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

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th JUNE 2021 AT 7.30PM

Present: Cllrs Northam (Chairman), Trundle, Norcross, Young, G. Sullivan, S. Alexander and Goldsmith.

Clerk: John Fullbrook

Members of the Public in attendance: **1**

Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/21/1	**APOLOGIES FOR ABSENCE**	
1.1	Apologies received from Cllrs Lloyd and Campbell.	
F&GP/21/2	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
2.1	None	
F&GP/21/3	**QUESTIONS FROM THE FLOOR**	
3.1	None received	
F&GP/21/4	**MINUTES OF PREVIOUS MEETING**	
4.1	Cllr Northam **proposed, seconded** by Cllr Alexander that the minutes of the meeting held on 22nd April 2021 be agreed as a true and fair record of the meeting. **Agreed 5 For 2 Abstained**	
F&GP/21/5	**MATTERS ARISING AND ACTIONS –** These were taken as read as per agenda	
5.1	Asset register to be updated and brought back to F&GP meeting – **See item 6.8**	
5.2	Total fixed assets amount to be amended due to recent installations at end of financial year **– Actioned**	
5.3	Clerk to distribute amended copy of Business plan – **Actioned / See item 6.10**	
5.4	Recommendations from Budget working party be put back to a future meeting – **See item 6.5**	
5.5	Clerk's office to employ a resident to open and close toilet block at times agreed **- Actioned**	
5.6	Note of thanks passed to street cleaner from Clerk's office & extra payment made **– Actioned**	
5.7	Monthly payment amendment made to contract for street cleaner **– Actioned**	
5.8	High Street toilet cleaning cover to remain at three times per day for now **– Actioned**	
5.9	WSALC/NALC affiliation and payment to be taken to Full Council and agreed **– Actioned**	
5.10	SCO grant payment made **- Actioned**	
5.11	FOI Response to resident uploaded to web site **- Actioned**	

5.12	End of Year audit to be undertaken on 4th June. Chair of F&GP invited **– See item 6.7**	
5.13	HDC Community Climate Fund letter of intent taken to Full Council **- Actioned**	
F&GP/21/6	**FINANCE MATTERS**	
6.1	To approve list of payments for April and May 2021. Cllr Northam **proposed, seconded** by Cllr G. Sullivan that the list of payments for April and May 2021 be approved. **Agreed**	
6.2	Cllr Northam **proposed, seconded** by Cllr S. Alexander to agree the income and expenditure reports for April and May 2021. **Agreed** Worthy of note was that the office has successfully applied for a grant of £12,000 from HDC	
6.3	The Clerk updated 'End of Year 2020/21 Finance Figures' as per supporting papers. These having been agreed by internal audit. Notable was that after a very difficult Covid affected year, the Council has realised a financial surplus against budget.	
6.4	The Clerk had presented a list of proposed Earmarked reserves. Each item was then voted separately upon as follows: **1.** Neighbourhood plan - £5,513 Cllr Northam **proposed, seconded** by Cllr Norcross. **Agreed** **2.** HR Services/Corrigan - £3,743 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed** **3.** LED Lighting upgrade - £6,890 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed** **4.** Notice Boards - £1,000 Not proposed. **5.** MPF/Allot. Access - £2,000 Cllr Northam **proposed, seconded** Cllr Trundle. **Not Agreed** **6.** Vintage Years - £1,238 Not proposed. **7.** Cil Monies - £5,034 Cllr Northam **proposed, seconded** Cllr S. Alexander. **Agreed**	
6.5	The recommendations from the Budget Working Party dated 13th March were discussed. Most items not dealt with elsewhere were to be discussed further at the proposed 29th June all member working party meeting – in which all SPC projects would be discussed and prioritised leading to a draft financial plan which can then be added to the SPC Business plan	**CLERK**
6.6	The Monthly Cil report compiled by the Clerk was received	
6.7	The 4th June letter (Report) from the internal auditor was discussed. No recommendations were forthcoming, therefore nothing to be actioned. Cllr Alexander **proposed, seconded** by Cllr Northam that the internal audit letter be accepted. **Agreed.** Cllr Goldsmith wanted it noted that having received the 15-page letter as a supporting paper on the 10th June, didn't give him enough time to read it (5 days).	
6.8.1	Asset Register to August 2021 – Cllr Young **proposed, seconded** by Cllr Alexander that the Bowling pavilion be removed from the Asset register (under disposals), as this was originally included in error and the council has had confirmation that the pavilion is owned by the bowling club and not by SPC. **Agreed**	**CLERK**
6.8.2	Cllr Northam **proposed, seconded** by Cllr Alexander that the Asset register to include the disposal of the Bowling pavilion be accepted. **Agreed**	**CLERK**
6.9	Cllr Goldsmith **proposed, seconded** by Cllr Alexander that the £250 Grant request the from Steyning and District Partnership for the Food Festival be accepted. **Agreed**	**CLERK**
6.10	The Clerk discussed the first draft of the Steyning Parish Council Business Plan as per supporting papers and explained the importance of it in determining the way this Council can move forward in a planned, methodical, productive, and strategic way, and especially when determining priorities for projects, aims and collective goals. He then suggested that the second part of this document involving an SPC finance plan can in the first instance start to be compiled at the 29th June working party meeting.	**CLERK**

6.11	SPC to pay for Street Cleaner Insurance Cover. It was confirmed that SPC have already determined that in fact it had committed to the contractor to assist with this cover for this year and the next.	**CLERK**
6.12	To discuss and agree to change the SPC Bank signatory mandate listing to Chair and Vice Chair of the Council and Chairs of SPC Committees. Cllr Northam **proposed, seconded** by Cllr Alexander that the SPC Bank signatory mandate list be amended to that which was determined within supporting papers by the deputy clerk. **Agreed**	**CLERK**
6.13	To receive notification that the SPC Emergency Reserves {£80,000} are to be moved from a non-interest account to a savings account allowing for accumulative interest to be received. Cllr Northam **proposed, seconded** by Cllr Norcross that the clerk moves the emergency reserve monies {£80,000} from non-interest account into a savings account. **Agreed**	**CLERK**
6.14	To discuss whether SPC once again considers CCTV renewal and improvements. Committee agreed it should be discussed further. Clerk to circulate to committee members a previous report on this subject by Cllrs Goldsmith and G. Sullivan.	**CLERK**
6.15	Grant to help move defibrillator currently located inside the Steyning centre foyer onto an external wall by the reception doors. Cllr Northam **proposed, seconded** by Cllr Young to agree with the recommendation from Planning and Premises committee to donate to SAFeR £120 for the existing Steyning Centre defibrillator to be relocated from Reception area to external wall by Steyning Centre entrance so allowing it to be more available if needs be. **Agreed**	**CLERK**
6.16	Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan provided the SAFeR accounts are seen by the Clerk to agree to the request from SAFeR for £250 to assist with their hall hire cost of the Steyning Centre. **Agreed**	**CLERK**
F&GP/21/7	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
7.1.1	The Clerk received a letter from the ICO regarding SPC having to reconsider an FOI review request – the FOI originally being made on the 20th April '20. And to this end the clerk will be calling upon the FOI panel to assist with the review request.	**CLERK**
7.1.2	The Clerk recognised there was an urgent need to deal with a number of outstanding FOI requests as soon as time allowed.	**CLERK**
F&GP/21/8	**REQUESTED MOTIONS (From Councillor Campbell)**	
8.1	To consider SPC earmarking a budget of £1,500 for the current year for expenditure on Abbey Road Village Green environmental enhancement and maintenance projects, in the expectation that future annual budgets will be the same or greater. Cllr Northam **proposed, seconded** by Cllr Alexander that the committee make a response to Roger Brown recognising the importance of the Abbey Road village green environment and that it would look favourably upon any request for future expenditure. **Agreed**	**CLERK**
F&GP/21/9	**PROGRESS REPORT**	
9.1	F&GP/20/84.1.2 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced **- Ongoing**	**Cllr Lloyd**
9.2	F&GP/20/48.15 Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing**	**CLERK**
9.3	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies **– Ongoing**	**CLERK**
9.4	F&GP/20/73.2 SPC to investigate possibly establishing a Financial Reserves Policy – to be taken to Working party **– Ongoing**	**CLERK**
9.5	F&GP/20/95.2 Former Committee Chair to sign outstanding Minutes **– Ongoing**	**Councillor**

