible defibrillators in the Steyning area, covering Upper Beeding, Steyning, Ashurst and Wiston. Part of our service to the community is performing regular checks on them all, arranging replacements and maintenance when one is faulty and replacing used or out of date accessories.

A replacement defibrillator battery costs between £250-£280, these have to be replaced every 4-5 years or after a set amount of uses. The shock pads which are placed on the patient to administer the shock must be replaced once they are used and cost between £45-£55 per set . Finally, the ready kits which contain scissors, hi-vis vests, razors etc. must be replaced after use and cost £20.

To help us manage these and other overheads we are seeking sponsorship of our PAD sites and are hoping the Parish Council would consider sponsoring the defibrillator at the Steyning Centre for £120 per year. This equates to £10 per month to help with our maintenance costs for the PAD sites and the equipment used by our team of first responders.

We would greatly appreciate it if you could raise this at your next council meeting for discussion and (hopefully) approval.

If you have any questions, I would be happy to answer them for you.

I look forward to hearing from you.

Yours Sincerely

Ken Peters

## Request 4.

**Subject & Requester: Grant to fund publicity materials to enable the Walking festival to proceed from the Steyning and District Community Partnership**
**Amount: £250.00**

**This request is set out over the next two pages**

## Total Grant Requests equals - £590.00

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD
The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

**Please contact us via email: steyninganddistrict@gmail.com**

Steyning & District Community Partnership

## Walking Festival 2nd – 8th July 2022 - overview and funding request

- **Funding Request**

  We are asking for a grant of £250 from Steyning Parish Council's 2021/22 Community Grants Fund to enable us to publicise the forthcoming Walking Festival.

- **Background**

  The Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning a walking festival to be held from 2nd to 8th July 2022. This new event, a first for Steyning, will include daily led walks for many sections of the community including dog walkers, those interested in history, health and food, a nature walk and a treasure trail for families. Examples include Walk with a sketchbook, Teddy bears picnic, Plantation walk, Health walk, walk on the wild side, Bramber heritage walk, Daylands farm walk and tea, Railway walk and Food with a view.
  We will also have an evening presentation by Ian Ivatt on the history of the Walking Races

- **Aim of the Walking Festival**

  - To encourage residents and visitors of all ages to join in some healthy exercise and get to know our town and surrounding countryside a little better
  - To build community cohesion
  - To provide a level of education and knowledge about both the built and natural environment
  - To attract visitors to Steyning from outside the immediate area using social media

- **Purpose of the publicity campaign**

  - To publicise the Walking Festival in order to maximise attendance and to create a level of energy and excitement around the Festival.

- **Publicity**

  The publicity campaign will start in April 2022 with the production of 250 double sided A5 fliers, to be distributed in local shops, the library and museum etc. Nearer the time two banners will be displayed, one on the corner of the high Street and Church Street and one adjacent to the Clays Hill roundabout, as well as posters in many surrounding villages as well as throughout the immediate District. Examples of the publicity design shown below. There will also be a social media publicity campaign and all publicity will link to more details about the walks on our website (www.VisitSteyning.co.uk) where there is also a selection of self-guided walks available which can be downloaded free of charge.

- **Costs**
  Printing: A3 posters x 10 = £5 +VAT
  A4 posters x 30 = £12 + VAT
  DL flyers (double sided) x 250 = £54 (no VAT)
  Two Banners - 2.5m x 1 m =£152 + VAT
  Total cost therefore £256.80

- **Match Funding from V&T Committee**

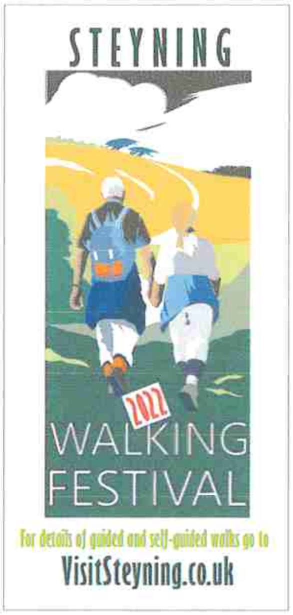
  Value of volunteer time to plan and execute walking festival, including the time of volunteers outside the V&T group who will lead walks: say 80 hours @ £10ph = £800

  Walking Race evening presentation estimated at £200 presently, being speaker fee, hall hire etc.

- **Example publicity material**

  Banner design


**Front of Flyer**




- **Grant request**

  A contribution from the Parish Council of £250 from its Community Grants budget to fund the publicity materials to enable the Walking Festival to go ahead.

# Steyning Financial Position as at 28 / 02 / 2022 Item 6.2

| | | |
|---|---|---|
| **Cash:** | | |
| Current a/c | 135,675 | |
| Savings a/c | 142,170 | |
| Petty Cash | 32 | |
| **Total** | 277,877 | |
| Emergency Reserve a/c: | | 80,000 |
| **Total Funds** | | **357,877** |
| **Forecast Operating expenditure to year end:** | | |
| Community committee | 9,800 | |
| Planning & Premises cttee | 8,450 | |
| F&GP | 80,255 | |
| Neighbourhood Planning | 0 | |
| Total operating exp f/cast | | 98,505 |
| **Projects & Earmarked:** | | |
| Project 1 - Allotment water supply | 7,085 | |
| Project 2 - Dishwasher installation | 4,500 | |
| From Earmarked Reserves (below) - | 0 | |
| Total project exp f/cast | | 11,585 |
| **Forecast Income to year end:** | | |
| Precept | 0 | |
| Grants | 0 | |
| Steyning Centre Income | 4,800 | |
| Other | 875 | |
| Total income f/cast to year end | | 5,675 |
| **Net expenditure to end of year** | | **104,415** |
| **Forecast out-turn for year** | | **£253,462** |

| List of Earmarked reserves for 2021/22 | Amount unspent |
|---|---|
| Neighbourhood plan | £2,341.00 |
| HR Services | £3,743.00 |
| LED lighting upgrade | £1,142.00 |
| MPF / Allot Access. | £2,000.00 |
| CIL Monies | £5,034.00 |
| {Bus Shelter Notice Boards} | £1,000.00 |
| TOTAL | £15,260.00 |

DECEMBER.



**Bank Reconciliation up to 31/12/2021 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 | |
|---|---|---|---|---|---|---|---|---|
| 01/12/2021 | DD | 973.00 | | 973.00 | | R | Horsham DC Rates | |
| 01/12/2021 | VIS | 505.89 | | 505.89 | | R | Business Stream - club rm | |
| 02/12/2021 | CR | | 57.60 | 57.60 | | R | Receipt(s) Banked | |
| 03/12/2021 | VIS | 20.95 | | 20.95 | | R | Amazon - PPE | |
| 06/12/2021 | VIS | 37.10 | | 37.10 | | R | Site lock | |
| 06/12/2021 | DR | 1.02 | | 1.02 | | R | Bank charges | |
| 07/12/2021 | 21/61 | | 181.94 | 181.94 | | R | Receipt(s) Banked | |
| 07/12/2021 | CR | | 191.28 | 191.28 | | R | Receipt(s) Banked | |
| 08/12/2021 | CR | | 339.45 | 339.45 | | R | Receipt(s) Banked | |
| 08/12/2021 | CR | | 149.08 | 149.08 | | R | Receipt(s) Banked | |
| 09/12/2021 | CR | | 84.00 | 84.00 | | R | Receipt(s) Banked | |
| 09/12/2021 | 21/60 | | 80.99 | 80.99 | | R | Receipt(s) Banked | |
| [illegible]/12/2021 | 310854 | 1,943.91 | | 1,943.91 | | R | staff various | |
| 10/12/2021 | 310855 | 1,252.90 | | 1,252.90 | | R | staff various | |
| 10/12/2021 | 310859 | 1,132.83 | | 1,132.83 | | R | staff various | |
| 11/12/2021 | CR | | 99.68 | 99.68 | | R | Receipt(s) Banked | |
| 13/12/2021 | BP | | 176.60 | 176.60 | | R | Receipt(s) Banked | |
| 14/12/2021 | CR | | 77.98 | 77.98 | | R | Receipt(s) Banked | |
| 14/12/2021 | CR | | 83.04 | 83.04 | | R | Receipt(s) Banked | |
| 15/12/2021 | 310860 | 293.21 | | 293.21 | | R | Kent CC | |
| 15/12/2021 | 310861 | 4,822.84 | | 4,822.84 | | R | Festive lighting | - Christmas lighting |
| 15/12/2021 | 310062 | 160.00 | | 160.00 | | R | TSS | |
| 15/12/2021 | 310869 | 144.00 | | 144.00 | | R | Tom Packer | |
| 15/12/2021 | 310863 | 378.72 | | 378.72 | | R | Mulberry & Co | |
| 15/12/2021 | 310868 | 2,000.00 | | 2,000.00 | | R | Steyning in Bloom | - Annual Grant. |
| 15/12/2021 | 310861 | -1,500.00 | | -1,500.00 | | R | Festive lighting | |
| 15/12/2021 | 310861 | 1,500.00 | | 1,500.00 | | R | Festive lighting | |
| 15/12/2021 | 310864 | 117.14 | | 117.14 | | R | PiP Services | |
| [illegible]/12/2021 | 310866 | 12.00 | | 12.00 | | R | Function28 | |
| 15/12/2021 | 310867 | 32.00 | | | 32.00 | | Powell refund Allot | |
| 15/12/2021 | 310865 | 60.00 | | 60.00 | | R | TC Maintenance | |
| 15/12/2021 | BP | | 14.40 | 14.40 | | R | Receipt(s) Banked | |
| 16/12/2021 | VIS | 28.78 | | 28.78 | | R | Zoom | |
| 17/12/2021 | 310870 | 17.88 | | 17.88 | | R | PiP Services | |
| 17/12/2021 | 310871 | 308.00 | | 308.00 | | R | SCS films | |
| 17/12/2021 | 310872 | 200.00 | | 200.00 | | R | Sussex clubs | |
| 17/12/2021 | 310873 | 27.50 | | | 27.50 | | Chichester payroll | |
| 17/12/2021 | BACS | 1,548.00 | | 1,548.00 | | R | Kiwa | - Lamp Post upgrade for Xmas lighting |
| 17/12/2021 | 310877 | 390.60 | | 390.60 | | R | Online playground | |
| 17/12/2021 | 310878 | 1,420.00 | | 1,420.00 | | R | Jack Lee | - Street lighting |
| 17/12/2021 | 310879 | 256.00 | | 256.00 | | R | Jack Lee | |
| 17/12/2021 | 310880 | 234.00 | | 234.00 | | R | SLCC | |
| 17/12/2021 | 310881 | 171.00 | | 171.00 | | R | SLCC | |
| 17/12/2021 | 310882 | 288.00 | | 288.00 | | R | Clare Austin | |
| 18/12/2021 | 310883 | 15,734.00 | | 15,734.00 | | R | Horsham District Council | } Swimming pool |
| 18/12/2021 | 310884 | 4,816.00 | | 4,816.00 | | R | Horsham District Council | |
| 18/12/2021 | 310885 | 1,705.76 | | 1,705.76 | | R | WSCC | - Pensions Contribution |
| 18/12/2021 | 310886 | 288.00 | | 288.00 | | R | Catercraft | |

## Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 18/12/2021 | 310887 | 145.89 | | 145.89 | | R | PiP Services |
| 18/12/2021 | BACS | 90.00 | | 90.00 | | R | JD window cleaning |
| 18/12/2021 | 310889 | 817.37 | | 817.37 | | R | Squires planning - N.Plan consultation |
| 18/12/2021 | 310890 | 33.65 | | 33.65 | | R | Rob Ogden - Milage claim |
| 18/12/2021 | 310891 | 160.00 | | 160.00 | | R | TSS |
| 19/12/2021 | 310892 | 24.00 | | | 24.00 | | Green thumb grass |
| 19/12/2021 | 310893 | 193.02 | | 193.02 | | R | overline phones |
| 19/12/2021 | 310894 | 176.00 | | 176.00 | | R | Rradar - legal services |
| 19/12/2021 | 310895 | 45.71 | | 45.71 | | R | Clares |
| 19/12/2021 | 310896 | 324.80 | | 324.80 | | R | SCS film hire |
| 19/12/2021 | 310897 | 306.00 | | 306.00 | | R | Smith of Derby |
| 19/12/2021 | 310898 | 203.80 | | 203.80 | | R | Horsham District Council |
| /12/2021 | 310899 | 164.00 | | 164.00 | | R | Horsham District Council |
| 19/12/2021 | 310900 | 1,997.44 | | 1,997.44 | | R | HMRC - PAYE |
| 19/12/2021 | 310901 | 87.11 | | 87.11 | | R | EDF High St Elec |
| 19/12/2021 | 310902 | 90.03 | | 90.03 | | R | Business stream - Club room |
| 19/12/2021 | 310904 | 61.62 | | 61.62 | | R | Business stream - Allots Water Utilities |
| 19/12/2021 | 310904 | 965.79 | | 965.79 | | R | Business stream - Bus Shelt |
| 19/12/2021 | 310905 | 128.20 | | 128.20 | | R | Online playgrounds |
| 19/12/2021 | 310906 | 147.40 | | 147.40 | | R | Online playgrounds |
| 19/12/2021 | 310907 | 180.00 | | | 180.00 | | Sowerby - toilets |
| 19/12/2021 | 310908 | 12.00 | | 12.00 | | R | Function28 |
| 19/12/2021 | 310909-911 | 1,342.80 | | 1,342.80 | | R | Tom Packer - IT equip - Camera + Microphones |
| 19/12/2021 | 310912-913 | 582.00 | | 582.00 | | R | Tom Packer IT equip - Cabling + Robustness testing |
| 19/12/2021 | 310914-915 | 894.00 | | 894.00 | | R | Tom Packet IT Equip - Projector purchase |
| 19/12/2021 | 310916 | 1,348.42 | | 1,348.42 | | R | TC Maintenance - Fence repairs, some playground works |
| 19/12/2021 | 310904 | -965.79 | | -965.79 | | R | Business stream - High St |
| 19/12/2021 | 310904 | 695.79 | | 695.79 | | R | Business Stream - High St - Water |
| /12/2021 | VIS | 74.99 | | 74.99 | | R | Internet security |
| 20/12/2021 | 21/63 | | 270.87 | 270.87 | | R | Receipt(s) Banked |
| 20/12/2021 | 21/64 | | 35.00 | 35.00 | | R | Receipt(s) Banked |
| 20/12/2021 | CR | | 62.12 | 62.12 | | R | Receipt(s) Banked |
| 21/12/2021 | DR | 35.11 | | 35.11 | | R | Bank charges |
| 21/12/2021 | VIS | 17.00 | | 17.00 | | R | Post Office - stamps |
| 21/12/2021 | 21/62 | | 755.13 | 755.13 | | R | Receipt(s) Banked - Various Room Hire |
| 22/12/2021 | 310917 | 62.32 | | 62.32 | | R | Online playgrounds |
| 22/12/2021 | 310918 | 6,788.98 | | | 6,788.98 | | sussex clubs for young people |
| 22/12/2021 | 310919 | 79.20 | | 79.20 | | R | R. Brown for trees |
| 22/12/2021 | 310920 | 310.77 | | | 310.77 | | Mr Brooks -reimbursementRH |
| 22/12/2021 | 310921 | 407.14 | | 407.14 | | R | Business stream Steyning Centr |
| 22/12/2021 | 310922 | 3,168.00 | | | 3,168.00 | | WGS Power & Lighting - Upgrade lamp post infrastructure. |
| 22/12/2021 | 310923 | 435.00 | | | 435.00 | | Grant for Steyning & District |
| 22/12/2021 | 310923 | 200.00 | | | 200.00 | | Steyning Grant II |
| 22/12/2021 | 310924 | 1,570.35 | | 1,570.35 | | R | Staff salary |
| 22/12/2021 | 310925 | 1,943.91 | | 1,943.91 | | R | staff salary |
| 22/12/2021 | 310926 | 872.16 | | 872.16 | | R | staff salary |
| 22/12/2021 | 310927 | 240.04 | | | 240.04 | | staff salary |
| 22/12/2021 | 310928 | 799.32 | | 799.32 | | R | staff salary |

**Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - Current Account**

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 22/12/2021 | 310929 | 508.70 | | 508.70 | | R | staff salary |
| 22/12/2021 | 310930 | 1,310.46 | | 1,310.46 | | R | staff salary |
| 22/12/2021 | 310931 | 27.50 | | | 27.50 | | chichester payroll |
| 23/12/2021 | DD | 405.14 | | 405.14 | | R | Siemens phones |
| 24/12/2021 | 310932 | 650.00 | | 650.00 | | R | M. Streeter- Hedge works |
| 24/12/2021 | 310933 | 274.00 | | 274.00 | | R | TC Maintenance |
| 24/12/2021 | 310934 | 95.00 | | | 95.00 | | Keiron plumber |
| 24/12/2021 | 310935 | 2,238.00 | | 2,238.00 | | R | Smartwood flooring — 50% deposit on Floor maintenance. |
| 24/12/2021 | 310936 | 180.00 | | | 180.00 | | Sussex Timber Co |
| 24/12/2021 | 310937 | 181.40 | | 181.40 | | R | Laser electric |
| 29/12/2021 | VIS | 8.00 | | 8.00 | | R | Zoho |
| | | 74,454.57 | 2,659.16 | | | | |

JANUARY

Date: 11/02/2022

# Steyning Parish Council



Time: 16:02

## Bank Reconciliation up to 31/01/2022 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 |
|---|---|---|---|---|---|---|---|
| 13/01/2022 | 367/21.22 | 428.40 | | 428.40 | | R | 1st Clearflow |
| 13/01/2022 | 369/21.22 | 1,720.00 | | 1,720.00 | | R | Streeter hedgeworks |
| 13/01/2022 | 368/21.22 | 373.12 | | 373.12 | | R | Laser electric changing rooms |
| 13/01/2022 | 370/21.22 | 191.84 | | 191.84 | | R | Overline telephones |
| 13/01/2022 | 371/21.22 | 188.99 | | 188.99 | | R | Sowerby toilet opening |
| 13/01/2022 | 372/21.22 | 12.00 | | 12.00 | | R | Function 28 |
| 13/01/2022 | 373/21.22 | 94.67 | | 94.67 | | R | Business stream |
| 13/01/2022 | CR | | -2.32 | -2.32 | | R | Receipt(s) Banked |
| 13/01/2022 | 21/68 | | 152.50 | 152.50 | | R | Receipt(s) Banked |
| 17/01/2022 | VIS | 28.78 | | 28.78 | | R | Zoom |
| 17/01/2022 | 21/73 | | 195.62 | 195.62 | | R | Receipt(s) Banked |
| 18/01/2022 | 21/69 | | 231.19 | 231.19 | | R | Receipt(s) Banked |
| [illegible]/01/2022 | 21/70 | | 4.80 | 4.80 | | R | Receipt(s) Banked |
| 19/01/2022 | 21/72 | | -4.80 | -4.80 | | R | Receipt(s) Banked |
| 19/01/2022 | 21/72 | | 4.80 | 4.80 | | R | Receipt(s) Banked |
| 19/01/2022 | 21/70 | | 378.41 | 378.41 | | R | Receipt(s) Banked |
| 19/01/2022 | 21/71 | | 150.00 | 150.00 | | R | Receipt(s) Banked |
| 19/01/2022 | Cr | | 73.20 | 73.20 | | R | Receipt(s) Banked |
| 19/01/2022 | CR | | 259.20 | 259.20 | | R | Receipt(s) Banked |
| 21/01/2022 | DR | 89.82 | | 89.82 | | R | HSBC Bank Charges |
| 21/01/2022 | 374/21.22 | 142.80 | | 142.80 | | R | 1st Clearflow |
| 21/01/2022 | 375/21.22 | 1,430.32 | | 1,430.32 | | R | British Gas - STEYNING CENTRE |
| 21/01/2022 | 376/21.22 | 52.70 | | 52.70 | | R | PiP Services |
| 21/01/2022 | 377/21.22 | 301.20 | | 301.20 | | R | SCS Films |
| 22/01/2022 | 310918 | 11.00 | | 11.00 | | R | SCYP + 11 |
| 25/01/2022 | VIS | 33.50 | | 33.50 | | R | Amazon - creosote |
| 25/01/2022 | CR | | 198.10 | 198.10 | | R | Receipt(s) Banked |
| 25/01/2022 | CR | | 84.00 | 84.00 | | R | Receipt(s) Banked |
| [illegible]/01/2022 | CR | | 156.31 | 156.31 | | R | Receipt(s) Banked |
| 26/01/2022 | BP | | 78.00 | 78.00 | | R | Receipt(s) Banked |
| 26/01/2022 | CR | | 172.61 | 172.61 | | R | Receipt(s) Banked |
| 26/01/2022 | CR | | 73.20 | 73.20 | | R | Receipt(s) Banked |
| 26/01/2022 | CR | | 64.62 | 64.62 | | R | Receipt(s) Banked |
| 28/01/2022 | CR | | 746.53 | 746.53 | | R | Receipt(s) Banked - VARIOUS ROOM HIRE |
| 29/01/2022 | VIS | 9.20 | | 9.20 | | R | Zoho |
| 29/01/2022 | 378/21.22 | 27.50 | | 27.50 | | R | Chichester payroll |
| 29/01/2022 | 379/21.22 | 1,236.00 | | 1,236.00 | | R | TGO Gym services - ADULT EXERCISE AREA SERVICING. |
| 29/01/2022 | 380/21.22 | 287.00 | | 287.00 | | R | TC Maintenance |
| 29/01/2022 | 381/21.22 | 108.00 | | 108.00 | | R | Tom Packer |
| 29/01/2022 | 382/21.22 | 310.77 | | 310.77 | | R | JBrooks RH refund |
| 29/01/2022 | 383/21.22 | 1,697.28 | | 1,697.28 | | R | WSCC pensions |
| 29/01/2022 | 384/21.22 | 1,779.50 | | 1,779.50 | | R | HMRC paye |
| 29/01/2022 | CR | | 101.88 | 101.88 | | R | Receipt(s) Banked |
| 30/01/2022 | BP | 7,334.86 | | 7,334.86 | | R | Salaries - various |
| 30/01/2022 | CR | | 23.59 | 23.59 | | R | Receipt(s) Banked |
| 30/01/2022 | CR | | 91.19 | 91.19 | | R | Receipt(s) Banked |
| 31/01/2022 | CR | | 95.11 | 95.11 | | R | Receipt(s) Banked |
| 31/01/2022 | CR | | 28.80 | 28.80 | | R | Receipt(s) Banked |

