

Steypning Parish Council



The Steypning Centre, Fletcher's Croft, Steypning,
West Sussex, BN44 3XZ

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www.steypningpc.gov.uk

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th OCTOBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

Present via video link: Cllrs Lloyd (Chairman), Campbell, Norcross, Young, Cree, Hanson, Northam, Goldsmith and Alexander.

Clerk: John Fullbrook

Deputy Clerk: Hazel Roxby

Members of the Public in attendance: four including Cllr S Sullivan

Meeting commenced: 7:32 pm

DRAFT MINUTES

ACTIONS

F&GP/20/36 **APOLOGIES FOR ABSENCE**
36.1 None

F&GP/20/37 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
37.1 None

F&GP/20/38 **QUESTIONS FROM THE FLOOR**
38.1 None

F&GP/20/39 **MINUTES OF PREVIOUS MEETING**
39.1 Cllr Lloyd **proposed**, and Cllr Alexander **seconded** that the draft minutes for the meeting held on 15th September were agreed as a true and fair record of the proceedings. **Agreed**

F&GP/20/40 **MATTERS ARISING AND ACTIONS**
40.1 Financial Matters training for Councillors: further dates required – Ongoing, but Cllr Lloyd suggested it is taken off Agenda's until such time as Councillors can meet in the Clerks office

40.2 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group – **Ongoing** **CLERK**

40.3 Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals – **See item 41.3**

40.4 Bus Shelter Lease review working party to be deferred – Agreed to be removed from Agenda

40.5 Asset register to be updated and brought to next F&GP meeting – **See item 41.3**

40.6 Three-year budget discussions deferred to full F&GP working party – **See item 41.4**

40.7	Clerk to provide a Cil report at next meeting – See item 41.6	
40.8	To investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use, plus to update on a meeting enquiry – Cllr Lloyd reported there has not been a meeting yet but that reimbursements or the right not to pay if there is a breach of contract would be pursued. Clerk also to pursue getting a response from HDC concerning a resident's complaint regards swimming pool cleanliness.	CLERK / Cllr Lloyd
40.9	Cllr reimbursements/Allowances to be discussed at budgets working party – See item 41.4	
40.10	Steyning High Street Christmas decorations – To be discussed at Full Council – Actioned Clerk to ask Business Chamber how funds granted are being used	CLERK
40.11	Grant to be paid to Steyning and District Partnership – Actioned	
40.12	New Web site provider to be appointed - Actioned	
40.13	Playground cleaning procedures to be reviewed by budget working party – See item 41.4	
40.14	SPC Newsletter to be discussed by the budget working party – See item 41.4	
40.15	Committee to defer Facebook development until it decides there is a suitable time to progress it - Ongoing	CLERK
40.16	Clerk to send out details of salary percentage rise agreed – Actioned	
40.17	D. Clerk to provide Community Committee with alternative water supplier – Ongoing	CLERK
40.18	Chair and Vice chair of the Council can continue to liaise with HR services – This position to be reaffirmed with a new motion – See item 42.7	
40.19	Bowls Club Lease final version to go to Councillors before it goes to Bowls Club for signing – See item 42.2	
F&GP/20/41	FINANCE MATTERS	
41.1	To approve list of payments for September 2020. Cllr Lloyd proposed, seconded by Cllr Alexander to approve the September 2020 list of payments. Agreed Clerk and Chair to discuss whether more details to be shown on list	CLERK
41.2	Cllr Lloyd proposed, seconded by Cllr Young to agree the F&GP income and expenditure report for September 2020. Agreed	
41.3	Asset Register adoption. Cllr Lloyd proposed, seconded by Cllr Young to defer the adoption of the Asset register to the next meeting to give an opportunity to resolve outstanding issues / additions and the Clerk could ask for assistance from any Councillor if required . Agreed.	CLERK
41.4	To agree Schedule for SPC's Final 2021/22 Budget agreement – It was noted that there is to be a working party meeting convened for Thursday 15 th October to discuss the F&GP budget. The Chairman set out a proposed timeline for the budget meetings over November and December, as per supporting paper, and a completed budget is expected by 12 th January for Agreement at Parish Council meeting on the 18 th January 2021. Cllr Lloyd reported in preparation for the all-member working party meeting, he would work with the Clerk to provide a consolidated budget plan in the light of the Covid crisis including estimates regarding new year end budget projections. To assist with budget calculations, the Clerk to ascertain how long groups that are paying for room hire, even though they are not using them, may be able to continue with these payments.	CLERK CLERK
41.5	To receive and agree the SPC Cil report for 2019/20. Cllr Lloyd proposed, seconded by Cllr Alexander to receive and agree the CIL reports. Cllr Campbell amended the proposal to say,	

before it is agreed, firstly the date on which money received is inserted within it, secondly, it becomes a monthly report and thirdly, that it should include the Section 106 fixed monies owed to the council categorised according to the authority which holds it and which development it relates to. Cllr Goldsmith **seconded, 2 for, 5 against, 2 abstained, not carried.** Cllr Northam **amended the proposal, seconded** by Cllr Alexander to, before it is agreed, the date on which the money is spent is inserted, and that it becomes a monthly report, however the 106 report is picked up at a later date. **Agreed.**