9.6	F&GP/20/96.3	Cllr Goldsmith to discuss his perceived issues with 20/21 End of Year figures with F&GP Chair **– See item 6.3**	
9.7	F&GP/20/96.7	Steyning Swimming Pool payment obligations to be discussed at Working party **– Ongoing**	**CLERK**
9.8	F&GP/20/96.8	Clerk to bring back cleaning contract and automatic lock options for High St. toilets to F&GP – **Ongoing**	**CLERK**
9.9	F&GP/20/96.14	Clerk and Cllr Lloyd to respond to issues raised by Cllr Campbell re Internal Audit letter **– Actioned**	
9.10	F&GP/20/96.15	High Street Christmas lights to be discussed by all member working party **–** This to discussed at the 29th June all member working party budget/finance meeting	**CLERK**
9.11	F&GP/20/98.1	Questions for JPYC service providers and their reports brought back to Full Council **– Ongoing** {Last minutes to be circulated}	**CLERK**

F&GP/21/10 **INFORMATION/CORRESPONDENCE ITEMS**

10.1 None

F&GP/21/11 **DATE OF NEXT MEETING – 13th July 2021 @7.30pm.**

The Chair closed the meeting at 9.25 pm

Signed ………………………………………………….. Date 13th July 2021

Here is the link to the video recording of this meeting:-
https://www.steyningpc.gov.uk/committees/finance-community/

JUNE

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Account

ALL FIGURES NOTED ARE GROSS AMOUNTS

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2021	DD	973.00		973.00		R	HDC Rates
01/06/2021	DR	40.00		40.00		R	Petty Cash
01/06/2021	VIS	21.99		21.99		R	Discounted Cleaning
01/06/2021	CR		44.15	44.15		R	Receipt(s) Banked
01/06/2021	CR		95.11	95.11		R	Receipt(s) Banked
01/06/2021	CR		95.11	95.11		R	Receipt(s) Banked
01/06/2021	CR		-95.11	-95.11		R	Receipt(s) Banked
03/06/2021	CR		78.60	78.60		R	Receipt(s) Banked
03/06/2021	21/07		104.36	104.36		R	Receipt(s) Banked
04/06/2021	035/21.22	160.00		160.00		R	TSS Legonella
04/06/2021	036/21.22	27.50		27.50		R	Chichester payroll
04/06/2021	037/21.22	108.00		108.00		R	Clares stationary
/06/2021	038/21.22	50.00		50.00		R	TC Maintenance
04/06/2021	039/21.22	1,710.00		1,710.00		R	Jack Lee - Street Cleaning
04/06/2021	040/21.22	90.00		90.00		R	JD Windows
04/06/2021	041/21.22	630.00		630.00		R	Kieron Furness - Plumbing Works.
04/06/2021	042/21.22	1,621.84		1,621.84		R	Pensions WSCC
04/06/2021	043/21.22	1,686.57		1,686.57		R	HMRC
04/06/2021	044/21.22	84.00		84.00		R	Mulberry n co
04/06/2021	045/21.22	294.99		294.99		R	Clare Austin
04/06/2021	046/21.22	360.00		360.00		R	HDC play inspections
04/06/2021	047/21.22	192.39		192.39		R	Overline phones
04/06/2021	048/21.22	179.64		179.64		R	Mulberry & Co
04/06/2021	CR		1,659.90	1,659.90		R	Receipt(s) Banked - VAT reclaim.
07/06/2021	VIS	34.80		34.80		R	Site lock security
07/06/2021	CR	0.95		0.95		R	Bank charges
08/06/2021	21/09		347.50	347.50		R	Receipt(s) Banked - Film receipts
08/06/2021	CR		21.60	21.60		R	Receipt(s) Banked
/06/2021	CR	7.65		7.65		R	Post Office
10/06/2021	CR		21.00	21.00		R	Receipt(s) Banked
10/06/2021	CR		35.74	35.74		R	Receipt(s) Banked
10/06/2021	21/08		24.00	24.00		R	Receipt(s) Banked
10/06/2021	21/09		-347.50	-347.50		R	Receipt(s) Banked
10/06/2021	21/09		347.50	347.50		R	Receipt(s) Banked
10/06/2021	CR		75.79	75.79		R	Receipt(s) Banked
10/06/2021	CR		18.30	18.30		R	Receipt(s) Banked
10/06/2021	CR		27.46	27.46		R	Receipt(s) Banked
10/06/2021	CR		44.15	44.15		R	Receipt(s) Banked
10/06/2021	Cr		176.04	176.04		R	Receipt(s) Banked
10/06/2021	CR		56.60	56.60		R	Receipt(s) Banked
10/06/2021	CR		21.00	21.00		R	Receipt(s) Banked
10/06/2021	CR		44.15	44.15		R	Receipt(s) Banked
10/06/2021	CR		50.00	50.00		R	Receipt(s) Banked
11/06/2021	049/21.22	672.00		672.00		R	Rialtas year close - Finance End of Year.
11/06/2021	050/21.22	154.32		154.32		R	PiP Services
11/06/2021	051/21.22	186.00		186.00		R	Sowerby toilet opening
14/06/2021	VIS	18.10		18.10		R	Amazon - paint
15/06/2021	CR		27.46	27.46		R	Receipt(s) Banked

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/06/2021	CR		35.74	35.74		R	Receipt(s) Banked
15/06/2021	CR		21.40	21.40		R	Receipt(s) Banked
16/06/2021	VIS	28.78		28.78		R	Zoom
16/06/2021	CR		18.30	18.30		R	Receipt(s) Banked
17/06/2021	VIS	17.32		17.32		R	Amazon padlock
17/06/2021	053/21.22	12.00		12.00		R	Function 28
17/06/2021	054/21.22	309.60		309.60		R	SCS films
17/06/2021	055/21.22	145.49		145.49		R	Business stream - Pavillion
17/06/2021	056/21.22	59.67		59.67		R	Business stream - Steyning Centre
17/06/2021	057/21.22	61.61		61.61		R	Business stream - Bus Shelter
17/06/2021	CR		10.66	10.66		R	Receipt(s) Banked
21/06/2021	DR	14.40		14.40		R	HSBC
/06/2021	BP	7,436.44		7,436.44		R	Salaries various
21/06/2021	CR		56.60	56.60		R	Receipt(s) Banked
21/06/2021	CR		56.60	56.60		R	Receipt(s) Banked
23/06/2021	DD	405.14		405.14		R	Seimans phones
23/06/2021	CR		15.35	15.35		R	Receipt(s) Banked
23/06/2021	21/10		217.56	217.56		R	Receipt(s) Banked
24/06/2021	058/21.22	27.50		27.50		R	Chichester payroll
24/06/2021	059/21.22	366.80		366.80		R	HDC Waste
24/06/2021	060/21.22	360.00		360.00		R	Wicksteed - Annual Inspection
24/06/2021	061/21.22	1,071.65		1,071.65		R	Laser electric - Pavillion 297 / B. Shelter - 114 / S. Centre - 659
24/06/2021	062/21.22	120.00		120.00		R	Grant for First responders
24/06/2021	063/21.22	250.00		250.00		R	Grant for Partnership
24/06/2021	064/21.22	470.01		470.01		R	Jack Lee
24/06/2021	065/21.22	72.50		72.50		R	EDF
24/06/2021	066/21.22	45.00		45.00		R	Open Spaces
24/06/2021	067/21.22	264.00		264.00		R	South Coast electrical - S. Centre Works.
/06/2021	CR		44.15	44.15		R	Receipt(s) Banked
24/06/2021	CR		21.60	21.60		R	Receipt(s) Banked
24/06/2021	CR		123.00	123.00		R	Receipt(s) Banked
24/06/2021	CR		113.20	113.20		R	Receipt(s) Banked
24/06/2021	CR		242.25	242.25		R	Receipt(s) Banked
25/06/2021	CR		1,046.52	1,046.52		R	Receipt(s) Banked - St Andrews pre-school.
28/06/2021	CR		35.74	35.74		R	Receipt(s) Banked
28/06/2021	CR		35.74	35.74		R	Receipt(s) Banked
28/06/2021	BP		104.21	104.21		R	Receipt(s) Banked
28/06/2021	CR		322.78	322.78		R	Receipt(s) Banked
28/06/2021	CR		54.92	54.92		R	Receipt(s) Banked
28/06/2021	CR		21.60	21.60		R	Receipt(s) Banked
30/06/2021	VIS	8.00		8.00		R	Zoho
30/06/2021	CR		21.00	21.00		R	Receipt(s) Banked
30/06/2021	CR		62.12	62.12		R	Receipt(s) Banked
		20,849.65	5,653.95				