**Bank Reconciliation up to 31/01/2022 for Cashbook No 1 - Current Account**

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 15/12/2021 | 310867 | 32.00 | | 32.00 | | R | Powell refund Allot |
| 17/12/2021 | 310873 | 27.50 | | 27.50 | | R | Chichester payroll |
| 19/12/2021 | 310892 | 24.00 | | 24.00 | | R | Green thumb grass |
| 19/12/2021 | 310907 | 180.00 | | 180.00 | | R | Sowerby - toilets |
| 22/12/2021 | 310918 | 6,788.98 | | 6,788.98 | | R | sussex clubs for young people |
| 22/12/2021 | 310920 | 310.77 | | | 310.77 | | Mr Brooks -reimbursementRH |
| 22/12/2021 | 310922 | 3,168.00 | | 3,168.00 | | R | WGS Power & Lighting - CHRISTMAS LIGHTING |
| 22/12/2021 | 310923 | 435.00 | | | 435.00 | | Grant for Steyning & District |
| 22/12/2021 | 310923 | 200.00 | | | 200.00 | | Steyning Grant II |
| 22/12/2021 | 310927 | 240.04 | | 240.04 | | R | staff salary |
| 22/12/2021 | 310931 | 27.50 | | 27.50 | | R | chichester payroll |
| 24/12/2021 | 310934 | 95.00 | | 95.00 | | R | Keiron plumber |
| [illegible]/12/2021 | 310936 | 180.00 | | 180.00 | | R | Sussex Timber Co |
| [illegible]1/01/2022 | 310938 | 200.00 | | | 200.00 | | Grant - Ouse & Rivers Trust |
| 04/01/2022 | DD | 973.00 | | 973.00 | | R | Horsham District Council - RATES |
| 04/01/2022 | CR | | 64.62 | 64.62 | | R | Receipt(s) Banked |
| 04/01/2022 | CR | | 139.85 | 139.85 | | R | Receipt(s) Banked |
| 04/01/2022 | CR | | 994.23 | 994.23 | | R | Receipt(s) Banked - VARIOUS ROOM HIRE |
| 05/01/2022 | 310939 | 211.50 | | 211.50 | | R | Clare Austin |
| 05/01/2022 | 310941 | 2,592.00 | | 2,592.00 | | R | South Coast Electrical - LED LIGHTING IN STEYNING CENTRE |
| 05/01/2022 | 310942 | 246.55 | | 246.55 | | R | Horsham District Council |
| 05/01/2022 | 310944 | 131.20 | | 131.20 | | R | Horsham District Council |
| 05/01/2022 | 310944 | 1,659.67 | | 1,659.67 | | R | HMRC - PAYE |
| 05/01/2022 | 310945 | 1,687.17 | | | 1,687.17 | | WSCC Pensions |
| 05/01/2022 | 310946 | 1,691.00 | | 1,691.00 | | R | Jack Lee - Street Cleaning |
| 05/01/2022 | VIS | 36.43 | | 36.43 | | R | Sitelock |
| 05/01/2022 | DR | 1.00 | | 1.00 | | R | HSBC |
| 05/01/2022 | CR | | 95.11 | 95.11 | | R | Receipt(s) Banked |
| [illegible]/01/2022 | CR | | 101.88 | 101.88 | | R | Receipt(s) Banked |
| [illegible]6/01/2022 | CR | | 2.32 | 2.32 | | R | Receipt(s) Banked |
| 06/01/2022 | 21/66 | | 280.00 | 280.00 | | R | Receipt(s) Banked |
| 06/01/2022 | 21/67 | | 149.00 | 149.00 | | R | Receipt(s) Banked |
| 06/01/2022 | CR | | 124.90 | 124.90 | | R | Receipt(s) Banked |
| 06/01/2022 | CR | | 71.48 | 71.48 | | R | Receipt(s) Banked |
| 06/01/2022 | CR | | 90.97 | 90.97 | | R | Receipt(s) Banked |
| 07/01/2022 | CR | | 78.00 | 78.00 | | R | Receipt(s) Banked |
| 07/01/2022 | CR | | 62.12 | 62.12 | | R | Receipt(s) Banked |
| 10/01/2022 | 21/65 | | 212.38 | 212.38 | | R | Receipt(s) Banked |
| 10/01/2022 | CR | | 232.29 | 232.29 | | R | Receipt(s) Banked |
| 10/01/2022 | cr | | 30.70 | 30.70 | | R | Receipt(s) Banked |
| 11/01/2022 | TFR | | 40,000.00 | 40,000.00 | | R | Receipt(s) Banked - BANK TRANSFER FROM SAVINGS ACCOUNT |
| 11/01/2022 | BP | | 150.75 | 150.75 | | R | Receipt(s) Banked |
| 11/01/2022 | Cr | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 11/01/2022 | Cr | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 12/01/2022 | BP | | 2,068.80 | 2,068.80 | | R | Receipt(s) Banked - VARIOUS ROOM HIRE. |
| 12/01/2022 | Cr | | 861.61 | 861.61 | | R | Receipt(s) Banked - VARIOUS ROOM HIRE. |
| 13/01/2022 | 365/21.22 | 398.34 | | 398.34 | | R | PiP Services |
| 13/01/2022 | 366/21.22 | 160.00 | | 160.00 | | R | TSS Legioella |

**Bank Reconciliation up to 31/01/2022 for Cashbook No 1 - Current Account**

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 31/01/2022 | CR | | 77.97 | 77.97 | | R | Receipt(s) Banked |
| 31/01/2022 | CR | | 30.70 | 30.70 | | R | Receipt(s) Banked |
| | | 39,585.90 | 49,360.22 | | | | |