CLERK

F&GP/20/42

GOVERNANCE ITEMS

42.1

To discuss and agree the SPC meetings calendar. Cllr Lloyd **proposed seconded** by Cllr Northam that the parish council calendar (as per supporting paper) be agreed and uploaded to the website with a note that it will be reviewed on 14th December parish council meeting and that dates after this may be changed. **Agreed**

CLERK

42.2

To receive the new Bowls Club Lease and agree that it is to be signed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the Lease should be signed by the Clerk and Chair of Council and Chair of F&GP, subject to 3.3.1 being checked by the Clerk with the Solicitors. **Cllr Lloyd withdrew his proposal.** Cllr Goldsmith **proposed, seconded** by Cllr Northam that it be deferred until the queries are checked with the solicitor and report back to next committee. **Agreed**

CLERK

42.3

Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the updated SPC Financial Risk Assessment (as per supporting paper) with a change to item 9 heading to become 'Asset/Land Register'. **Agreed**

CLERK

42.4

To discuss and agree the preference for the Examiner that is to be appointed by HDC concerning the SPC Neighbourhood Plan. Cllr Alexander **proposed, seconded** by Cllr Norcross that Andrew Ashcroft be appointed as the Examiner for the SPC Neighbourhood Plan. **Agreed**

CLERK

42.5

To discuss and agree the implementation of a Clerks table of outstanding tasks Cllr Lloyd **proposed, seconded** by Cllr Hanson asked the Clerk to produce the table of outstanding tasks as well as matters arising and actions for the next F&GP committee. **Agreed**

CLERK

42.6

Cllr Lloyd **proposed, seconded** by Cllr Goldsmith the Chairman's function be postponed this year due to Covid 19 but that the council will award the Millennium Community Awards for 2020 and will aim to have them awarded at Christmas as normal, but it may be postponed. **Agreed 8.** Nominations to be sent to the Clerk for reporting at next month's meeting.

CLERK

42.7

To discuss and agree that the Chair and Vice Chair of the Council can continue to liaise with HR Services on employment related questions. There was a discussion on this matter but there was no time for a proposal or conclusion and all further business on the agenda was not conducted.

CLERK

F&GP/20/43

DATE OF NEXT MEETING – 10th November 2020 @7.30pm.

The Chair closed the meeting at 10.03 pm

Signed Date 10th November 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting

Video - https://archive.org/details/2020-10-13-steyning-parish-council-f-gp-meeting_202011

Date: 09/11/2020

Steining Parish Council

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Time: 20:57

Bank Reconciliation up to 01/11/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/10/2020	20/23	206.60		206.60		R	Various Room Hire
01/10/2020	20/24	411.51		411.51		R	Various room hire
01/10/2020	20/25	96.00		96.00		R	Allotment rents
01/10/2020	CR	99.79		99.79		R	Saw
01/10/2020	20/26	42.00		42.00		R	Various RH
01/10/2020	20/26.1	0.90		0.90		R	Various RH
01/10/2020	DD	928.00		928.00		R	HDC General rates
01/10/2020	VIS	19.99		19.99		R	Amazon - lanyards
01/10/2020	VIS	45.00		45.00		R	Meadow mania
01/10/2020	20/23		413.20	413.20		R	Receipt(s) Banked
01/10/2020	20/24		823.02	823.02		R	Receipt(s) Banked
01/10/2020	20/25		192.00	192.00		R	Receipt(s) Banked
01/10/2020	CR		199.58	199.58		R	Receipt(s) Banked
01/10/2020	20/26		85.80	85.80		R	Receipt(s) Banked
04/10/2020	590/20.21	1,500.00		1,500.00		R	Steining Business Chamber
04/10/2020	591/20.21	405.00		405.00		R	Function 28 - Website
04/10/2020	592/20.21	178.55		178.55		R	Business stream - Pavilion
04/10/2020	593/20.21	326.39		326.39		R	Business stream - Steining Centre
04/10/2020	594/20.21	252.00		252.00		R	Clare Austin
04/10/2020	595/20.21	252.00		252.00		R	Catercraft
04/10/2020	596/20.21	117.60		117.60		R	PIP Services
05/10/2020	20/22	111.00		111.00		R	Various Allotment rents
05/10/2020	CR	32.00		32.00		R	Shilling - Allot'
05/10/2020	VIS	27.60		27.60		R	Murray RH
05/10/2020	VIS	38.18		38.18		R	Site lock
05/10/2020	DR	1.04		1.04		R	HSBC charges
05/10/2020	20/22		222.00	222.00		R	Receipt(s) Banked
05/10/2020	CR		64.00	64.00		R	Receipt(s) Banked
05/10/2020	CR		55.20	55.20		R	Receipt(s) Banked
06/10/2020	CR	42.90		42.90		R	Saw RH
06/10/2020	CR	32.00		32.00		R	Barber Allot
06/10/2020	CR	60.48		60.48		R	Brighton Cycling RH
06/10/2020	CR	17.80		17.80		R	Tai Chi RH
06/10/2020	CR		85.80	85.80		R	Receipt(s) Banked
06/10/2020	CR		64.00	64.00		R	Receipt(s) Banked
06/10/2020	CR		120.96	120.96		R	Receipt(s) Banked
06/10/2020	CR		35.60	35.60		R	Receipt(s) Banked
07/10/2020	CR	15.00		15.00		R	Daniel Allot
07/10/2020	CR		30.00	30.00		R	Receipt(s) Banked
08/10/2020	CR	4,353.41		4,353.41		R	VAT repayment - HMR
08/10/2020	CR	169.07		169.07		R	Various RH
08/10/2020	CR	15.00		15.00		R	Holyfield Allot
08/10/2020	20/29	288.00		288.00		R	Film Receipts
08/10/2020	CR		8,706.82	8,706.82		R	Receipt(s) Banked
08/10/2020	CR		338.14	338.14		R	Receipt(s) Banked
08/10/2020	CR		30.00	30.00		R	Receipt(s) Banked
08/10/2020	20/29		576.00	576.00		R	Receipt(s) Banked
09/10/2020	VIS	96.57		96.57		R	Amazon poster stands