JULY

Bank Reconciliation up to 31/07/2021 for Cashbook No 1 - Current Account

ALL FIGURES NOTED ARE GROSS AMOUNTS

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
01/07/2021	BP	973.00		973.00		R	HDC Rates	
01/07/2021	BP	160.00		160.00		R	TSS legionella test	
01/07/2021	069/21.22	126.00		126.00		R	Mulberry	
01/07/2021	070/21.22	1,581.14		1,581.14		R	HMRC Tax	} For June
01/07/2021	071/21.22	1,564.89		1,564.89		R	WSCC Pensions	
01/07/2021	072/21.22	540.00		540.00		R	Central Linemarking	- MPF Car Park
01/07/2021	073/21.22	59.40		59.40		R	Zen	
01/07/2021	074/21.22	1,387.02		1,387.02		R	Legal & General	- Ill Health Liabity insurance.
01/07/2021	CR		18.30	18.30		R	Receipt(s) Banked	
01/07/2021	CR		18.30	18.30		R	Receipt(s) Banked	
03/07/2021	CR		56.60	56.60		R	Receipt(s) Banked	
05/07/2021	VIS	20.35		20.35		R	Amazon - padlock	
[illegible]/07/2021	VIS	35.69		35.69		R	Sitelock	
[illegible]/07/2021	DR	0.98		0.98		R	HSBC charge	
06/07/2021	CR		44.15	44.15		R	Receipt(s) Banked	
06/07/2021	CR		21.00	21.00		R	Receipt(s) Banked	
06/07/2021	CR		168.39	168.39		R	Receipt(s) Banked	
06/07/2021	CR		27.46	27.46		R	Receipt(s) Banked	
06/07/2021	BP		150.75	150.75		R	Receipt(s) Banked	
06/07/2021	BP		25.99	25.99		R	Receipt(s) Banked	
07/07/2021	BP		21.60	21.60		R	Receipt(s) Banked	
08/07/2021	075/21.22	193.25		193.25		R	Business stream	- Water Rublees
08/07/2021	076/21.22	136.71		136.71		R	Business stream	- Water C. Rooms.
08/07/2021	077/21.22	407.98		407.98		R	Clare Austin	
08/07/2021	078/21.22	1,032.00		1,032.00		R	Tom Packer	- Equipment Hire for Meetings
08/07/2021	079/21.22	1,676.00		1,676.00		R	Jack Lee	
08/07/2021	80/21.22	100.00		100.00		R	TC Maintenance	
08/07/2021	81/21.22	277.10		277.10		R	Clares	
[illegible]/07/2021	82/21.22	215.03		215.03		R	Horticultural society	
[illegible]/07/2021	21.12		56.60	56.60		R	Receipt(s) Banked	
08/07/2021	21.13		61.40	61.40		R	Receipt(s) Banked	
08/07/2021	CR		50.40	50.40		R	Receipt(s) Banked	
09/07/2021	VIS	25.98		25.98		R	Amazon batteries	
09/07/2021	CR		297.50	297.50		R	Receipt(s) Banked	
09/07/2021	CR		18.30	18.30		R	Receipt(s) Banked	
09/07/2021	CR		262.51	262.51		R	Receipt(s) Banked	
09/07/2021	CR		528.07	528.07		R	Receipt(s) Banked	- Refund on over billing from HDC.
12/07/2021	VIS	28.78		28.78		R	Zoom	
12/07/2021	CR		3,000.00	3,000.00		R	Receipt(s) Banked	- Successful Grant Bid
13/07/2021	CR		95.11	95.11		R	Receipt(s) Banked	
13/07/2021	CR		21.00	21.00		R	Receipt(s) Banked	
13/07/2021	CR		44.15	44.15		R	Receipt(s) Banked	
13/07/2021	CR		27.46	27.46		R	Receipt(s) Banked	
13/07/2021	CR		21.60	21.60		R	Receipt(s) Banked	
15/07/2021	83/21.22	57.77		57.77		R	Clares	
15/07/2021	84/21.22	182.58		182.58		R	PiP Services	
15/07/2021	85/21.22	192.70		192.70		R	overline	- phones
15/07/2021	86/21.22	180.00		180.00		R	Mr Sowerby	

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/07/2021	87/21.22	25.00		25.00		R	T. Eckert Wine for films
15/07/2021	88/21.22	12.00		12.00		R	Function 28
15/07/2021	89/21.22	62.57		62.57		R	ADT alarms
15/07/2021	90/21.22	160.00		160.00		R	TSS - Legionella
15/07/2021	91/21.22	245.00		245.00		R	Streeter
15/07/2021	92/21.22	27.50		27.50		R	Chichester payroll
15/07/2021	93/21.22	1,574.30		1,574.30		R	HMRC tax } 3 for July
15/07/2021	94/21.22	1,590.45		1,590.45		R	WSCC pensions
19/07/2021	21.15		143.65	143.65		R	Receipt(s) Banked
19/07/2021	CR		44.15	44.15		R	Receipt(s) Banked
19/07/2021	BP		46.45	46.45		R	Receipt(s) Banked
19/07/2021	CR		27.46	27.46		R	Receipt(s) Banked
19/07/2021	21.16		56.60	56.60		R	Receipt(s) Banked
21/07/2021	DR	22.98		22.98		R	HSBC Charges
21/07/2021	VIS	8.00		8.00		R	Zoho
21/07/2021	CR		21.00	21.00		R	Receipt(s) Banked
21/07/2021	CR		21.60	21.60		R	Receipt(s) Banked
21/07/2021	CR		36.60	36.60		R	Receipt(s) Banked
21/07/2021	CR		44.15	44.15		R	Receipt(s) Banked
23/07/2021	CR		191.28	191.28		R	Receipt(s) Banked
23/07/2021	CR		820.80	820.80		R	Receipt(s) Banked – St Andrews Pre School
26/07/2021	BP	7,245.89		7,245.89		R	Salary - various
27/07/2021	CR		44.15	44.15		R	Receipt(s) Banked
27/07/2021	CR		42.00	42.00		R	Receipt(s) Banked
27/07/2021	CR		18.30	18.30		R	Receipt(s) Banked
27/07/2021	CR		21.60	21.60		R	Receipt(s) Banked
28/07/2021	95/21.22	425.34		425.34		R	Spiritual lights RH
28/07/2021	96/21.22	38.58		38.58		R	Clares
28/07/2021	97/21.22	291.60		291.60		R	SCS Films
28/07/2021	98/21.22	93.79		93.79		R	PiP Services
28/07/2021	99/21.22	1,512.00		1,512.00		R	Vintage Years grant
28/07/2021	95/21.22	-425.34		-425.34		R	Spirirtual lights
28/07/2021	95/21.22	425.34		425.34		R	Spiritual light
28/07/2021	95/21.22		-425.34	-425.34		R	Receipt(s) Banked
28/07/2021	95/21.22		-425.34	-425.34		R	Receipt(s) Banked
28/07/2021	95/21.22		425.34	425.34		R	Receipt(s) Banked
28/07/2021	95/21.22		425.13	425.13		R	Receipt(s) Banked
28/07/2021	95/21.22		0.21	0.21		R	Receipt(s) Banked
29/07/2021	21.18		39.30	39.30		R	Receipt(s) Banked
29/07/2021	CR		44.15	44.15		R	Receipt(s) Banked
29/07/2021	CR		44.15	44.15		R	Receipt(s) Banked
29/07/2021	CR		29.70	29.70		R	Receipt(s) Banked
29/07/2021	CR		120.31	120.31		R	Receipt(s) Banked
30/07/2021	VIS	103.97		103.97		R	Amazon hedgetrimmer
30/07/2021	CR		62.12	62.12		R	Receipt(s) Banked
30/07/2021	CR		130.26	130.26		R	Receipt(s) Banked
01/08/2021	CR		27.46	27.46		R	Receipt(s) Banked
02/08/2021	BACS	973.00		973.00		R	HDC Rates