FEBRUARY



## Bank Reconciliation up to 01/03/2022 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 |
|---|---|---|---|---|---|---|---|
| 22/12/2021 | 310920 | 310.77 | | | 310.77 | | Mr Brooks -reimbursementRH |
| 22/12/2021 | 310923 | 435.00 | | | 435.00 | | Grant for Steyning & District |
| 22/12/2021 | 310923 | 200.00 | | | 200.00 | | Steyning Grant II |
| 01/01/2022 | 310938 | 200.00 | | | 200.00 | | Grant - Ouse & Rivers Trust |
| 05/01/2022 | 310945 | 1,687.17 | | 1,687.17 | | R | WSCC Pensions |
| 01/02/2022 | BP | | 74.56 | 74.56 | | R | Receipt(s) Banked |
| 01/02/2022 | CR | | 11.80 | 11.80 | | R | Receipt(s) Banked |
| 02/02/2022 | 385/21.22 | 68.92 | | 68.92 | | R | Clares printing |
| 02/02/2022 | 386/21.22 | 1,236.00 | | 1,236.00 | | R | Arboricultural excellence – TREE WORKS |
| 02/02/2022 | 387/21.22 | 90.00 | | 90.00 | | R | JD window cleaning |
| 02/02/2022 | 388/21.22 | 195.66 | | 195.66 | | R | PiP Services |
| 02/02/2022 | 389/21.22 | 1,676.00 | | 1,676.00 | | R | Jack Lee cleaning – STREET CLEANING |
| 02/02/2022 | 390/21.22 | 24.00 | | 24.00 | | R | Green thumb |
| 02/02/2022 | 391/21.22 | 1,000.00 | | 1,000.00 | | R | Vintage years |
| 02/02/2022 | TRF 130222 | | 100,000.00 | 100,000.00 | | R | Receipt(s) Banked – TRANSFER FROM OTHER SPC ACCOUNT |
| 02/02/2022 | CR | | 101.11 | 101.11 | | R | Receipt(s) Banked |
| 02/02/2022 | 21/75 | | 36.60 | 36.60 | | R | Receipt(s) Banked |
| 03/02/2022 | VIS | 66.00 | | 66.00 | | R | Post Office -stamps |
| 03/02/2022 | VIS | 101.45 | | 101.45 | | R | Yola N. Plan web site |
| 03/02/2022 | 21/74 | | 949.08 | 949.08 | | R | Receipt(s) Banked – VARIOUS ROOM HIRE INCOME. |
| 03/02/2022 | CR | | 23.60 | 23.60 | | R | Receipt(s) Banked |
| 04/02/2022 | CR | | 262.51 | 262.51 | | R | Receipt(s) Banked |
| 04/02/2022 | CR | | 51.98 | 51.98 | | R | Receipt(s) Banked |
| 07/02/2022 | VIS | 36.29 | | 36.29 | | R | Sitelock security |
| 07/02/2022 | DR | 0.99 | | 0.99 | | R | Bank fees |
| 07/02/2022 | 21/78 | | 60.30 | 60.30 | | R | Receipt(s) Banked |
| 07/02/2022 | 21/77 | | 446.00 | 446.00 | | R | Receipt(s) Banked – FILM NIGHT INCOME |
| 07/02/2022 | 21/76 | | 794.39 | 794.39 | | R | Receipt(s) Banked – VARIOUS ROOM HIRE |
| 09/02/2022 | CR | | 191.28 | 191.28 | | R | Receipt(s) Banked |
| 10/02/2022 | 392/21.22 | 191.77 | | 191.77 | | R | overline phnoes |
| 10/02/2022 | 393/21.22 | 9.59 | | 9.59 | | R | Zen - internet |
| 10/02/2022 | 394/21.22 | 343.46 | | 343.46 | | R | SCS - film |
| 10/02/2022 | 395/21.22 | 120.00 | | 120.00 | | R | Dormation Ltd |
| 10/02/2022 | 396/21.22 | 2,160.00 | | 2,160.00 | | R | Moore Ext. auditors – (inc from Cllr raised issue) |
| 10/02/2022 | 397/21.22 | 546.00 | | 546.00 | | R | ezyglide – PARTITION DOOR MAINTENANCE |
| 10/02/2022 | 398/21.22 | 807.04 | | 807.04 | | R | ADT Alarms – STEYNING CENTRE MAINTENANCE |
| 10/02/2022 | 399/21.22 | 160.00 | | 160.00 | | R | TSS facilities |
| 10/02/2022 | 400/21.22 | 367.80 | | 367.80 | | R | Horsham District Council |
| 10/02/2022 | 401/21.22 | 288.00 | | 288.00 | | R | Clare Austin |
| 10/02/2022 | 402/21.22 | 160.00 | | 160.00 | | R | Streeter - Hedge cutting |
| 10/02/2022 | 402A/21.22 | 980.00 | | 980.00 | | R | Streeter - hedge cutting – GODSTALLS LANE |
| 10/02/2022 | 403/21.22 | 7.27 | | 7.27 | | R | Business stream – RUBLEES ALLOTMENTS |
| 10/02/2022 | 404/21.22 | 381.23 | | 381.23 | | R | Business stream – HIGH ST TOILETS |
| 10/02/2022 | 405/21.22 | 75.77 | | 75.77 | | R | business stream – PAVILLION |
| 10/02/2022 | CR | | 23.59 | 23.59 | | R | Receipt(s) Banked |
| 15/02/2022 | VIS | 68.00 | | 68.00 | | R | Amazon - Creosote |
| 15/02/2022 | CR | | 64.62 | 64.62 | | R | Receipt(s) Banked |
| 15/02/2022 | BP | | 94.20 | 94.20 | | R | Receipt(s) Banked |

## Bank Reconciliation up to 01/03/2022 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|---|---|---|---|---|---|---|---|
| 15/02/2022 | BP | | 39.00 | 39.00 | | R | Receipt(s) Banked |
| 16/02/2022 | VIS | 28.78 | | 28.78 | | R | Zoom |
| 16/02/2022 | CR | | 150.75 | 150.75 | | R | Receipt(s) Banked |
| 16/02/2022 | CR | | 172.61 | 172.61 | | R | Receipt(s) Banked |
| 16/02/2022 | CR | | 73.20 | 73.20 | | R | Receipt(s) Banked |
| 16/02/2022 | CR | | 42.00 | 42.00 | | R | Receipt(s) Banked |
| 16/02/2022 | CR | | 161.50 | 161.50 | | R | Receipt(s) Banked |
| 16/02/2022 | BP | | 74.56 | 74.56 | | R | Receipt(s) Banked |
| 16/02/2022 | CR | | 17.70 | 17.70 | | R | Receipt(s) Banked |
| 17/02/2022 | 406/21.22 | 186.00 | | 186.00 | | R | Sowerby - toilets opening |
| 17/02/2022 | 407/21.22 | 12.00 | | 12.00 | | R | Function28 |
| 18/02/2022 | CR | | 80.21 | 80.21 | | R | Receipt(s) Banked |
| 19/02/2022 | CR | | 60.16 | 60.16 | | R | Receipt(s) Banked |
| 20/02/2022 | CR | | 101.88 | 101.88 | | R | Receipt(s) Banked |
| 21/02/2022 | DR | 57.66 | | 57.66 | | R | Bank Charges |
| 21/02/2022 | 21/79 | | 325.81 | 325.81 | | R | Receipt(s) Banked |
| 21/02/2022 | 21/80 | | 136.48 | 136.48 | | R | Receipt(s) Banked |
| 21/02/2022 | 21/81 | | 40.00 | 40.00 | | R | Receipt(s) Banked |
| 23/02/2022 | CR | | 58.50 | 58.50 | | R | Receipt(s) Banked |
| 24/02/2022 | CR | | 474.32 | 474.32 | | R | Receipt(s) Banked - STEYNING FILM SOCIETY |
| 25/02/2022 | BP | 7,126.81 | | 7,126.81 | | R | Various Salaries |
| 28/02/2022 | VIS | 9.20 | | 9.20 | | R | Zoho |
| 28/02/2022 | CR | | 191.28 | 191.28 | | R | Receipt(s) Banked |
| 28/02/2022 | BP | | 51.67 | 51.67 | | R | Receipt(s) Banked |
| 28/02/2022 | CR | | 95.11 | 95.11 | | R | Receipt(s) Banked |
| | | 21,414.63 | 105,532.36 | | | | |

DECEMBER



**Detailed Income & Expenditure by Phased Budget Heading 31/12/2021**

**Month No: 9**

**Committee Report**

| | | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| **Finance & General Purposes Ctt** | | | | | | | | |
| 101 | Administration | | | | | | | |
| 1000 | Donations Received | 15,000 | 2,097 | (12,903) | 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 | 12 | 162 | 150 | 220 | | | 5.5% |
| | Administration :- Income | **337,409** | **326,870** | **(10,539)** | **327,775** | | | **102.9%** |
| 4000 | Salaries | 94,744 | 86,628 | (8,116) | 116,300 | | 21,556 | 81.5% |
| 4002 | Printing, stationery, postage | 1,559 | 1,872 | 313 | 2,500 | | 941 | 62.4% |
| 4003 | Staff Ill Health Insurance | 2,173 | 1,350 | (823) | 1,350 | | (823) | 161.0% |
| 4004 | Telephones and Alarm | 2,288 | 2,025 | (263) | 2,700 | | 412 | 84.7% |
| 4005 | Insurance | 5,027 | 5,100 | 73 | 5,100 | | 73 | 98.6% |
| 4006 | Salaries Outsourcing | 155 | 0 | (155) | 900 | | 745 | 17.2% |
| 4007 | Data Protection | 681 | 900 | 219 | 1,200 | | 519 | 56.7% |
| 4010 | Audit Fees | (1,376) | 850 | 2,226 | 1,850 | | 3,226 | (74.4%) |
| 4016 | Legal Fees/Elections | 4 | 7,497 | 7,493 | 10,000 | | 9,996 | 0.0% |
| 4017 | Bank Charges | 256 | 216 | (40) | 283 | | 27 | 90.5% |
| 4021 | General Grants | 1,255 | 1,336 | 81 | 2,000 | | 745 | 62.8% |
| 4025 | CCTV Maintenance | 0 | 80 | 80 | 160 | | 160 | 0.0% |
| 4030 | Steyning in Bloom | 2,000 | 2,000 | 0 | 4,600 | | 2,600 | 43.5% |

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

Committee Report

| | | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 4032 | Royal British Legion | 150 | 350 | 200 | 412 | | 262 | 36.4% |
| 4033 | Christmas Lights Grant | 3,890 | 1,500 | (2,390) | 1,500 | | (2,390) | 259.3% |
| 4036 | SALC NALC Subs | 1,815 | 1,880 | 65 | 1,880 | | 65 | 96.5% |
| 4039 | Publicity and Advertising | 0 | 1,503 | 1,503 | 2,000 | | 2,000 | 0.0% |
| 4040 | Town Clock | 255 | 330 | 75 | 450 | | 195 | 56.7% |
| 4045 | Misc & Petty Cash | 150 | 207 | 57 | 275 | | 125 | 54.5% |
| 4047 | Training | 385 | 1,125 | 740 | 1,500 | | 1,115 | 25.7% |
| 4049 | Showcase | 0 | 50 | 50 | 200 | | 200 | 0.0% |
| 4055 | HR Services | 0 | 3,753 | 3,753 | 5,000 | | 5,000 | 0.0% |
| 4060 | Chairman's Function | 0 | 100 | 100 | 100 | | 100 | 0.0% |
| 4061 | Councillors' Allowances | 0 | 72 | 72 | 100 | | 100 | 0.0% |
| 4063 | Legionnaires | 1,067 | 1,872 | 805 | 2,500 | | 1,433 | 42.7% |
| 4070 | Software Packages | 1,463 | 1,800 | 337 | 2,400 | | 937 | 61.0% |
| 4071 | ICT Equipment | 4,229 | 1,300 | (2,929) | 1,700 | | (2,529) | 248.7% |
| 4072 | Website Development | 250 | 747 | 498 | 1,000 | | 751 | 24.9% |
| 4073 | Neighbourhood Plan Exp | 3,306 | 900 | (2,406) | 1,050 | | (2,256) | 314.9% |
| 4075 | Isolation and Loneliness | 1,512 | 1,500 | (12) | 3,000 | | 1,488 | 50.4% |
| | Administration :- Indirect Expenditure | **127,238** | **128,843** | **1,605** | **174,010** | **0** | **46,772** | **73.1%** |
| | **Net Income over Expenditure** | **210,172** | **198,027** | **(12,145)** | **153,765** | | | |
| 102 | Finance & Community Appendix | | | | | | | |
| 4100 | Neighbourhood Wardens | 0 | 0 | 0 | 45,105 | | 45,105 | 0.0% |
| 4101 | Swimming Pool | 0 | 0 | 0 | 15,750 | | 15,750 | 0.0% |
| | Finance & Community Appendix :- Indirect Expenditure | **0** | **0** | **0** | **60,855** | **0** | **60,855** | **0.0%** |
| | **Net Expenditure** | **0** | **0** | **0** | **(60,855)** | | | |