Time: 20:57

Bank Reconciliation up to 01/11/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/10/2020	597/20.21	180.00		180.00		R	BH Picking
09/10/2020	598/20.21	458.87		458.87		R	ADT
09/10/2020	598/20.21	503.22		503.22		R	ADT } Alarms
09/10/2020	599/20.21	44.71		44.71		R	Parent Carer forum
09/10/2020	560/20.21	197.00		197.00		R	TC Maintenance
09/10/2020	561/20.21	1,651.00		1,651.00		R	Jack Lee - Street Cleaning
09/10/2020	562/20.21	90.00		90.00		R	JD window
09/10/2020	563/20.21	33.84		33.84		R	PiP Services
09/10/2020	564/20.21	160.00		160.00		R	TSS - legionella
09/10/2020	565/20.21	1,675.53		1,675.53		R	Business stream
10/10/2020	BP	907.45		907.45		R	Steyping Tennis club
10/10/2020	CR	12,164.20		12,164.20		R	HDC General Acct } ③
10/10/2020	CR	255.41		255.41		R	NHS Blood donors RH
10/10/2020	BP		1,814.90	1,814.90		R	Receipt(s) Banked
10/10/2020	CR		24,328.40	24,328.40		R	Receipt(s) Banked } ⑤
10/10/2020	CR		510.82	510.82		R	Receipt(s) Banked
11/10/2020	CR	92.41		92.41		R	Pastiche RH
11/10/2020	CR		184.82	184.82		R	Receipt(s) Banked
12/10/2020	CR	20.40		20.40		R	Mitchell RH } ⑥
12/10/2020	CR	32.00		32.00		R	Dalziel Allot
12/10/2020	CR	35.60		35.60		R	Meyler RH
12/10/2020	TRF	150,000.00		150,000.00		R	Money Market Account Transfer to Savings Account.
12/10/2020	CR		40.80	40.80		R	Receipt(s) Banked
12/10/2020	CR		64.00	64.00		R	Receipt(s) Banked } ⑥
12/10/2020	CR		71.20	71.20		R	Receipt(s) Banked
12/10/2020	CR		35.60	35.60		R	Receipt(s) Banked
14/10/2020	CR	17.80		17.80		R	Saw RH
14/10/2020	CR	17.80		17.80		R	Tai Chi RH
14/10/2020	CR		35.60	35.60		R	Receipt(s) Banked
15/10/2020	566/19.20	70.80		70.80		R	Rialtus VAT Digital
15/10/2020	567/19.20	443.20		443.20		R	HDC Bin emptying
15/10/2020	568/19.20	169.35		169.35		R	Overline
15/10/2020	569/19.20	18.60		18.60		R	T Erkert - film wine
16/10/2020	BP	27.60		27.60		R	Murray RH
16/10/2020	VIS	80.20		80.20		R	Post Office stamps
16/10/2020	DD	35.00		35.00		R	ICO annual fee
16/10/2020	VIS	225.60		225.60		R	Microsoft
16/10/2020	VIS	28.78		28.78		R	Zoom
16/10/2020	BP		55.20	55.20		R	Receipt(s) Banked
19/10/2020	BP	17.80		17.80		R	Oura RH } ⑦
19/10/2020	CR	200.84		200.84		R	Steyping Film society RH
19/10/2020	BP		35.60	35.60		R	Receipt(s) Banked } ⑦
19/10/2020	CR		401.68	401.68		R	Receipt(s) Banked
21/10/2020	20/30	173.61		173.61		R	Various RH
21/10/2020	2031	251.08		251.08		R	Various RH } ⑧
21/10/2020	20/32	45.00		45.00		R	Coffee machine
21/10/2020	20/33	32.00		32.00		R	Deepa Allot
21/10/2020	CR	45.81		45.81		R	Tai Chi RH