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/08/2021	CR		18.30	18.30		R	Receipt(s) Banked
02/08/2021	BP		129.60	129.60		R	Receipt(s) Banked
02/08/2021	CR		128.10	128.10		R	Receipt(s) Banked
02/08/2021	21/17		224.47	224.47		R	Receipt(s) Banked
02/08/2021	21/19		56.60	56.60		R	Receipt(s) Banked
03/08/2021	21/20		104.35	104.35		R	Receipt(s) Banked
03/08/2021	BP		18.30	18.30		R	Receipt(s) Banked
04/08/2021	BP		21.60	21.60		R	Receipt(s) Banked
04/08/2021	BP		56.60	56.60		R	Receipt(s) Banked
04/08/2021	BP		95.11	95.11		R	Receipt(s) Banked
04/08/2021	BP		88.30	88.30		R	Receipt(s) Banked
05/08/2021	VIS	35.29		35.29		R	Site lock security
05/08/2021	DD	0.97		0.97		R	HSBC transaction fee
05/08/2021	100/21.22	90.00		90.00		R	Kestral Alarms
05/08/2021	101/21.22	99.91		99.91		R	Business stream - Pavillion
05/08/2021	102/21.22	1,420.00		1,420.00		R	Jack Lee - Street Cleaning
05/08/2021	102/21.22	256.00		256.00		R	Jack Lee
05/08/2021	103/21.22	297.00		297.00		R	Clare Austin
05/08/2021	104/21.22	186.00		186.00		R	Sowerby toilet opening
05/08/2021	105/21.22	219.90		219.90		R	TC Maintenance
05/08/2021	106/21.22	480.00		480.00		R	Tom Packer - Microphone + Camera rental.
05/08/2021	107/21.22	6,799.98		6,799.98		R	Sussex Clubs - Youth Service
05/08/2021	108/21.22	24.00		24.00		R	Green Thumb
05/08/2021	109/21.22	90.00		90.00		R	JD Window Cleaning
05/08/2021	21/21		169.93	169.93		R	Receipt(s) Banked
05/08/2021	21/23		285.50	285.50		R	Receipt(s) Banked
05/08/2021	CR		42.00	42.00		R	Receipt(s) Banked
06/08/2021	CR		262.51	262.51		R	Receipt(s) Banked
06/08/2021	CR		54.92	54.92		R	Receipt(s) Banked
09/08/2021	21/22		109.85	109.85		R	Receipt(s) Banked
09/08/2021	CR		53.25	53.25		R	Receipt(s) Banked
09/08/2021	CR		73.20	73.20		R	Receipt(s) Banked
12/08/2021	110/21.22	25.40		25.40		R	Wine for Film show
12/08/2021	111/21.22	301.20		301.20		R	SCS
12/08/2021	112/21.22	192.80		192.80		R	Overline phones
12/08/2021	113/21.22	1,306.47		1,306.47		R	Legal & General - ill health insurance
12/08/2021	114/21.22	632.82		632.82		R	British Gas - S. Centre
12/08/2021	115/21.22	52.27		52.27		R	Edmundson Elec
12/08/2021	115/21.22	80.68		80.68		R	Edmundson
12/08/2021	116/21.22	12.00		12.00		R	Function 28
12/08/2021	117/21.22	71.30		71.30		R	PiP Services
12/08/2021	118/21.22	291.45		291.45		R	HDC Waste
12/08/2021	119/21.22	127.20		127.20		R	Business stream - pavllion
16/08/2021	VIS	28.78		28.78		R	Zoom
16/08/2021	CR		36.60	36.60		R	Receipt(s) Banked
16/08/2021	CR		18.30	18.30		R	Receipt(s) Banked
16/08/2021	BP		36.00	36.00		R	Receipt(s) Banked
17/08/2021	CR		27.46	27.46		R	Receipt(s) Banked

Date: 23/09/2021

Steyning Parish Council

Time: 12:46

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/08/2021	CR		1,994.25	1,994.25		R	Receipt(s) Banked VAT reimburse
20/08/2021	VIS	45.00		45.00		R	Amazon - cuprinol
20/08/2021	DR	24.64		24.64		R	HSBC charges
23/08/2021	21/26		197.35	197.35		R	Receipt(s) Banked
24/08/2021	VIS	17.70		17.70		R	Amazon - woodworm repellant
24/08/2021	VIS	132.00		132.00		R	Post office - stamps
24/08/2021	CR		160.42	160.42		R	Receipt(s) Banked
24/08/2021	BP		21.60	21.60		R	Receipt(s) Banked
24/08/2021	CR		42.00	42.00		R	Receipt(s) Banked
25/08/2021	VIS	343.60		343.60		R	Fenlandleisure
25/08/2021	VIS	178.80		178.80		R	Sumup support
25/08/2021	VIS	352.99		352.99		R	Amazon - Speakers
25/08/2021	CR		927.91	927.91		R	Receipt(s) Banked - Various Room Hire
25/08/2021	CR		86.99	86.99		R	Receipt(s) Banked
25/08/2021	CR		62.40	62.40		R	Receipt(s) Banked
26/08/2021	VIS	8.00		8.00		R	Zoho
26/08/2021	120/21.22	27.50		27.50		R	Chichester Payroll sergvices
26/08/2021	121/21.22	131.20		131.20		R	HDC Waste
26/08/2021	121/21.22	180.15		180.15		R	HDC Waste
26/08/2021	122/21.22	2,136.00		2,136.00		R	Creative play - Basket Swing installation
26/08/2021	123/21.22	350.04		350.04		R	KCS - photocopies
26/08/2021	124/21.22	308.83		308.83		R	Edmundson electrical
26/08/2021	125/21.22	366.00		366.00		R	Kestral Alarms
26/08/2021	CR		249.80	249.80		R	Receipt(s) Banked
27/08/2021	BACS	8,091.59		8,091.59		R	Salaries - various
27/08/2021	CR		95.11	95.11		R	Receipt(s) Banked
27/08/2021	BP		74.56	74.56		R	Receipt(s) Banked
27/08/2021	CR		139.85	139.85		R	Receipt(s) Banked
28/08/2021	CR		71.48	71.48		R	Receipt(s) Banked
28/08/2021	CR		62.12	62.12		R	Receipt(s) Banked
28/08/2021	CR		64.62	64.62		R	Receipt(s) Banked
29/08/2021	CR		101.88	101.88		R	Receipt(s) Banked
29/08/2021	CR		191.62	191.62		R	Receipt(s) Banked
29/08/2021	CR		60.16	60.16		R	Receipt(s) Banked
29/08/2021	CR		50.70	50.70		R	Receipt(s) Banked
31/08/2021	CR		168.00	168.00		R	Receipt(s) Banked
31/08/2021	CR		191.28	191.28		R	Receipt(s) Banked
31/08/2021	CR		32.00	32.00		R	Receipt(s) Banked
31/08/2021	CR		79.00	79.00		R	Receipt(s) Banked
31/08/2021	BP		32.00	32.00		R	Receipt(s) Banked
31/08/2021	CR		64.00	64.00		R	Receipt(s) Banked
31/08/2021	CR		32.00	32.00		R	Receipt(s) Banked
31/08/2021	CR		32.00	32.00		R	Receipt(s) Banked
31/08/2021	CR		15.00	15.00		R	Receipt(s) Banked
31/08/2021	CR		44.15	44.15		R	Receipt(s) Banked
31/08/2021	CR		32.00	32.00		R	Receipt(s) Banked
31/08/2021	CR		47.00	47.00		R	Receipt(s) Banked
31/08/2021	CR		45.43	45.43		R	Receipt(s) Banked

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
		51,381.78	14,693.41				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: JUNE.