Continued over page

**Detailed Income & Expenditure by Phased Budget Heading 31/12/2021**

**Month No: 9**

**Committee Report**

| | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|
| 103 Youth Provision | | | | | | | |
| 4023 Youth Service | 27,389 | 20,100 | (7,289) | 27,200 | | (189) | 100.7% |
| Youth Provision :- Indirect Expenditure | **27,389** | **20,100** | **(7,289)** | **27,200** | **0** | **(189)** | **100.7%** |
| **Net Expenditure** | **(27,389)** | **(20,100)** | **7,289** | **(27,200)** | | | |
| Finance & General Purposes Ctt :- Income | **337,409** | **326,870** | **(10,539)** | **327,775** | | | **102.9%** |
| Expenditure | **154,627** | **148,943** | **(5,684)** | **262,065** | **0** | **107,438** | **59.0%** |
| **Movement to/(from) Gen Reserve** | **182,783** | | | | | | |

Continued over page

JANUARY



Detailed Income & Expenditure by Phased Budget Heading 31/01/2022

Month No: 10

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 | 2,330 | (12,670) | 2,800 | | | 535.7% |
| 1004 | Reimbursed Charges & donations | 48 | 120 | 72 | 200 | | | 24.0% |
| 1010 | Miscellaneous income | 173 | 248 | 75 | 250 | | | 69.3% |
| 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 | 14 | 180 | 166 | 220 | | | 6.5% |
| | Administration :- Income | **337,541** | **327,183** | **(10,358)** | **327,775** | | | **103.0%** |
| 4000 | Salaries | 108,903 | 96,520 | (12,383) | 116,300 | | 7,397 | 93.6% |
| 4002 | Printing, stationery, postage | 1,559 | 2,080 | 521 | 2,500 | | 941 | 62.4% |
| 4003 | Staff Ill Health Insurance | 2,173 | 1,350 | (823) | 1,350 | | (823) | 161.0% |
| 4004 | Telephones and Alarm | 2,448 | 2,250 | (198) | 2,700 | | 252 | 90.7% |
| 4005 | Insurance | 5,027 | 5,100 | 73 | 5,100 | | 73 | 98.6% |
| 4006 | Salaries Outsourcing | 182 | 0 | (182) | 900 | | 718 | 20.3% |
| 4007 | Data Protection | 711 | 1,000 | 289 | 1,200 | | 489 | 59.3% |
| 4010 | Audit Fees | (1,376) | 850 | 2,226 | 1,850 | | 3,226 | (74.4%) |
| 4016 | Legal Fees/Elections | 4 | 8,330 | 8,326 | 10,000 | | 9,996 | 0.0% |
| 4017 | Bank Charges | 332 | 240 | (92) | 283 | | (49) | 117.3% |
| 4021 | General Grants | 1,455 | 1,670 | 215 | 2,000 | | 545 | 72.8% |
| 4025 | CCTV Maintenance | 0 | 160 | 160 | 160 | | 160 | 0.0% |
| 4030 | Steyning in Bloom | 2,000 | 2,000 | 0 | 4,600 | | 2,600 | 43.5% |

Continued over page

| | | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|---|
| 4032 | Royal British Legion | 150 | 350 | 200 | 412 | | 262 | 36.4% |
| 4033 | Christmas Lights Grant | 3,890 | 1,500 | (2,390) | 1,500 | | (2,390) | 259.3% |
| 4036 | SALC NALC Subs | 1,815 | 1,880 | 65 | 1,880 | | 65 | 96.5% |
| 4039 | Publicity and Advertising | 0 | 1,670 | 1,670 | 2,000 | | 2,000 | 0.0% |
| 4040 | Town Clock | 255 | 330 | 75 | 450 | | 195 | 56.7% |
| 4045 | Misc & Petty Cash | 150 | 230 | 80 | 275 | | 125 | 54.5% |
| 4047 | Training | 385 | 1,250 | 865 | 1,500 | | 1,115 | 25.7% |
| 4049 | Showcase | 0 | 100 | 100 | 200 | | 200 | 0.0% |
| 4055 | HR Services | 0 | 4,170 | 4,170 | 5,000 | | 5,000 | 0.0% |
| 4060 | Chairman's Function | 0 | 100 | 100 | 100 | | 100 | 0.0% |
| 4061 | Councillors' Allowances | 0 | 80 | 80 | 100 | | 100 | 0.0% |
| 4063 | Legionnaires | 1,200 | 2,080 | 880 | 2,500 | | 1,300 | 48.0% |
| 4070 | Software Packages | 1,495 | 2,000 | 505 | 2,400 | | 905 | 62.3% |
| 4071 | ICT Equipment | 2,595 | 1,300 | (1,295) | 1,700 | | (895) | 152.6% |
| 4072 | Website Development | 260 | 830 | 571 | 1,000 | | 741 | 25.9% |
| 4073 | Neighbourhood Plan Exp | 3,306 | 1,050 | (2,256) | 1,050 | | (2,256) | 314.9% |
| 4075 | Isolation and Loneliness | 1,512 | 1,500 | (12) | 3,000 | | 1,488 | 50.4% |
| | Administration :- Indirect Expenditure | **140,431** | **141,970** | **1,539** | **174,010** | **0** | **33,579** | **80.7%** |
| | **Net Income over Expenditure** | **197,110** | **185,213** | **(11,897)** | **153,765** | | | |
| 102 | Finance & Community Appendix | | | | | | | |
| 4100 | Neighbourhood Wardens | 0 | 0 | 0 | 45,105 | | 45,105 | 0.0% |
| 4101 | Swimming Pool | 0 | 0 | 0 | 15,750 | | 15,750 | 0.0% |
| | Finance & Community Appendix :- Indirect Expenditure | **0** | **0** | **0** | **60,855** | **0** | **60,855** | **0.0%** |
| | **Net Expenditure** | **0** | **0** | **0** | **(60,855)** | | | |

Continued over page

**Detailed Income & Expenditure by Phased Budget Heading 31/01/2022**

**Month No: 10**

**Committee Report**

| | 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 | 27,400 | 20,100 | (7,300) | 27,200 | | (200) | 100.7% |
| Youth Provision :- Indirect Expenditure | **27,400** | **20,100** | **(7,300)** | **27,200** | **0** | **(200)** | **100.7%** |
| **Net Expenditure** | **(27,400)** | **(20,100)** | **7,300** | **(27,200)** | | | |
| Finance & General Purposes Ctt :- Income | **337,541** | **327,183** | **(10,358)** | **327,775** | | | **103.0%** |
| Expenditure | **167,831** | **162,070** | **(5,761)** | **262,065** | **0** | **94,234** | **64.0%** |
| **Movement to/(from) Gen Reserve** | 169,710 | | | | | | |

Continued over page

## Ear Marked Reserves

503 Earmarked Res F & C

| | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|---|
| 4977 Special Projects | 11,462 | 9,620 | (1,842) | 11,550 | | 88 | 99.2% |
| Earmarked Res F & C :- Indirect Expenditure | **11,462** | **9,620** | **(1,842)** | **11,550** | **0** | **88** | **99.2%** |
| **Net Expenditure** | **(11,462)** | **(9,620)** | **1,842** | **(11,550)** | | | |
| Ear Marked Reserves :- Income | **0** | **0** | **0** | **0** | | | **0.0%** |
| Expenditure | **11,462** | **9,620** | **(1,842)** | **11,550** | **0** | **88** | **99.2%** |
| **Movement to/(from) Gen Reserve** | **(11,462)** | | | | | | |
| Grand Totals:- Income | **411,595** | **373,013** | **(38,582)** | **393,375** | | | **104.6%** |
| Expenditure | **258,243** | **272,770** | **14,527** | **393,375** | **0** | **135,132** | **65.6%** |
| **Net Income over Expenditure** | **153,352** | **100,243** | **(53,109)** | **0** | | | |
| **Movement to/(from) Gen Reserve** | **153,352** | | | | | | |

**Detailed Income & Expenditure by Phased Budget Heading 01/03/2022**

**Month No: 11**

**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 | 2,563 | (12,437) | 2,800 | | | 535.7% |
| 1004 | Reimbursed Charges & donations | 48 | 200 | 152 | 200 | | | 24.0% |
| 1010 | Miscellaneous income. | 173 | 248 | 75 | 250 | | | 69.3% |
| 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 | 16 | 198 | 182 | 220 | | | 7.3% |
| | Administration :- Income | **337,542** | **327,514** | **(10,028)** | **327,775** | | | **103.0%** |
| 4000 | Salaries | 116,029 | 106,412 | (9,617) | 116,300 | | 271 | 99.8% |
| 4002 | Printing, stationery, postage | 1,672 | 2,288 | 616 | 2,500 | | 828 | 66.9% |
| 4003 | Staff Ill Health Insurance | 2,173 | 1,350 | (823) | 1,350 | | (823) | 161.0% |
| 4004 | Telephones and Alarm | 2,608 | 2,475 | (133) | 2,700 | | 92 | 96.6% |
| 4005 | Insurance | 5,027 | 5,100 | 73 | 5,100 | | 73 | 98.6% |
| 4006 | Salaries Outsourcing | 182 | 0 | (182) | 900 | | 718 | 20.3% |
| 4007 | Data Protection | 741 | 1,100 | 359 | 1,200 | | 459 | 61.8% |
| 4010 | Audit Fees | 424 | 850 | 426 | 1,850 | | 1,426 | 22.9% |
| 4016 | Legal Fees/Elections | 4 | 9,163 | 9,159 | 10,000 | | 9,996 | 0.0% |
| 4017 | Bank Charges | 381 | 264 | (117) | 283 | | (98) | 134.5% |
| 4021 | General Grants | 1,455 | 1,837 | 382 | 2,000 | | 545 | 72.8% |
| 4025 | CCTV Maintenance | 0 | 160 | 160 | 160 | | 160 | 0.0% |
| 4030 | Steyning in Bloom | 2,000 | 2,000 | 0 | 4,600 | | 2,600 | 43.5% |