Time: 20:57

Bank Reconciliation up to 01/11/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/10/2020	CR	17.80		17.80		R ☒	Tai Chi RH
21/10/2020	DR	42.63		42.63		R ☒	HSBC charges
21/10/2020	20/30		347.22	347.22		R ☒	Receipt(s) Banked
21/10/2020	20/31		502.16	502.16		R ☒	Receipt(s) Banked
21/10/2020	20/32		90.00	90.00		R ☒	Receipt(s) Banked
21/10/2020	20/33		64.00	64.00		R ☒	Receipt(s) Banked
21/10/2020	CR		91.62	91.62		R ☒	Receipt(s) Banked
21/10/2020	CR		35.60	35.60		R ☒	Receipt(s) Banked
22/10/2020	CR	100.42		100.42		R ☒	Steyping Film RH
22/10/2020	CR	42.90		42.90		R ☒	Saw RH
22/10/2020	CR		200.84	200.84		R ☒	Receipt(s) Banked
22/10/2020	CR		85.80	85.80		R ☒	Receipt(s) Banked
26/10/2020	VIS	8.00		8.00		R ☒	Zoho
26/10/2020	BP	6,866.12		6,866.12		R ☒	Salary - various
27/10/2020	CR	402.74		402.74		R ☒	Npower Fits
27/10/2020	CR	1,117.55		1,117.55		R ☒	St Andrews RH
27/10/2020	CR	55.20		55.20		R ☒	Murray RH
27/10/2020	CR	17.80		17.80		R ☒	Oura RH
27/10/2020	570/20.21	287.60		287.60		R ☒	SCS - film
27/10/2020	571/20.21	35.00		35.00		R ☒	TC Maintenance
27/10/2020	572/20.21	99.00		99.00		R ☒	Sussex wildlife trust
27/10/2020	573/20.21	530.00		530.00		R ☒	M. Streeter - hedges
27/10/2020	574/20.21	1,633.86		1,633.86		R ☒	WSCC - pensions
27/10/2020	575/20.21	1,387.09		1,387.09		R ☒	HMRC paye
27/10/2020	CR		805.48	805.48		R ☒	Receipt(s) Banked
27/10/2020	CR		2,235.10	2,235.10		R ☒	Receipt(s) Banked
27/10/2020	CR		110.40	110.40		R ☒	Receipt(s) Banked
27/10/2020	CR		35.60	35.60		R ☒	Receipt(s) Banked
28/10/2020	CR	42.90		42.90		R ☒	Saw RH
28/10/2020	CR	66.54		66.54		R ☒	Tai Chi RH
28/10/2020	CR		85.80	85.80		R ☒	Receipt(s) Banked
28/10/2020	CR		133.08	133.08		R ☒	Receipt(s) Banked
29/10/2020	20/35	94.22		94.22		R ☒	Various RH
29/10/2020	CR	62.76		62.76		R ☒	Vocal Fusion RH
29/10/2020	576/20.21	50.54		50.54		R ☒	Clares stationary
29/10/2020	577/20.21	735.00		735.00		R ☒	James Corrigan
29/10/2020	578/20.21	54.76		54.76		R ☒	Lock - Allotments
29/10/2020	579/20.21	159.09		159.09		R ☒	PiP Services
29/10/2020	580/20.21	160.00		160.00		R ☒	TSS legionella
29/10/2020	20/35		188.44	188.44		R ☒	Receipt(s) Banked
29/10/2020	CR		125.52	125.52		R ☒	Receipt(s) Banked
30/10/2020	CR	15.00		15.00		R ☒	Aungier Allot
30/10/2020	CR		30.00	30.00		R ☒	Receipt(s) Banked
		194,668.41	44,787.40				

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Steyning Parish Council

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Detailed Income & Expenditure by Phased Budget Heading 01/11/2020

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purposes Ctt</u>							
101 Administration							
1000 Donations Received	12,339	1,981	(10,358)	3,400			362.9%
1004 Reimbursed Charges & donations	(45)	120	165	200			(22.4%)
1010 Miscellaneous income	0	644	644	1,100			0.0%
1076 Precept Received	322,305	322,305	0	322,305			100.0%
1090 Bank Interest Received	14	147	133	250			5.7%
Administration :- Income	334,614	325,197	(9,417)	327,255			102.2%
4000 Salaries	71,374	79,919	8,545	137,000		65,626	52.1%
4002 Printing, stationery, postage	1,069	1,869	800	3,200		2,131	33.4%
4003 Staff Ill Health Insurance	0	1,200	1,200	1,350		1,350	0.0%
4004 Telephones and Alarm	1,406	1,500	94	3,000		1,594	46.9%
4005 Insurance	4,079	5,800	1,721	5,800		1,721	70.3%
4006 Salaries Outsourcing	0	0	0	900		900	0.0%
4007 Data Protection	705	1,000	295	1,700		995	41.5%
4010 Audit Fees	(1,073)	1,400	2,473	1,750		2,823	(61.3%)
4016 Legal Fees/Elections	0	5,831	5,831	10,000		10,000	0.0%
4017 Bank Charges	180	378	198	650		470	27.6%
4021 General Grants	2,218	1,169	(1,049)	2,000		(218)	110.9%
4025 CCTV Maintenance	0	80	80	160		160	0.0%
4030 Steyning in Bloom	0	4,400	4,400	4,400		4,400	0.0%
4032 Royal British Legion	0	350	350	415		415	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 01/11/2020