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	12,000	699	(11,301)	2,800			428.6%
1004 Reimbursed Charges & donations	147	0	(147)	200			73.3%
1010 Miscellaneous Income	0	0	0	250			0.0%
1075 CIL Receipts	0	0	0	2,000			0.0%
1076 Precept Received	161,153	161,153	1	322,305			50.0%
1090 Bank Interest Received	3	54	51	220			1.4%
Administration :- Income	**173,302**	**161,906**	**(11,396)**	**327,775**			**52.9%**
4000 Salaries	28,107	28,476	369	116,300		88,193	24.2%
4002 Printing, stationery, postage	450	624	174	2,500		2,050	18.0%
4003 Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%
4004 Telephones and Alarm	647	675	28	2,700		2,053	24.0%
4005 Insurance	470	0	(470)	5,100		4,630	9.2%
4006 Salaries Outsourcing	(10)	0	10	900		910	(1.1%)
4007 Data Protection	438	300	(138)	1,200		762	36.5%
4010 Audit Fees	(2,050)	200	2,250	1,850		3,900	(110.8%)
4016 Legal Fees/Elections	(172)	2,499	2,671	10,000		10,172	(1.7%)
4017 Bank Charges	43	72	29	283		240	15.2%
4021 General Grants	370	334	(36)	2,000		1,630	18.5%
4025 CCTV Maintenance	0	0	0	160		160	0.0%
4030 Steyning in Bloom	0	0	0	4,600		4,600	0.0%

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4032	Royal British Legion	0	0	0	412		412	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,771	1,880	109	1,880		109	94.2%
4039	Publicity and Advertising	0	501	501	2,000		2,000	0.0%
4040	Town Clock	0	80	80	450		450	0.0%
4045	Misc & Petty Cash	120	69	(51)	275		155	43.6%
4047	Training	115	0	(115)	1,500		1,385	7.7%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	0	1,251	1,251	5,000		5,000	0.0%
4060	Chairman's Function	0	0	0	100		100	0.0%
4061	Councillors' Allowances	0	24	24	100		100	0.0%
4063	Legionnaires	267	624	357	2,500		2,233	10.7%
4070	Software Packages	1,091	600	(491)	2,400		1,309	45.5%
4071	ICT Equipment	0	650	650	1,700		1,700	0.0%
4072	Website Development	20	249	229	1,000		980	2.0%
4073	Neighbourhood Plan Exp	0	350	350	1,050		1,050	0.0%
4075	Isolation and Loneliness	0	1,500	1,500	3,000		3,000	0.0%
	Administration :- Indirect Expenditure	**31,677**	**40,958**	**9,281**	**174,010**	**0**	**142,333**	**18.2%**
	Net Income over Expenditure	**141,626**	**120,948**	**(20,678)**	**153,765**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,105		45,105	0.0%
4101	Swimming Pool	(20,550)	0	20,550	15,750		36,300	(130.5%)
	Finance & Community Appendix :- Indirect Expenditure	**(20,550)**	**0**	**20,550**	**60,855**	**0**	**81,405**	**(33.8%)**
	Net Expenditure	**20,550**	**0**	**(20,550)**	**(60,855)**			

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2021

Month No: 3

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	6,800	6,700	(100)	27,200		20,400	25.0%
Youth Provision :- Indirect Expenditure	**6,800**	**6,700**	**(100)**	**27,200**	**0**	**20,400**	**25.0%**
Net Expenditure	**(6,800)**	**(6,700)**	**100**	**(27,200)**			
Finance & General Purposes Ctt :- Income	**173,302**	**161,906**	**(11,396)**	**327,775**			**52.9%**
Expenditure	**17,927**	**47,658**	**29,731**	**262,065**	**0**	**244,138**	**6.8%**
Movement to/(from) Gen Reserve	**155,376**						

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2021

Month No: July

Committee Report

Finance & General Purposes Ctt

101 Administration

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1000	Donations Received	15,000	1,165	(13,835)	2,800			535.7%
1004	Reimbursed Charges & donations	3	40	37	200			1.3%
1010	Miscellaneous income	0	62	62	250			0.0%
1075	CIL Receipts	0	0	0	2,000			0.0%
1076	Precept Received	161,153	161,153	1	322,305			50.0%
1090	Bank Interest Received	4	90	86	220			1.9%
	Administration :- Income	**176,159**	**162,510**	**(13,649)**	**327,775**			**53.7%**
4000	Salaries	41,663	47,860	6,197	116,300		74,637	35.8%
4002	Printing, stationery, postage	761	1,040	279	2,500		1,739	30.4%
4003	Staff Ill Health Insurance	1,156	1,350	194	1,350		194	85.6%
4004	Telephones and Alarm	808	1,125	317	2,700		1,892	29.9%
4005	Insurance	470	5,100	4,630	5,100		4,630	9.2%
4006	Salaries Outsourcing	17	0	(17)	900		883	1.9%
4007	Data Protection	468	500	32	1,200		732	39.0%
4010	Audit Fees	(2,050)	500	2,550	1,850		3,900	(110.8%)
4016	Legal Fees/Elections	(172)	4,165	4,337	10,000		10,172	(1.7%)
4017	Bank Charges	63	120	57	283		220	22.3%
4021	General Grants	370	668	298	2,000		1,630	18.5%
4025	CCTV Maintenance	0	80	80	160		160	0.0%
4030	Steyning in Bloom	0	2,000	2,000	4,600		4,600	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2021

Month No:

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4032	Royal British Legion	0	0	0	412		412	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,771	1,880	109	1,880		109	94.2%
4039	Publicity and Advertising	0	835	835	2,000		2,000	0.0%
4040	Town Clock	0	80	80	450		450	0.0%
4045	Misc & Petty Cash	120	115	(5)	275		155	43.6%
4047	Training	280	625	345	1,500		1,220	18.7%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	0	2,085	2,085	5,000		5,000	0.0%
4060	Chairman's Function	0	0	0	100		100	0.0%
4061	Councillors' Allowances	0	40	40	100		100	0.0%
4063	Legionnaires	533	1,040	507	2,500		1,967	21.3%
4070	Software Packages	1,122	1,000	(122)	2,400		1,278	46.7%
4071	ICT Equipment	800	650	(150)	1,700		900	47.1%
4072	Website Development	80	415	336	1,000		921	8.0%
4073	Neighbourhood Plan Exp	0	750	750	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,512	1,500	(12)	3,000		1,488	50.4%
	Administration :- Indirect Expenditure	**49,772**	**75,523**	**25,751**	**174,010**	**0**	**124,238**	**28.6%**
	Net Income over Expenditure	**126,387**	**86,987**	**(39,400)**	**153,765**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,105		45,105	0.0%
4101	Swimming Pool	(20,550)	0	20,550	15,750		36,300	(130.5%)
	Finance & Community Appendix :- Indirect Expenditure	**(20,550)**	**0**	**20,550**	**60,855**	**0**	**81,405**	**(33.8%)**
	Net Expenditure	**20,550**	**0**	**(20,550)**	**(60,855)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/07/2021

Month No:

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	6,800	13,400	6,600	27,200		20,400	25.0%
	Youth Provision :- Indirect Expenditure	**6,800**	**13,400**	**6,600**	**27,200**	**0**	**20,400**	**25.0%**
	Net Expenditure	**(6,800)**	**(13,400)**	**(6,600)**	**(27,200)**			
	Finance & General Purposes Ctt :- Income	**176,159**	**162,510**	**(13,649)**	**327,775**			**53.7%**
	Expenditure	**36,022**	**88,923**	**52,901**	**262,065**	**0**	**226,043**	**13.7%**
	Movement to/(from) Gen Reserve	**140,137**						