Continued over page

**Detailed Income & Expenditure by Phased Budget Heading 01/03/2022**

**Month No: 11** **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 | 150 | 412 | 262 | 412 | | 262 | 36.4% |
| 4033 Christmas Lights Grant | 3,890 | 1,500 | (2,390) | 1,500 | | (2,390) | 259.3% |
| 4036 SALC NALC Subs | 1,815 | 1,880 | 65 | 1,880 | | 65 | 96.5% |
| 4039 Publicity and Advertising | 0 | 1,837 | 1,837 | 2,000 | | 2,000 | 0.0% |
| 4040 Town Clock | 255 | 450 | 195 | 450 | | 195 | 56.7% |
| 4045 Misc & Petty Cash | 150 | 253 | 103 | 275 | | 125 | 54.5% |
| 4047 Training | 385 | 1,375 | 990 | 1,500 | | 1,115 | 25.7% |
| 4049 Showcase | 0 | 150 | 150 | 200 | | 200 | 0.0% |
| 4055 HR Services | 0 | 4,587 | 4,587 | 5,000 | | 5,000 | 0.0% |
| 4060 Chairman's Function | 0 | 100 | 100 | 100 | | 100 | 0.0% |
| 4061 Councillors' Allowances | 0 | 88 | 88 | 100 | | 100 | 0.0% |
| 4063 Legionnaires | 1,333 | 2,288 | 955 | 2,500 | | 1,167 | 53.3% |
| 4070 Software Packages | 1,526 | 2,200 | 674 | 2,400 | | 874 | 63.6% |
| 4071 ICT Equipment | 2,595 | 1,700 | (895) | 1,700 | | (895) | 152.6% |
| 4072 Website Development | 277 | 913 | 636 | 1,000 | | 723 | 27.7% |
| 4073 Neighbourhood Plan Exp | 3,391 | 1,050 | (2,341) | 1,050 | | (2,341) | 322.9% |
| 4075 Isolation and Loneliness | 2,512 | 3,000 | 488 | 3,000 | | 488 | 83.7% |
| Administration :- Indirect Expenditure | **150,976** | **156,782** | **5,806** | **174,010** | **0** | **23,034** | **86.8%** |
| **Net Income over Expenditure** | **186,566** | **170,732** | **(15,834)** | **153,765** | | | |
| 102 Finance & Community Appendix | | | | | | | |
| 4100 Neighbourhood Wardens | 0 | 0 | 0 | 45,105 | | 45,105 | 0.0% |
| 4101 Swimming Pool | 0 | 0 | 0 | 15,750 | | 15,750 | 0.0% |
| Finance & Community Appendix :- Indirect Expenditure | **0** | **0** | **0** | **60,855** | **0** | **60,855** | **0.0%** |
| **Net Expenditure** | **0** | **0** | **0** | **(60,855)** | | | |

Continued over page

**Detailed Income & Expenditure by Phased Budget Heading 01/03/2022**

**Month No: 11**

**Committee Report**

| | 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 | 27,400 | 27,200 | (200) | 27,200 | | (200) | 100.7% |
| Youth Provision :- Indirect Expenditure | **27,400** | **27,200** | **(200)** | **27,200** | **0** | **(200)** | **100.7%** |
| **Net Expenditure** | **(27,400)** | **(27,200)** | **200** | **(27,200)** | | | |
| Finance & General Purposes Ctt :- Income | **337,542** | **327,514** | **(10,028)** | **327,775** | | | **103.0%** |
| Expenditure | **178,376** | **183,982** | **5,606** | **262,065** | **0** | **83,689** | **68.1%** |
| **Movement to/(from) Gen Reserve** | **159,166** | | | | | | |

Continued over page

ITEM 6.5

MOORE

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

www.moore.co.uk

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

**Invoice No.:**
**Date**: 31 January 2022
**Ref:**

**Payment Terms:** 30 Days
**VAT Number:**

| DESCRIPTION OF SERVICES | FEE |
|---|---|
| Fixed rate fee in relation to completing the 2019/20 External Auditor's limited assurance review. | 800.00 |
| Additional work completed in relation to our review of issues raised by an elector and provision of a formal response. | 1,000.00 |
| Net Fee | 1,800.00 |
| VAT @ 20.0% | 360.00 |
| **Total Fee** | **£2,160.00** |

**PAYMENT DETAILS**
BACS payments to Barclays Bank,
Please make cheques payable to Moore and send to Oakley House,
We also accept all major debit and credit cards.

# Briefing Note Item 6.6.1

## At the 28th February Planning and Premises Meeting the following decision was made (including full extract from the minutes) :-

**Cupboard Hire Charges** - To reconsider the decision, not to waiver the cupboard hire charge, made by the Planning and Premises committee on 28th June 2021. The previously circulated information, letters and briefing paper from the F&GP meeting were re-sent to Cllrs for this item. The payment of £113.20 is still outstanding from the Horticultural Society. The Committee noted that all the other cupboard invoices have been paid for 2021-22. Groups were informed at the time that they were able to apply for a grant from F&GP Committee should they require assistance with the payments, but no group had done so.
Mr Ashby made a representation to the committee concerning the Horticultural Society's request to have all cupboard hires waivered due to the Covid Pandemic and assist groups with their financial status following the difficult time with no income.
Cllrs suggested that the Horticultural Society apply to F&GP Committee for a grant from the council for the cupboard hire fee.

Cllr Ian Alexander **proposed, seconded** by Cllr Trundle that this item go to F&GP to discuss a review of the cupboard hire fees. **Agreed**

***No grant application has been made and no other group has made a representation to the Council***

***Previous to this please see these notes below and the confidential correspondence from a resident in regards this matter {These having been circulated at a previous F&GP meeting when this item was last considered}:***

## Planning and Premises made the following decision on the 28th June 2021

***To discuss and agree the requests from Horticultural Society** - The letter from the Horticultural Society was sent to Committee members as a supporting paper. Cllr discussed the facility being provided and noted that other cupboard hirers had already paid for the facility for the 2021-22 period and that access had not been prevented to any hirer wanting to access their cupboard for any reason. They also discussed that some groups are more disadvantaged than others and could possibly be considered by F&GP for grant assistance.*

*Cllr Trundle **proposed, seconded** by Cllr S Alexander that the Deputy Clerk write to the Horticultural Society to inform that although the committee considered against waiving the hire charge, they suggest the group could ask F&GP Committee for a grant to assist with the cost of the cupboard hire. **Agreed***

We have 17 cupboards used by Groups who hire rooms at the Steyning Centre and elsewhere.

These cupboards have an associated annual charge of £56.60. {£1.09 per week}

One Hirer has complained about having to pay for the charge in the light of the Covid pandemic – see the letter under item 6.7.2.

Since the decision at premises and planning committee this Hirer has continued to make representations to councillors, the office and some of the groups who also hire cupboard storage space at the Steyning Centre.

On the one hand the cupboards have been used to securely store each groups equipment for them during the period in question.

On the other hand, the Hirer who has raised the issue believes given the nature of the pandemic and because funds haven't necessarily been raised by the groups then SPC should take this into account and refund the amount in question.

**Supplementary Notes: -**

**Storage Cupboard Hire Rent 2020-21 and 2021-22**

The storage Cupboard rent invoice was sent out in March 2020, for the 2020-21 annual payment, to all the groups that have a cupboard. Every group paid these invoices.

The storage cupboard rent invoices for 2021-22 were sent out in early June 21, slightly later than usual. All the groups except for one have paid the invoices.

Following a letter received from one of the groups questioning the charges, the Deputy Clerk asked the other groups if they were happy to pay the invoice or would like to apply for a grant from F&GP. The groups said that they felt it was right to pay the invoice as they have been able to store their equipment in a safe, non- damp environment and were grateful for this facility, they also stated that they would have no where else to store their equipment if we did not have this service available to them. Some groups did advise that they received communication from the aggrieved group but stated they did not agree with their opinion.

During the lockdown period the cupboards were able to be accessed if required, no group was denied access. Many groups did go to their cupboard to put in or take out equipment. 2 groups asked for access to be able to sort their cupboard out which was allowed.

Following the decision made at the planning and Premises meeting on 28th June 21 not to waiver the cupboard hire charges, the group was offered an option to apply to F&GP Committee for a grant to assist with payment. So far, the group has declined.

There are 17 cupboards which are hired by 14 groups (3 groups have 2 cupboards each)

# Briefing Note for item 6.7

**NALC have now agreed the salary rise for 2021/22 at 1.75% - to be enacted for as soon as possible – And if approved would come into effect for the March 2022 SPC salary pay round which involves Clerk and Deputy Clerk**

**This needs to be approved by F&GP please**

**From:** WSALC Admin <**Sent:** 03 March 2022 15:14
**Subject:** 2021-22 Salary Award

Dear Clerk

We have been informed by NALC that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021.

Please see the attached document for further information.

Kind regards,

Anna

**WSALC Limited**
**Phone** 03303 450597
Website www.wsalc.co.uk
9 Pound Lane, Godalming, Surrey, GU7 1BX

# SPC Proposed Projects for 2022/23 - Final List

| Description of Project/ Service/Purchase | Estimated Cost | Proposed budget Line | Necessity | Committee Priority |
|---|---|---|---|---|
| **Premises & Planning** | | | | |
| Re- Vamp Sound System | £4,500 | Projects | | B |
| Upgrade Security Cameras | £2,000 | Projects | | B |
| **Community** | | | | |
| MPF Playground renewal | £50,000 to £90,000 | Reserves /Cil /Donation | Next Year | A |
| Chandlers Play Area | £12,000 to £25,000 | Cil Monies / Donations / Projects | ASAP | A |
| Chandlers Area Re-wilding | £10,000? | Grant / Donations | | A |
| Paving slabs in front of benches | £4,000? | Grounds Maintenance / Projects | | 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 | | B |
| Clock Tower Maintenance | £? | Projects | | A |

**We need to establish which of these 'projects' (noted in red above) we want to finance out of the Projects budget line where we havew agreed £20,000.00 for next year**

| List of Earmarked reserves for 2021/22 | Amount unspent |
|---|---|
| Neighbourhood plan | £2,341.00 |
| HR Services | £3,743.00 |
| LED lighting upgrade | £1,142.00 |
| MPF / Allot Access. | £2,000.00 |
| CIL Monies | £5,034.00 |
| | |
| {Bus Shelter Notice Boards} | £1,000.00 |

# Briefing Note – item 8.1.1

**We need to agree please the MOU (but amended with new dates) and the Wardens partnership agreement for the next three years 2022 – 2025.**