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	80	1,500	1,420	3,000		2,920	2.7%
4040 Town Clock	0	80	80	450		450	0.0%
4045 Misc & Petty Cash	0	161	161	275		275	0.0%
4047 Training	120	875	755	1,500		1,380	8.0%
4049 Showcase	0	0	0	200		200	0.0%
4055 HR Services	3,010	2,919	(91)	5,000		1,990	60.2%
4060 Chairman's Function	0	0	0	500		500	0.0%
4061 Councillors' Allowances	0	56	56	100		100	0.0%
4063 Legionnaires	533	1,456	923	2,500		1,967	21.3%
4070 Software Packages	1,590	1,169	(421)	2,000		410	79.5%
4071 ICT Equipment	1,025	1,300	275	1,700		675	60.3%
4072 Website Development	515	750	235	1,000		485	51.5%
4073 Neighbourhood Plan Exp	0	1,050	1,050	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	1,750	(12)	3,000		1,238	58.7%
Administration :- Indirect Expenditure	<u>90,482</u>	<u>119,712</u>	<u>29,230</u>	<u>198,050</u>	<u>0</u>	<u>107,568</u>	<u>45.7%</u>
Net Income over Expenditure	<u>244,131</u>	<u>205,485</u>	<u>(38,646)</u>	<u>129,205</u>			
<u>102 Finance & Community Appendix</u>							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	0	0	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>60,750</u>	<u>0</u>	<u>60,750</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(60,750)</u>			

Detailed Income & Expenditure by Phased Budget Heading 01/11/2020

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	19,263	12,000	(7,263)	26,930		7,667	71.5%
Youth Provision :- Indirect Expenditure	<u>19,263</u>	<u>12,000</u>	<u>(7,263)</u>	<u>26,930</u>	<u>0</u>	<u>7,667</u>	<u>71.5%</u>
Net Expenditure	<u>(19,263)</u>	<u>(12,000)</u>	<u>7,263</u>	<u>(26,930)</u>			
Finance & General Purposes Ctt :- Income	334,614	325,197	(9,417)	327,255			102.2%
Expenditure	109,746	131,712	21,966	285,730	0	175,984	38.4%
Movement to/(from) Gen Reserve	<u>224,868</u>						

The Community Infrastructure Levy

Steyning Parish Council Report – 2019/20

Guidance on Parish Council's responsibilities include the following ;

- (i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure;
or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt;
- (iii) Producing and publishing an annual report on any CIL received in a financial year

This Year SPC received £2,694.86 (15% of Total CIL Monies) which covers the period 1st April to 30th September 2019. The previous years receipts (£6,246.28) all went towards the new installation of the new play facility at Fletchers Croft.

BALANCE SHEET FOR YEAR 2019/20

Balance from previous period	0
Income in this period from HDC	2,694.86
{Received – 28 th October 2019}	
TOTAL CIL MONIES AVAILABLE - INCOME	2,694.86
.....	
Projects this Year using CIL funding –	
Nothing allocated	0
TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31 st , 2020	0
BALANCE (Monies carried forward to next year 20/21)	2,694.86

To: John Fullbrook
Subject: SO9b Motion for next Fand GP re s106 and CIL

BRIEFING NOTE

Item 6.5.2

Please see below emails from Paul regards motion in bold and highlighted, to be discussed under item 6.5. – Cil reports - You have all already received this email but this is a supporting paper as a reminder to you
Thanks

From: paul campbell **Sent:** 14 October 2020 09:29
To: John Fullbrook **Cc:** Tim Lloyd Joanna Norcross ; Chris Young Rodney Goldsmith ; Steve Northam ; Deborah Hanson; Simon Alexander Hazel
Subject: SO9b Motion for next Fand GP re s106 and CIL

John,

As this was not able to be properly discussed on 13 October 2020, under SO9b I would like the following motion put on the November Fand GP agenda, please. I recall that s106 used to be on every Finance Committee meeting and I am not clear why that was dropped. We no longer have any aide-memoire as to what is potentially available or what any limitations may be. I believe this needs addressing.

Motion:-

The Clerk is directed to provide an updated paper at each monthly meeting of F and GP showing: -

- 1. All s106 funds available to the Council, subdivided by public authority holding said funds and also showing relevant details of the development from which the funds were derived**
- 2. Details of the criteria for applying each s106 funding tranche;**
- 3. All Community Infrastructure Levy funds available to the Council, subdivided by date of receipt by SPC so that in each case the time limit for spending is apparent; and**
- 4. A summary of the criteria for applying the CIL funds**

My thinking on both s106 and CIL:-

A S106

1 Your advice re S106 *"The only trouble is that these funds need to be associated with 'sustainable transportation developments'"* is not a statement of general application to s106 funds, however I believe you indicated at the meeting that this limitation is applicable to these particular s106 funds. The wording of the actual s106 agreement(s) is essential to councillors, I believe.