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Month No: 5 August

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Administration							
1000	Donations Received	15,000	1,165	(13,835)	2,800			535.7%
1004	Reimbursed Charges & donations	48	40	(8)	200			24.0%
1010	Miscellaneous income	44	62	18	250			17.7%
1075	CIL Receipts	0	0	0	2,000			0.0%
1076	Precept Received	161,153	161,153	1	322,305			50.0%
1090	Bank Interest Received	5	90	85	220			2.3%
	Administration :- Income	**176,250**	**162,510**	**(13,740)**	**327,775**			**53.8%**
4000	Salaries	49,755	47,860	(1,895)	116,300		66,545	42.8%
4002	Printing, stationery, postage	1,163	1,040	(123)	2,500		1,337	46.5%
4003	Staff Ill Health Insurance	2,245	1,350	(895)	1,350		(895)	166.3%
4004	Telephones and Alarm	969	1,125	156	2,700		1,731	35.9%
4005	Insurance	470	5,100	4,630	5,100		4,630	9.2%
4006	Salaries Outsourcing	45	0	(45)	900		855	5.0%
4007	Data Protection	497	500	3	1,200		703	41.4%
4010	Audit Fees	(2,050)	500	2,550	1,850		3,900	(110.8%)
4016	Legal Fees/Elections	(172)	4,165	4,337	10,000		10,172	(1.7%)
4017	Bank Charges	89	120	31	283		194	31.3%
4021	General Grants	370	668	298	2,000		1,630	18.5%
4025	CCTV Maintenance	0	80	80	160		160	0.0%
4030	Steyning in Bloom	0	2,000	2,000	4,600		4,600	0.0%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4032	Royal British Legion	0	0	0	412		412	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,771	1,880	109	1,880		109	94.2%
4039	Publicity and Advertising	0	835	835	2,000		2,000	0.0%
4040	Town Clock	0	80	80	450		450	0.0%
4045	Misc & Petty Cash	120	115	(5)	275		155	43.6%
4047	Training	280	625	345	1,500		1,220	18.7%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	0	2,085	2,085	5,000		5,000	0.0%
4060	Chairman's Function	0	0	0	100		100	0.0%
4061	Councillors' Allowances	0	40	40	100		100	0.0%
4063	Legionnaires	533	1,040	507	2,500		1,967	21.3%
4070	Software Packages	1,153	1,000	(153)	2,400		1,247	48.0%
4071	ICT Equipment	1,643	650	(993)	1,700		57	96.7%
4072	Website Development	90	415	326	1,000		911	8.9%
4073	Neighbourhood Plan Exp	0	750	750	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,512	1,500	(12)	3,000		1,488	50.4%
	Administration :- Indirect Expenditure	**60,481**	**75,523**	**15,042**	**174,010**	**0**	**113,529**	**34.8%**
	Net Income over Expenditure	**115,769**	**86,987**	**(28,782)**	**153,765**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,105		45,105	0.0%
4101	Swimming Pool	(20,550)	0	20,550	15,750		36,300	(130.5%)
	Finance & Community Appendix :- Indirect Expenditure	**(20,550)**	**0**	**20,550**	**60,855**	**0**	**81,405**	**(33.8%)**
	Net Expenditure	**20,550**	**0**	**(20,550)**	**(60,855)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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	13,600	13,400	(200)	27,200		13,600	50.0%
Youth Provision :- Indirect Expenditure	**13,600**	**13,400**	**(200)**	**27,200**	**0**	**13,600**	**50.0%**
Net Expenditure	**(13,600)**	**(13,400)**	**200**	**(27,200)**			
Finance & General Purposes Ctt :- Income	**176,250**	**162,510**	**(13,740)**	**327,775**			**53.8%**
Expenditure	**53,531**	**88,923**	**35,392**	**262,065**	**0**	**208,534**	**20.4%**
Movement to/(from) Gen Reserve	**122,719**						

Continued over page

John Fullbrook

Subject: FW: Business Chamber Funding

Briefing Note Item 6.3

Please see below the request (Redacted) for grant funding from the Steyning Business Chamber

From: Russell Barnes < **Sent:** 12 May 2021 **To:** John Fullbrook **Subject:** Business Chamber Funding

Morning

This is a Business Chamber request, - is there still some grant money available in your pot for us to apply for in regards to arranging some headliner speakers for the business community to give advice and ideas to traders and businesses as we claw our way out of the Pandemic?
These people are not hugely expensive, but we are talking £200-£300 per session and I think it would be good to credit SPC as a sponsor if this is considered appropriate.
Can you let me know.
Kind Regards

Russell G K Barnes
Chair of the V+T Committee
Steyning and District Community Partnership

HEADLINE SPEAKER SESSION: MILES CRILLY JANUARY 2022 (1 of 4 scheduled for 2022)
OVERVIEW + FUNDING REQUEST GF001

- **Background**

  The Steyning & District Business Chamber currently represent the interests of over 60 member businesses, and welcome new members to join so that we can speak with greater authority, and represent an even larger proportion of the business community in Steyning and surrounding areas.

  We plan to increase the number of events available for members in the coming year and there should be something of interest to everyone no matter what their business is.

  As business people in the area we all have common interests – the prosperity of our businesses, employees and families and the area in general. These are challenging times and ensuring that business is successful in the District is paramount and should ultimately be of benefit to all.

  The Chamber is well recognised and this gives us the ability to speak up and to make a difference where it counts. We work in conjunction with a number of local groups, such as the Steyning and District Community Partnership, and we interact with local government bodies to ensure that the voice of businesses in the area are heard.

- **Proposal**

  The Steyning & District Business Chamber run a monthly Networking Event accessible to all of our members. This has been a hugely successful event and something that is a key part of our framework.

  Due to the success of the networking events we have since trialled the idea of running a Headline Speaker Session every 4th month in place of that months Networking Event.

  We held our first headline Speaker Session on the 2nd of September 2021 which guest speakers Andrew Griffith MP and Paul Hannam (Greening Steyning).

  The event was open to all and the topic was Green Business Strategies. The event was a great success and has inspired us to continue the series using a similar approach.

  For our next event we are seeking to bring in Miles Crilly of Mayo Wynne Baxter to give a presentation on the LawEasier Scheme and intro to the associated legal documents which we feel will be hugely benefit to the business community.

- **Initial Costs**

  Session cost is expected to be £350 inc VAT and we are seeking to offer entry to members FOC as was the case with the previous event.

  Note: the above figure is inclusive of; refreshments, catering, venue and the speaker.

- **Grant request**

  A contribution from the Parish Council of £200 from its Community Grants budget would be much appreciated to help support the event for the business community.

John Fullbrook

From:	John Fullbrook
Sent:	09 July 2021 11:36
To:	John Fullbrook
Subject:	FW: Tanyard stream - habitat enhancements at Abbey Road Open Space

Briefing Note Item 6.4

Please see below the request (Redacted) for grant funding from the Ouse and Adur Rivers Trust

From: Rachel Paget < **Sent:** 22 June 2021 17:27 **To:** John Fullbrook <john. Fullbrook **Subject:** Tanyard stream

Dear Mr Fullbrook, Clerk to the Steyning Parish Council.

Over the last year, we have been working with the Steyning Parish Council, specifically with Roger Brown of the Abbey Road Conservation Volunteers, advising and assisting with work on the Tanyard Stream.

On 21st May we carried out an invertebrate survey on the stream to assess water quality, and on 16th June we visited again with 3 staff to help place brushwood deflectors in the stream. These help create a diversity of flow within the channel, helping to form new pools and gravelly areas in the stream bed that will diversify the habitat for the benefit of many of the species living in thestram.

Whilst we are happy to provide free expertise and labour for this project, we are a charity, and the materials that we use incur a direct cost to us. The recent in-stream work required 20 large chestnut posts and 10 hazel bundles with a value of approx £200.

If Steyning Parish Council were able to grant us a donation for all or part of these materials, it would be very much appreciated.

With kind regards,
Rachel

Rachel Paget
Senior Project Officer
Ouse & Adur Rivers Trust

Help us improve the water environment now and for future generations by making a donation.