**The previous agreements are attached for your information as 8.1.2 and 8.1.3.**

**Bramber and Upper Beeding Parish Councils have already agreed.**

**Please see below the email we received on the 3rd February**

*Good afternoon John, Paul and Celia*

*I hope this email finds you well.*

*I am currently going through the details for the yearly invoices relating to the employment of the neighbourhood wardens. No surprises I don't think, and the projected costs will hold true. I am collating and checking the information with accounts and although I will be able to give you a fairly accurate figure to be invoiced within a few weeks we will probably not issue the invoice until the second week of April so that we can include everything within our end of year shut down.*

*Looking through the files I also noticed that the three-year agreement for the Neighbourhood Wardens finishes on 31st March 2022 and so will need to be renewed/extended. Sorry, this is a slightly shorter timescale than I would have liked to have given you but some personnel and structural changes at HDC meant that it slipped off the radar slightly, my apologies. Like me I am hoping that Steyning, Bramber and Upper Beeding Parish Councils recognise the terrific contribution that the neighbourhood wardens Paul and Mike make to the community and residents of the parish, and you will agree to a further three-year agreement. Certainly, the added pressures, demands and needs that have been generated by Covid19 and associated restrictions mean that the neighbourhood wardens are needed now more than ever and their work on the ground is crucial.*

*Please let me know if a telephone conversation will be advantageous and I would be happy to set this up.*

*I have attached the current agreement for reference and the MOU that you all signed.*

*Once again apologies for the short timescale in bringing this to your attention.*

*Best regards*

*Nick*

***Nick Jenkins***
*Community Services Manager*

# MEMORANDUM
# OF
# UNDERSTANDING

## PARTNERSHIP AGREEMENT
## BETWEEN

**STEYNING PARISH COUNCIL,**
**BRAMBER PARISH COUNCIL**
**AND**
**UPPER BEEDING PARISH COUNCIL**

## FOR THE PROVISION OF
## A NEIGHBOURHOOD WARDENS SCHEME

**Dated: May 2019**

**To cover the period: 1 April 2019 to 31 March 2022**

## 1 INTRODUCTION

**1.1** This agreement sets out the respective obligations of the following Parish Councils in respect of the delivery of a Neighbourhood Wardens Service in the Parishes of Bramber, Steyning and Upper Beeding.

Steyning Parish Council ('SPC') - The Steyning Centre, Fletchers Croft, Steyning West Sussex BN44 3XZ
Bramber Parish Council ('BPC') - The Address of the incumbent Clerk
Upper Beeding Parish Council ('UBPC') - 3 Hyde Square Upper Beeding BN44 3JE

For the purpose of this agreement, the appointed liaison contacts between each Parish Council and Horsham District Council's Community Safety Management Team, the Facilitator of the service, will be the persons occupying the positions of Clerk to SPC, BPC and UBPC, as at the date of this agreement:

Clerk to BPC - Rebecca Luckin,
Clerk to SPC - John Fullbrook,
Clerk to UBPC - Celia Price,

the 'Appointed Liaisons'.

**1.2** This agreement is valid from 1 April 2019 until 31 March 2022. (See Clause 6)

**1.3** This agreement is for the provision and contract management of a Neighbourhood Wardens Service in the Parishes of Bramber, Steyning and Upper Beeding.

**1.4** In consideration of the funding specified in Clause 4, BPC, SPC and UBPC hereby agree to undertake to support the service specified in Clause 3 in accordance with the terms and conditions of this agreement

**1.5** The parties to this agreement will endeavor to work within the shared principles and approach to joint working set out in the West Sussex Compact.

**1.6** Any requests in respect of the work of the Neighbourhood Wardens which do not relate to day to day operations and the service provision as set out in this agreement must be made by the Appointed Liaisons to SPC, BPC and UBPC in the first instance who shall conjointly decide whether to forward such requests to the employer of the Neighbourhood Wardens (the 'Provider'. Currently The Horsham District Council Community Safety Management Team). Agreement should be sought between Parish Councils preferably at the quarterly Neighbourhood Wardens Steering committee meetings before approaches are made to the Provider, to avoid 'conflicting' demands.

## 2 Management

**2.1** SPC, BPC and UBPC agree to create a joint oversight committee to be known as the Neighbourhood Wardens Steering Committee' (the 'NWSC') to oversee the management of this agreement and facilitate the provision of the services set out in this agreement to the Parishes of Bramber, Steyning and Upper Beeding.

**2.2** The NWSC shall comprise at least one councilor representative from each of SPC, BPC and UBPC. Meetings of the NWSC shall only be quorate where there is at least one councilor representative from each of SPC, BPC and UBPC. SPC, BPC and UBPC may separately agree to send an alternate councilor representative or their Clerks in the event that the usual representative is unable to attend.

**2.3** The committee may agree to invite a member/s of the community to attend committee meetings; the purpose of which would be to provide additional experience or expertise where necessary. Such attendees shall not have voting rights.

## 3 SERVICE DESCRIPTION – PROVISION OF A NEIGHBOURHOOD WARDENS SCHEME

### 3.1 Shared Vision

The aim of the Neighbourhood Warden Service is to enable the people of the three Parishes to live safely and independently in their neighbourhoods and communities. The service provides a highly visible and reassuring patrol presence, which is responsive to the public and flexible enough to cope with changing demands; whilst working in partnership with other service agencies, businesses and the voluntary sector.

All wardens remain accountable to SPC, BPC and UBPC in the provision of services as set out in this agreement and the areas that they work and ensure that the aims and objectives of the service are met. These are:

□ To contribute to the delivery of the Community Safety Partnership Plan by working in partnership with Sussex Police to provide a highly visible and reassuring uniform patrolling presence across Horsham District, deterring low level criminality (including environmental offences) and anti-social behaviour.

□ Promote community cohesion, resilience and solidarity to encourage communities and neighbourhoods to identify and solve their own problems.

□ Work in partnership with SPC, BPC and UBPC to tackle anti-social behaviour.

□ Be a trusted friend for the community within the parishes of Steyning. Bramber and Upper Beeding.

□ Improve access to local authority services.

□ Promote social inclusion by undertaking a range of community development functions.

### 3.2 Services Provision

The day-to-day duties and services of the Neighbourhood Wardens shall be determined by the NWSC. Such day-to-day services should complement and not conflict with the employment obligations of the Provider.

### 3.3 Key Performance Indicators

Key performance indicators for the Neighbourhood Wardens will be detailed and agreed by the NWSC and the Provider. The NWSC shall ensure that the Neighbourhood Wardens supply a monthly report to each parish of the SPC, BPC and UBPC clerks at least 5 clear working days before each monthly full council meeting of SPC, BPC, UBPC. The items covered within the report shall be agreed by the NWSC.

## 4 PARISH COUNCIL FUNDING RESPONSIBILITIES

**4.1** BPC Responsibilities:

i. To contribute a total of 9.1% for the term of this agreement.

ii. On receipt of any additional invoice from Horsham District Council, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. BPC's allocation shall be based on a percentage split of 9.1% on all such invoices.

iii. Payment terms shall be in accordance with the Provider's standard terms and conditions of payment.

**4.2** SPC responsibilities:

i. To contribute a total of 58.2% for the term of this agreement.

ii. On receipt of any additional invoice from Horsham District Council, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. SPC's allocation shall be based on a percentage split of 58.2% on all such invoices.

iii. Payment terms shall be in accordance with the Provider's standard terms and conditions of payment.

**4.3** UBPC Responsibilities:

i. To contribute a total of 32.7% for the term of this agreement.

ii. On receipt of any additional invoice from Horsham District Council, to pay its allocation of the employment and operational costs for the Neighbourhood Wardens. UBPC's allocation shall be based on a percentage split of 32.7% on all such invoices.

iii. Payment terms shall be in accordance with the Provider's standard terms and conditions of payment.

## 5 PARISH COUNCIL OTHER RESPONSIBILITIES

SPC, BPC and UBPC Responsibilities:

Provide a meeting room for NWSC meetings.

Agree agendas for NWSC meetings
(role for the Community Safety Management Team).

Invite the Provider to attend (and present at) Annual Parish Meetings.

Invite the Neighbourhood Wardens to present their report to full council meetings

## 6 TERMS OF AGREEMENT (BREAK POINTS AND RENEWAL)

**6.1** In signing this agreement, BPC, SPC and UBPC commit to the full term of this agreement (i.e. from 1 April 2019 until 31 March 2022).

**6.2** To ensure viability of the Neighbourhood Warden Provision for the Parishes of Bramber, Steyning and Upper Beeding, there shall be no mid- / part-year break point.

## 7 TERMINATION

7.1 The Parish Council Cluster or Horsham District Council may by 4 months' notice given at any time terminate this agreement.

7.2 Should any individual Parish Council wish to terminate this agreement, they must do so firstly by consulting the other Parish Councils forming the cluster who in turn would need to instruct the District Council as a collective whether they wish to continue receiving the service with a new funding arrangement or terminate the overall agreement.

7.3 In the event of termination by a Parish Council under clause 7.1 above then:

(i) The Parish Councils shall continue to be liable for the costs of the Neighbourhood Wardens under this Agreement during the notice period; and

(ii) The District Council shall use its reasonable endeavours to re-deploy the Neighbourhood Wardens during the notice period but in the event of the District Council being unable to do so the Parish Council cluster will be responsible for costs weighted in the normal funding proportions relating to:

(a) The reasonable costs of re-training; and/or

(b) Any statutory redundancy payments that relate to the period of employment under this Agreement; and/or

(c) Pensions costs under the existing pension scheme that relate to the period of employment under this Agreement.

7.4 The District Council may by 4 months written notice given at any time terminate this Agreement.

7.5 In the event of termination by the District Council under clause 7.3 above then:

(i) The District Council shall continue to be liable for the costs of the Neighbourhood Wardens under this Agreement during the notice period; and

(ii) The District Council shall use its reasonable endeavours to re-deploy the Neighbourhood Wardens during the notice period but in the event of the District Council being unable to do so the District Council will be responsible for:

(a) The reasonable costs of re-training; and/or

(b) Any statutory redundancy payments that relate to the period of employment under this Agreement; and/or

(c) Pensions costs under the existing pension scheme that relate to the period of employment under this Agreement.

## 8 DISPUTES BETWEEN PARTIES

The parties shall use their best endeavors to resolve by agreement any disputes between them. In the first instance the dispute will be discussed by the Appointed Liaisons and may then be referred to the individual Parish Councils so as to seek amicable resolution.