There is a useful explanation of s106 here

<https://www.eastcambs.gov.uk/finance/section-106-grant-funding>

and here

https://www.e-lindsey.gov.uk/media/10014/Section-106-Contributions-Facts-and-Questions/pdf/Section_106_Contributions_Facts_and_Questions.pdf

- "... The funding must be spent on facilities that can be demonstrated to be required because of the new development taking place...."*
-Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed."*
- "....It is important to note that S106 monies may therefore only be spent on facilities where the new development has, at least in part, contributed to the need for the facilities. S106 funding is available for capital projects only. Revenue funding towards on-going running costs is not available. ..."*
- "... S106 payments relate directly to the development with which they are associated, and can only be spent as specified in the S106 agreement agreed by all relevant parties"...*

5. *"... Payments cannot be spent on alternative works unless the developer agrees. This however is very rare because the original agreement was to mitigate against the effects of the development and removing parts of it or altering it could mean the mitigation will not happen. Section 106 agreements should not be used to resolve existing problems elsewhere unless specified in the S106 agreement. The important principle is that the S106 contribution must meet the needs of the development proposed, and not be spent on making good a pre-existing deficiency. For example, a S106 contribution may be agreed to fund a new playground if a playground is made necessary by the development. The money can only be used to refurbish an existing playground nearby if it's agreed with the developer and specified in the S106 agreement."*...

Unfortunately, I think it will probably be impossible to say that converting High Street street-lighting to LEDs has sufficient nexus with the development(s) which produced the s106 funds. Though maybe we could seek the agreement of the relevant developer(s)? Otherwise it may be next to impossible to spend the funds at all. Which is perhaps why they remain unspent.

2 *"In terms of outstanding S106 monies there are £27,819.54 available funds"* says your briefing paper. Because of the need to show that the proposed capital expenditure is at least in part necessitated by the development which gave rise to the s106 payment, then we need to know the nature of each development which has given rise to the relevant amount comprised within the £27,819.54.

3 We also need to be sure that this is the correct total. HDC holds/held some. WSCC separately holds/held some. We need to be sure, please, that this total has picked everything up. Does the SDNPA hold any s106 money?

B CIL

Where all or part of a chargeable development is within the area of a parish council, the charging authority must pass a proportion of the CIL receipts from the development to the parish council. That amount depends on whether or not there is a neighbourhood plan.

As your report says - *"The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area"*.

NB Note that for CIL the test is *"the demands that development places on the area."* No definite article - so contrast with s106 which is *"the demands that **the** development places on an area"*. Thus, easier to justify the capital expenditure for CIL but still quite narrow - which is why we could not spend it on the "Welcome to Steyning" sign as one could not really argue that demands caused by development necessitated such a sign.

Useful guidance here <https://www.gov.uk/guidance/community-infrastructure-levy#spending-the-levy>

The reason for my motion are that I suggest: -

1. this link and a summary of the CIL spending criteria plus a summary of the relevant s106 criteria should all be on a monthly report to F and GP so that the criteria are always to hand and so we are reminded that we could apply to a capital project;
2. the monthly report should include all s106 monies as well as CIL so that all the available funds are always known and can be seen at a glance in one place;
3. the expiry date by which any CIL money needs to be spent should always be shown against the relevant figure so that pending cut-off dates cannot be missed and the funds lost in consequence.

Paul

The Community Infrastructure Levy

Steyning Parish Council Report – 2020/21(Ongoing)

Guidance on Parish Council's responsibilities include the following.

- (i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt.
- (iii) Producing and publishing an annual report on any CIL received in a financial year

This Year SPC received £? (15% of Total CIL Monies) which covers the period The previous year's receipts (£2,694.86) have not been allocated as yet.

BALANCE SHEET FOR YEAR 2020/21

Balance from previous period	2,694.86
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{To be spent by September 2024}

Income in this period from HDC	?
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{Received – ?}

TOTAL CIL MONIES AVAILABLE - INCOME	2,694.86
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.....

Projects this Year using CIL funding –

Nothing allocated	0
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TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31 st , 2021	0
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BALANCE (Monies carried forward to next year 20/21)	?
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S106 Monies also available @ October 2020	£27,819.54
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{See Appendices 2 for details}

Appendix 1 – Guide to Spending S106 Monies

There are useful explanations of s106 finance management here
<https://www.eastcambs.gov.uk/finance/section-106-grant-funding>
and here

https://www.e-lindsey.gov.uk/media/10014/Section-106-Contributions-Facts-and-Questions/pdf/Section_106_Contributions_Facts_and_Questions.pdf

1. *"... The funding must be spent on facilities that can be demonstrated to be required because of the new development taking place...."*
2. *.....Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed."*
3. *"....It is important to note that S106 monies may therefore only be spent on facilities where the new development has, **at least in part**, contributed to the need for the facilities. S106 funding is available **for capital projects** only. Revenue funding towards on-going running costs is not available."*
4. *"... S106 payments relate directly to the development with which they are associated, and can only be spent as specified in the S106 agreement agreed by all relevant parties"...*
5. *"... Payments cannot be spent on alternative works unless the developer agrees. This however is very rare because the original agreement was to mitigate against the effects of the development and removing parts of it or altering it could mean the mitigation will not happen. Section 106 agreements should not be used to resolve existing problems elsewhere unless specified in the S106 agreement. The important principle is that the S106 contribution must meet the needs of the development proposed, and not be spent on making good a pre-existing deficiency. For example, a S106 contribution may be agreed to fund a new playground if a playground is made necessary by the development. The money can only be used to refurbish an existing playground nearby if it's agreed with the developer and specified in the S106 agreement."...*