High Street Christmas light Installation Briefing Note 6.5.1

There was a recommendation from the budget working party in March 2021 (See noted below in appendix 1) that SPC purchase the Christmas light package for Steyning High Street

At the 19th July Full Council meeting we agreed the following: Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that we agree the installation costs of up to £3,474 (18 x £193 per lamppost) for the Christmas lights plus VAT {that's to provide fittings for the ongoing years} and that SPC further agree up to a total maximum charge of £5822.90 per annum for the three year rental of the lights to be fixed to various fixings subject to the clerk finding alternative quotes and then the community committee making a final choice. **Agreed - 6 For {SA, IA, TL, CY, JN, RB} 4 Abstentions {PC, RG, SSu, GSu}**

Since that time, I have discussed the matter with Steyning Business Chamber representatives and with Cllr Hanson in a working party meeting on the 29th September, to ensure they were happy with the Council taking over the process and to agree timings /dates and to glean any other pertinent information to enable the Council to continue to move towards a successful installation for this Christmas 2021. And I can confirm that they are indeed happy that we should take on this particular project – so long as the lights are in position for the Late-night shopping event.

I have also been attempting to get two like for like quotes from companies offering a similar festive lighting package as per decision made in July. The comparable costs noted under 6.5.2

I also went back to the original supplier and discussed the quote and any chance that if we could get them to install both our lights and those for Storrington at the same time , that we could possibly have a discount. The new pricing structure and design variations are noted under 6.5.3.

The supplier has quoted for motifs that are currently in stock, with no issue with supply chain – these motifs are slightly cheaper as well.

Quotes attached based on 3-year hire and with some of these designs they could look at changing each year for alternative design if preferred. 8 x Pictures of quoted also attached.

Having spoken with their installer he is able to do our install at the same time as Storrington which would be the last week in November. And he has quoted at a reduced rate for the lamppost installation @ £165 each x 18 = £2970 + vat.
I have also begun the process of attaining appropriate lamp testing, and permissions and licences through West Sussex County Council.

I have yet to speak personally to Steyning in Bloom, but we will ensure that any fixing that has to be removed will be replaced on the lamp it was removed from.

I would like you to consider and agree therefore that we continue to use 'Festivelighting' as our installer & supplier and I would like you to consider the 8 designs noted under 6.5.3 and give me your preferred option so that I can order from them directly after the F&GP meeting, then to complete the attaining of licences to ensure this installation happens.

Appendix one

Christmas Lights for Steyning 2021

Briefing Note

Introduction

Deborah was charged with liaising with the Steyning Business Chamber in 2020 to come up with a proposal for lighting options. On the 11th March the Budget working party suggested that F&GP need to once again consider begin to consider the options available for the upcoming Christmas period.

Project details

There follows a brief summary from the prospective supplier as per last year's discussions- there follows an update from Deborah (email exchange):-

There are 18 Lampposts that are available to use throughout the village – 3 of these lamppost 16, 20, 30 do have Flower Baskets on them of which would have to be removed prior to attachment of a Christmas Lighting Motif, due to weight restrictions that will be imposed by SSE when you/Parish Council apply for the licence.

The cost sheet attached shows varying costs over the 7 designs, some are based on New (made to order) and the ones with a R S at the end of the product code are from our existing stock shelf (please be advised that stock shelf motifs do move fast this time of year so an early decision would be beneficial).
With New Motifs please allow a lead time of 8 to 10 weeks as these are made to order.
Costs have been based on a 3-year hire with installation and takedown.
All our Installation Crews are HERs registered.
RAMs and Insurance details will be supplied if we are successful in your business.

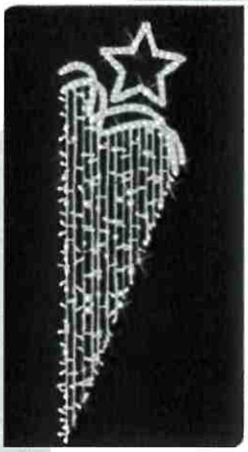
In respect to the Lamppost requiring Electrical Infrastructure as discussed the Electricians costs are as follows (this would be done directly between the Electrical Contractor and yourselves so to keep costs down – this is also dependant on SSE if they are to allow 3rd Party to fit this required infrastructure.
Install 1 x 16a ip44 surface angled mounted socket above 3 Mts to suit decoration and a weatherproof ip44 enclosure within the base of the street lighting column all cabling will be arctic grade cable enclosure will be to a minimum of ip44 housed within this will be a 16a 30ma RCBO protection and a digital 7 day timer. If there is no room available on cut out back board then the enclosure will be left use cured but compression weatherproof glands will be used on all cable outlets £193.00 each + vat per street lighting column.

Please be advised the above cost is a one-off cost in year 1 and please times the £193 + vat by 18 for total cost.

THE festivelighting COMPANY
Blackmoor, West Buckland, Wellington, Somerset TA21 9LQ
Tel: 01823 667788 | Fax: 01823 667131 | sales@festivelighting.co.uk | www.festivelighting.co.uk

Design 1

Design 2



Design 3

Design 4

The Red would be White

Design 5

Design 6

Design 7

Design 8

THE festivelighting COMPANY

Customer Name:	Steyning Parish Council	Quotation No:	Various Designs
Contact Name:	John Fullbrook	Quotation Date:	VAR/29092021/VP/1
Account Manager:	Vernon Peake	Contact No:	07808 654405

Lighting Scheme Products

Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost	Year 1 Hire Charge	Year 2 Hire Charge	Year 3 Hire Charge
		Various Design Options							
Steyning High Street		**Design 1**							
18 Lampposts	123539.B2.200.R23.S1F	Holly and Berries 2m x 0.7m - LED Rope Light and animated Minibulbs	36	18	£250.00	£4,500.00	£2,025.00	£2,025.00	£2,025.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60	£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80	£223.56	£223.56	£223.56
		Installation and Takedown.					£1,700.00	£1,700.00	£1,700.00
					Totals		**£4,019.03**	**£4,019.03**	**£4,019.03**
		Design 2							
	123559.B2.200.R1.S4F-NEW	Star Wave 2m x 0.7m with LED Rope Light and animated minibulbs	31	18	£260.00	£4,680.00	£2,106.00	£2,106.00	£2,106.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60	£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80	£223.56	£223.56	£223.56
		Installation and Takedown.					£1,700.00	£1,700.00	£1,700.00
					Totals		**£4,100.03**	**£4,100.03**	**£4,100.03**
		Design 3							
	124021.B2.200.R1.S1F	Star Burst Swirl 2m x 0.7m - White LED Rope Light and animated minibulbs	68	18	£300.00	£5,400.00	£2,430.00	£2,430.00	£2,430.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60	£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80	£223.56	£223.56	£223.56
		Installation and Takedown.					£1,700.00	£1,700.00	£1,700.00
					Totals		**£4,424.03**	**£4,424.03**	**£4,424.03**
		Design 4							
	124030.B2.200.R1.S4F	Star Banner 2m x 0.5m - White LED rope light and Warm White animated minibulbs	51	18	£300.00	£5,400.00	£2,430.00	£2,430.00	£2,430.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60	£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80	£223.56	£223.56	£223.56
		Installation and Takedown.					£1,700.00	£1,700.00	£1,700.00
					Totals		**£4,424.03**	**£4,424.03**	**£4,424.03**

							[redacted]			
		Design 5								
	124036.B2.200.R.S	Minibulb Chandelier 2m x 0.5m - White with warm white animated minibulbs	21	18	£270.00	£4,860.00		£2,187.00	£2,187.00	£2,187.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60		£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80		£223.56	£223.56	£223.56
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£4,181.03**	**£4,181.03**	**£4,181.03**
		Design 6								
	12814.B2.200.R1.S3	Star Lines 2m x 0.6m - White Star and Green minibulbs	23	18	£236.25	£4,252.50		£1,913.63	£1,913.63	£1,913.63
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60		£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80		£223.56	£223.56	£223.56
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£3,907.66**	**£3,907.66**	**£3,907.66**
		Design 7								
	18245.B2.170.R4.S-GO(NEW)	1.7m Angel with Trumpet - gold powder coated frame	39	18	£370.00	£6,660.00		£2,997.00	£2,997.00	£2,997.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60		£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80		£223.56	£223.56	£223.56
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£4,991.03**	**£4,991.03**	**£4,991.03**
		Design 8								
	18248.B2.220.R1.S4F-GO(NEW)	2.2m x 0.6m Star Fall Scroll - gold powder coated frame - animated minibulbs	30	18	£410.00	£7,380.00		£3,321.00	£3,321.00	£3,321.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.35	£156.60		£70.47	£70.47	£70.47
	FLC2206	Column Mounting Bracket		36	£13.80	£496.80		£223.56	£223.56	£223.56
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£5,315.03**	**£5,315.03**	**£5,315.03**

Quotation Assumptions

All local electrical and physical infrastructure associated with the installation of the products being supplied is compliant with current regulations and fit for use.