## 9 VARIATIONS TO AGREEMENT

The terms of this agreement may only be varied by mutual consent with all parties involved.

## 10 ACKNOWLEDGEMENTS

BPC, SPC and UBPC shall be acknowledged in all publicity material (e.g. any leaflets, letters, newsletters or press releases) distributed by the NWSC for the Parishes of Bramber, Steyning and Upper Beeding.

## 11. THIRD PARTIES

Nothing in this agreement, whether express or implied is intended or shall be construed to confer, directly or indirectly, upon or give to any person, other than the parties hereto, any legal or equitable right, remedy or claim under or in respect of this agreement or any clause contained herein.

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

| | | | |
|---|---|---|---|
| **Signature:** | | **Signature:** | |
| **Print Name:** | John Fullbrook | **Print Name:** | Celia Price |
| **Position:** | Parish Clerk | **Position:** | Parish Clerk |
| **Date:** | | **Date:** | |
| **For & on behalf of Steyning Parish Council** | | **For & on behalf of the Upper Beeding Parish Council** | |

# Item 8.2 - To agree street cleaner annual payment increase

**Increase for Street cleaner from 1st April 2022 to 31st March 2023**

The Contractor for the street cleaning and bin emptying has informed of the increase due from 1st April 2022 to 31st March 2023, in accordance with the terms of payment within the Street Cleaning Contract for an annual increase in line with the UK Consumer Index, which was 5.5%.

The street cleaning will rise from the current £1420.00 per month to £1498.10 per month and the bin emptying will rise from £256.00 to £270.08

**The overall annual increase will be from £20,112 to £21,218.16**

## The Budget agreed for next year is £21,450.00

***For your information – this is the extract from the contract***

***9. TERMS OF PAYMENT***

*The Contractor must submit monthly invoices to include any additional chargeable works at such hourly rate as has been authorised in writing (including by email) by the Clerk or Deputy Clerk.*

*The Parish Council reserves the right to withhold payment to the contractor in the event of any dispute concerning service delivery.*

*The terms of payment shall be 30 days from receipt of invoice.*

*The price quoted on the Tender Form of the Contractor shall be fixed for the first 12 months. Thereafter further years of the contract term shall be subject to variation in line with the Consumer Price Index (CPI) as published by the Office for National Statistics.*

# STEYNING PARISH COUNCIL FINANCIAL RISK ASSESSMENT

## TO ENSURE THERE IS NO POTENTIAL NON-COMPLIANCE WITH LAWS, REGULATIONS AND CODES OF PRACTICE

### 1. Internal Audit

The Internal Auditor to visit at least annually in order to ensure that the various accounting procedures are being adhered to. Following the visit, the Responsible Financial Officer must advise the Council of the outcome.

(a) Ensure the cash book is up to date, look at chequebook to see the number of the last cheque drawn, and there are no pre-signed blank cheques.

(b) Ensure the cash book is totalled and balanced. Test arithmetic. Check balancing to coincide with bank statements.

(c) Inspect reconciliation and test arithmetic. Check whether all unpresented cheques are cleared from the previous reconciliation.

*Reason: To reduce risk of embezzlement, fraud, etc.*

### 2. Internal Control

The Councillor responsible for Internal Control to inspect the accounts quarterly to ensure that the various accounting procedures are being adhered to. Following his inspection, he should report to the Finance & Community Committee. Areas to be checked include:

- Agreeing the reconciliation of the cash books balance with the bank accounts and ensuring that the accounts are reconciled regularly.
- Counting petty cash held in the office.
- Checking the validity of payments
- Testing a sample of credits received for validity and proper processing,
- Checking vat payments and claims
- Agreeing employers' returns to HMRC

*Reason: To reduce the risk of embezzlement, fraud etc.*

### 3. Standing Orders and Financial Regulations

To review Standing Orders and Financial Regulations annually in order to ensure that they remain relevant to the work of the Council. – This is completed annually at SPC Full Council and is minuted

*Reason: To ensure still relevant and sufficient safeguards in place.*

### 4. Expenditure and Payments

The Clerk, following resolution of the Council, should authorise supply of goods and services and competitive prices to be sought in accordance with the Financial Regulations.
Before payment of invoices is made all invoices should be checked to ensure that the figures are correct, and invoices are properly addressed to the Parish Council.

**Cheque Payments**

Two Councillors must sign all cheques and they must initial the counterfoil. All cheques need Council approval or as per Standing Order.

**OR**

**Bacs / Chaps Payments**
AS per SPC Financial regulations 6.9
If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by the RFO or Deputy Clerk and one authorised bank signatory are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years

Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Financial Officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Proper Officer for payment with the approval of the Chairman or Vice-Chairman of the Council as per SPC financial regulations point 4.1,' Budgetary control and authority to spend'.

All payments ratified under Standing Order shall be separately included in the next schedule of payments before the Council.
Expenditure under Local Government Act 1972, s.137 must be recorded in a separate column in the cash book and the use of this power should be recorded in the minutes.

Where possible Petty Cash should not be used, but if it is required the Clerk should control the Petty Cash system and up to the sum of £100.00 per month is allowable. An additional £100.00 may be had during a month in consultation with the Chairman or in his absence, the Vice-Chairman.

All these processes are undertaken at SPC overseen by the SPC RFO.

*Reason: To ensure public money not being misused.*

## 5. Insurance

Ensure that all purchases of new equipment are referred to the insurers in order to obtain cover for these items.
The Council or the relevant Committee shall review insurances annually to ensure that the sums insured are index linked where appropriate and adequate, especially Public Liability.
Certificates of Insurance to be kept for 40 years.

*Reason: In case Public Liability claims are made and to comply with the Law.*

**The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive, and the Parish Council may consider other risks.**

| Service Area | Risk | Recommendation |
|---|---|---|
| **Insurance** | Public Liability (statutory) | Continue existing cover (£10m) |
| | Employer's Liability (statutory) | Continue existing cover (£10M) |
| | Money and assault | Continue with existing cover (£1,000)* |
| | Fidelity Guarantee | Continue with existing cover (£150K)* |
| **Insurance cont'd** | Property | Continue with existing cover on buildings, contents, street furniture etc. |
| | Revenue protection:<br>Business interruption<br>On gross revenue<br>Increased cost of working | <br>Existing cover (£1M)*<br>Existing cover (£90K)*<br>Existing cover (£10K)* |
| | Officials Indemnity | Continue with existing cover (£500K)* |
| | Libel and Slander | Continue with existing cover (250K)* |
| | Personal Accident | Existing cover (£50K)* |

| | | |
|---|---|---|
| **Payroll** | Loss of data on PC due to system fault. | Data is backed up regularly to the Microsoft cloud. |
| | Loss of services of employee. | Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss. |
| **Administration** | Payment arrangements | Continue with requirement to report all payments to Council for approval. Continue with requirement for signatories to initial cheque stubs or Bacs payments. |
| | Reconciliation | Continue with bank reconciliation to be carried out on the receipt of each statement. |
| | Agency advice | Continue with memberships of SALC and SLCC. |
| **Allotments** | Increase in net expenditure. | Review allotment rents annually. |
| **Open Spaces and Play Areas** | Loss of use of play equipment. | Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. |
| **Precept / Council Tax Benefit Grant** | Annual precept not the result of proper detailed consideration. | Continue to present budget to every F&C Committee meeting. |
| | Inadequate monitoring of performance. | Continue to regularly consider budget monitoring report (monthly). |
| | Illegal expenditure. | Continue to ensure that all expenditure is within legal powers. |
| | Reduction in income | Budget in anticipation. |
| **Accounting** | Non-standard and/or non-compliant records kept. | Continue to require adequate, complete and statutory financial records and accounts |
| | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns. | Continue to ensure that all accounts and returns are completed and submitted by the deadlines. |
| | Non-compliance with internal audit requirements. | Appoint internal auditor and continue practice of appointing internal audit committee. |
| **Contracts** | Ensure continued value for money coupled with continuity of work. | Approve the practice of seeking tenders for grounds maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest.<br>Tenders to be opened by the Chairman and Clerk and reported to next available Council meeting. |

**** - These recommended cover amounts noted in the table above are indeed covered by the 2020 SPC insurance policy and in many cases the cover far exceeds minimum recommended levels as befits the need***

*All elements noted as recommended actions in the table above are undertaken routinely by SPC.*
*{In 2020/21 an exception has been the review of Allotment rents}*

## 6. Budget Procedures

Ensure adoption of a Budget each year in order that the Council may set its Precept, and this should be properly minuted. - A budget preparedness schedule is agreed annually at SPC.
To monitor the expenditure against budget by Committees and Council. – Completed monthly at SPC
Any items of expenditure not within the original Budget should be referred to the Finance Committee who should decide from where these monies would be taken. – Undertaken at F&GP committee

*Reason: To ensure sufficient budgetary controls.*

## 7. Income

Review charges annually. Ensure that all charges are made for services provided. Cash and cheques received should be given a written receipt and placed in a safe place until banked. The reason for this is to ensure that all monies are properly banked. These payments should be entered into the receipts and payments book and monthly checked with the bank statement. All cash on the premises should be adequately secured. - Income and expenditure is reviewed and agreed monthly at SPC. Income is secured in locked cabinet and regular biweekly trips to post office bank the small amount of cash income.

*Reason: To ensure money is not stolen.*

## 8. Salaries and Wages

All payments of employees' salaries should be authorized during the Budget process and all necessary PAYE, and NIC, deductions taken and conveyed to HMRC, including the annual return. No payment to staff should be made without the deduction of Tax without the agreement of HMRC. - This is completed by the SPC Office and signed off by an SPC signatory

*Reason: Otherwise the Council could be liable for payment of such Tax not deducted.*

## 9. Asset / Land Registers

The Asset register should be written up at least annually with details of acquisitions and disposals. The Land register should be reviewed annually. – These are checked and agreed by SPC annually

*Reason: To ensure the Council is fully aware of their financial position.*

## 10. Annual Statement

Year-end accounts to be prepared annually for audit. - These are checked and agreed by internal and external audit processes at SPC and then agreed and minuted at Council meetings

*Reason: To comply with the Law.*

## 11. V.A.T.

All incoming invoices should be checked to ensure that the correct VAT has been charged. VAT claims for repayment should be made at least annually, and are in fact completed quarterly through HMRC's digital VAT system by the SPC RFO

*Reason: To ensure monies due to the Council are reclaimed regularly.*