UNSPENT SECTION 106 FUNDS
STEYNING PC
OCTOBER 2020

App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/1010	Land East of New House, Tanyard Lane, Steyning, BN44	Steyning PC	Community Facilities - HDC:91005	22/06/2010	1	NO SPENDING DEADLINE IN AGREEMENT. Community facility based facilities in the parish of Steyning	2,930.00	2,930.00	25/06/2010		2,430.00	500.00	500.00	0.00	Under Construction	Steyning Festival Electricity connection
DC/08/2030	Land at the rear of Broomfields, Bramley & Elmside, Goring Road, Steyning, BN44 3GF	Steyning PC	Community Facilities - HDC:91005	14/06/2010	1	NO SPENDING DEADLINE IN AGREEMENT Provision/improvement of community/leisure facilities in or benefitting the parish council areas of Steyning.	6,510.00	6,510.00	05/07/2010		3,765.35	2,744.65	2,744.65	0.00	Finished	Steyning Festival Water Connection (POP)
DC/05/0718	Chanctondown Poultry Farm, Horsham Road, Steyning, West Sussex	Steyning PC	Sustainable Transport - WSCC:93006	05/08/2005	1	NO SPENDING DEADLINE IN AGREEMENT 23,400 to be used solely towards the projects: means projects which promote accessibility to and from the Red Land by sustainable modes of transport. 12,000 -Transport Links Contribution to be used solely by Steyning Parish Council to improve public transport and/or pedestrian links between the Application Site and Steyning	35,400.00	40,150.38	27/12/2007		20,838.00	19,312.38	0.00	19,312.38	Under Construction	
DC/05/1613	The Firs, Jarvis Lane, Steyning, West Sussex, BN44 3GL	Steyning PC	Sustainable Transport - WSCC:93006	14/11/2005	1	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED) For the provision of road signage and markings immediately to the east of the site entrance in Jarvis Lane	1,380.00	1,380.00	30/11/2005		0.00	1,380.00	1,380.00	0.00	Finished	Dropped kerbs within 1km of the relevant development
DC/06/1258	99 High Street, Steyning,, West Sussex, BN44 3RE	Steyning PC	Sustainable Transport - WSCC:93006	23/07/2007	2	NO SPENDING DEADLINE IN AGREEMENT For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.	3,510.00	3,510.00	27/07/2007		1,463.00	2,047.00	0.00	2,047.00	Not Started	
DC/06/1633	Elmside Cottage, 25 Goring Road, Steyning, West Sussex, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	26/01/2007	2	NO SPENDING DEADLINE IN AGREEMENT Solely on the Scheme: Scheme: a scheme which will improve access between the Application Site and local amenities (to include housing, jobs, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	1,625.00	1,725.16	07/10/2009		1,625.00	100.16	0.00	100.16	Under Construction	
DC/07/1434	34 Church Street, Steyning, West Sussex, BN44 3YB	Steyning PC	Sustainable Transport - WSCC:93006	05/12/2007	2	10 YEAR SPENDING DEADLINE FROM COMPLETION OF DEVELOPMENT For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.' NB. FOLLOWING RENEWAL OF THIS EXPIRED PERMISSION UNDER REFERENCE DC/10/1585, OFFICER ADVISED NEW OWNERS IN WRITING THAT REQUIREMENT FOR A S106 AGREEMENT (C10) HAD BEEN DISCHARGED BY THAT DRAWN UP AGAINST DC/07/1474.	1,560.00	1,560.00	10/04/2008		0.00	1,560.00	0.00	1,560.00	Not Started	

UNSPENT SECTION 106 FUNDS
STEYNING PC
OCTOBER 2020



App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/2030	Land at the rear of Broomfields, Bramley & Elmside, Goring Road, Steyning, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	14/06/2010	2	NO SPENDING DEADLINE IN AGREEMENT. A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	4,800.00	4,800.00	05/07/2010		0.00	4,800.00	0.00	4,800.00	Finished	
DC/09/1777	Elmside, 25 Goring Road, Steyning, BN44 3GF	Steyning PC	Sustainable Transport - WSCC:93006	01/09/2011	3	ALLOCATED BY WSCC TO SCHOOL SAFETY ZONE - STEYNING - (SCHEME STATUS - PROGRAMMED) NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	1,680.00	1,680.00	02/09/2011		0.00	1,680.00	1,680.00	0.00	Finished	School Safety Zone Steyning
DC/10/2201	Tanyard Lane, Steyning, West Sussex, BN44 3RJ	Steyning PC	Sustainable Transport - WSCC:93006	01/06/2011	2	ALLOCATED BY WSCC TO SCHOOL SAFETY ZONE - STEYNING - (SCHEME STATUS - PROGRAMMED) NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	129.00	129.00	06/06/2011		0.00	129.00	129.00	0.00	Under Construction	School Safety Zone Steyning

Allocation	Potential	Collected	Allocated	Spent	Available
Children&Young Peoples Servs(Education)-WSCC:93002	0.00	4,954.00	792.00	4,162.00	792.00
Community Facilities - HDC:91005	11,463.00	51,085.34	3,244.65	47,840.69	3,244.65
Fire & Rescue - WSCC:93004	620.00	1,165.00	0.00	1,165.00	0.00
Libraries - WSCC:93001	1,326.00	0.00	0.00	0.00	0.00
Local Recycling Facilities - HDC:91006	198.00	765.00	0.00	765.00	0.00
Open Space Sport and Recreation - HDC:91003	1,793.00	6,035.00	0.00	6,035.00	0.00
Sustainable Transport - WSCC:93006	3,570.00	56,494.54	3,189.00	25,486.00	31,008.54
	18,970.00	120,498.88	7,225.65	85,453.69	35,045.19

Playground opening and Antiviral cleaning

Briefing Note

We need agreement on whether to maintain a two cleans per day service of the Playgrounds by our Caretakers. There are several considerations which include.

1. Health of our community and our duty of care as a service provider to offer as safe an environment as possible given the current Covid crisis, but taking into account what would be regarded as a reasoned and responsible best value solution given the costs involved. The residents affected by this decision include youngsters using outside play equipment, and their parents or guardians in attendance, and all ages using the Exercise equipment at Fletchers croft.

2. The Cost of this service

- The Playgrounds and exercise area are cleaned twice a day currently. This takes approx. 2 hours to cover all play areas at £8.72 per hour.
- The Cost per day therefore is £34.88 or £244.16 per week
- There is a cost to cover materials including sanitiser used of approx. £3.20 per day
- The Cost therefore per week is approx. £266.16 excepting we do not complete a clean if it is raining or about to rain as it is somewhat pointless.
- Therefore, allowing for wet days it is costing us approx. £1100 per month

3. We have had a number of favourable comments from residents who approve of our policy to cleanse the play equipment, but it is not a service offered by many, or as far as I can see, any other Parish Councils locally it seems (I could be wrong). Certainly, HDC are not cleaning play equipment and not done so for the entire Covid period. When councils have opened their facilities and most now have, they have put up signs disclaiming any responsibility for ill health possibly caused by the use of their facilities. – Please see attached a copy of the Notice we have put up at Play areas.

4. As we are opening the Steyning Centre up to hirers once more (it is hoped) we are needing the services of our Caretakers to perform their more usual duties. Previously we have funded this service as a redirection of resources (Caretaking hours) but we are already having to extend their hours beyond the minimum per week it has taken to facilitate this operation so this is why we must revisit this decision – as noted below at the July meeting

Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Caretakers are required to clean the play equipment at least twice a day and that the Clerk is delegated responsibility to ensure that happens within their existing job commitments. **Agreed**

5. In effect the Clerk's office needs to know if Council wants to maintain the twice per day cleaning regime at the costs noted above, or reduce it by half to once per day times seven days a week, or to discontinue the service.

Guidance for Families using this Play Area

FOR YOUR OWN SAFETY AND THE SAFETY OF OTHERS

Steyning Parish Council will be opening all of their Play Areas on Saturday 4th July 2020 as per government guidance. To ensure you are ready to use this Play Area safely please read these simple instructions and plan ahead for safe fun this summer.

1. Parents must read this guidance and ensure their families follow it carefully for the safety of their children and others.
2. This equipment is checked regularly for damage, wear and tear, but only the main contact areas are wiped down with sanitiser (up to a height of 6 foot) and this safety measure is completed by Parish Council staff twice per day: once between 8am and 11am and once between 4pm and 7pm.
3. This is shared equipment and therefore is used at your own risk.
4. Do not use this equipment if you or any member of your household has coronavirus symptoms or are self-isolating.
5. Try to ensure you have hand sanitiser with you before entering this play area.
6. Encourage everyone in your family to wash their hands with hand sanitiser regularly and as a minimum before and after using the play area, or ensure gloves are worn if possible.
7. Encourage children to avoid touching their faces.
8. You **MUST** maintain social distancing from others unless they are from the same household – current advice is to maintain at least 1m and consider wearing a face mask.
9. Some equipment can only be used by one child at a time while social distancing unless more than one child is within the same 'family bubble'. Please ensure your family waits at a safe distance if the equipment is in use or return later to use the equipment.
10. Try to avoid using this play area at busy times.
11. If your family is wearing disposable PPE, please take it home with you or where provided use the bins – **DO NOT LITTER**.
12. Ensure you and your children wash your hands when you get home.

Public Health England have stated that coronavirus stays on surfaces for many hours, and even regular cleaning of surfaces with Sanitiser does not rule out completely the chance of the virus being transmitted.

We do hope however you enjoy using this play area and thank you for helping to keep everyone safe by following these simple instructions.