All prices quoted are exclusive of VAT and are valid for 60 days.

Briefing Note Item 6.6.1

This item has to be discussed with some caution as we do not want to go into the details of current CCTV cover nor possible details of future cover – This will be for future F&GP committee discussions where decisions will be made but given the context these decisions will likely be made within a confidential session.

This discussion in open session therefore is to see if committee believes it wants to consider once again CCTV service enhancement and what priority it needs to be considering it in, in relation to other projects (given the other projects Council is currently involved with or is soon to be involved with – See also supporting paper for 8.1.2)

There are also confidential associated supporting papers 6.6.3 and 6.6.4 – These are detailed quotes for Service enhancement costed at prices shown and gives two contractor's perspectives – the earlier quote covering the scope of works that was determined by the working party SPC had put together at the time (2018/19)

Home Office
BUILDING A SAFE, JUST AND TOLERANT SOCIETY

UK POLICE REQUIREMENTS FOR DIGITAL CCTV SYSTEMS

This document offers guidance to potential users of digital CCTV systems, where the pictures are intended to be used by the police or are likely to be used in an investigation. For CCTV recordings to be effective in detecting and investigating crime they must be fit for purpose and easily accessible by police investigators. For digital CCTV there are four main areas that must be considered:

QUALITY - are the pictures good enough?

STORAGE - are the pictures stored appropriately?

EXPORT - can the pictures be easily exported from the system?

PLAYBACK - can the pictures be easily viewed by authorised third parties?

By ensuring that your digital CCTV system is capable of meeting a few simple requirements, the potential evidential value of the pictures can be greatly increased and the time taken by the police to access and process them greatly reduced. Supporting notes are provided on the reverse of this sheet to clarify the requirements.

QUALITY WHAT RESOLUTION? WHAT COMPRESSION? HOW MANY PICTURES PER SECOND?

1. Specify your requirement - decide what you want to see and where, and select a system that will do it.
2. View the recorded pictures or print out, not the live screen, to assess the system performance.
3. The system clock should be set correctly and maintained (taking account of GMT and BST).
4. Picture quality should not be reduced to fit the available storage capacity of the system.
5. Regular maintenance should be conducted on all aspects of the system.

STORAGE WHAT SHOULD I KEEP? HOW SHOULD I KEEP IT?

6. The system should be operated and recorded pictures retained in a secure environment.
7. Electronic access controls, such as passwords or encryption, should not prevent authorised access to the system or recordings.
8. The system should have sufficient storage capacity for 31 days good quality pictures.
9. The system should be capable of securing relevant pictures for review or export at a later date.

EXPORT HOW MUCH VIDEO SHOULD THE SYSTEM EXPORT AND IN WHAT FORMAT?

10. A system operator should be available who is able to replay and export recordings.
11. A simple system operator's manual should be available locally to assist with replay and export.
12. The operator should know the retention period of the system and export time for various amounts of data.
13. The system should be able to quickly export video and stills to a removable storage-medium, with time and date integral to the relevant picture.
14. Export should include any software needed to view or replay the pictures.
15. The system should have an export method proportionate to the storage capacity.
16. Pictures should be exported in the native file format at the same quality that they were stored on the system.

PLAYBACK CAN THE PICTURES BE EASILY VIEWED?

17. The playback software should:
    - have variable speed control including frame by frame, forward and reverse viewing;
    - display single and multiple cameras and maintain aspect ratio i.e. the same relative height and width;
    - display a single camera at full resolution;
    - permit the recording from each camera to be searched by time and date;
    - allow printing and/or saving (e.g. bitmap) of pictures with time and date.
18. The time and date associated with each picture should be legible.
19. Once exported to removable media it should be possible to replay the files immediately.

Supporting Notes:

QUALITY - are the pictures good enough?

1. Before installing a CCTV system you should have a clear idea of what you want the system to do and how it should perform. This should include exactly what you want to see and where, e.g. recognise the face of someone walking through a doorway, read a vehicle registration number or record a particular type of activity, such as walking across a room, exchange of money or an assault. More detailed guidance on how to do this can be found in PSDB publication 17/94 CCTV Operational Requirements Manual. This is available free from the Home Office website. http://www.homeoffice.gov.uk/docs/or_manual.pdf

   There are no definitive performance criteria for video to be legally admissible. It is for the court to decide whether the pictures are accepted, and this is done on the grounds of relevance to the case, reliability of the evidence, etc. The appropriate resolution, level of compression and number of pictures per second will be determined by what you wish to see in the recording. If you can't see it then it's not fit for purpose. It should not be expected that enhancement features, such as zoom controls, will provide extra detail.

   A good way to ensure that the system is capable of achieving the requirement is to do a subjective test. Set-up a camera and get a volunteer to walk through the door or park a car in the place of interest and record the pictures. This should be done under the conditions that the system is intended to be used - performance of the system may be different when there are a number of cameras being recorded.
2. The quality of the recorded or printed pictures may differ from the live display.
3. Time and date information is often critical to an investigation. If it is incorrect this can drain police time and resources.
4. The quality of the pictures should not be compromised to allow more to be squeezed onto the system. There is some scope however for using a sliding scale of image quality based on time since recording. For example, high quality high frame rate video for the first 24 hours with gradually increasing compression or decreasing frame rate after this, but retaining useful images up to 31 days. This would be dependent on the nature of the installation and the type of recordings being made. Guidance should be sought from your local police force.
5. To ensure continued quality of recording it is essential that regular maintenance of all aspects of the system be conducted - especially camera focus, cleaning of lenses, housings, etc.

STORAGE - are the pictures stored appropriately?

6. Access to the system and recorded images should be controlled to prevent tampering or unauthorised viewing. A record should be kept of who has accessed the system and when. Further information on this can be found in the BSI document 'Code of Practice for Legal Admissibility of Information Stored Electronically' (BIP0008) or from your local Crime Prevention Officer.
7. Electronic protection methods that require proprietary software or hardware will hinder an investigation if they prevent the pictures from being provided to authorised third parties, e.g. police and CPS. Physical methods of access control, e.g. system in a locked room, are just as effective if documented appropriately.
8. It is important that recordings cover a sufficiently long period to assist in investigations. Retention beyond 31 days may be useful in some circumstances, but should not affect the quality of the more recent recordings.
9. It should be possible to protect specific pictures or sequences, identified as relevant to an investigation, to prevent overwriting before an investigator can view or extract them.

EXPORT - can the pictures be easily exported from the system?

10\. and 11. It is unlikely that the investigator will be familiar with the operation of your system. To facilitate replay and export a trained operator and simple user guide should be available locally.

12\. and 13. Export of medium and large volumes of data can take a substantial period of time. The operator should know the retention period of the system and approximate times to export short (e.g. 15 minutes), medium (e.g. 24 hours), and large (up to all of the system) amounts of data.

14\. If the software needed to replay the pictures is not included at export, viewing by authorised third-parties can be hindered. Export of a system event log or audit trail, and any system settings with the pictures will assist with establishing the integrity of the pictures and system.

15\. The amount of video that an investigator will need to export will be dependent on the nature of the investigation. For example a shop robbery may only require a few stills or a short sequence, however a more serious incident such as a murder or terrorist related enquiry may require anything up to all the video contained on the system to be exported. It is essential that the system is capable of doing this quickly and to an appropriate medium. An ideal solution for medium-to-large downloads, would be for the system to have the facility to export to a 'plug-and-play' hard drive. Export and recording should be possible at the same time without affecting the performance of the system.

16\. The system should not apply any compression to the picture when it is exported from the system as this can reduce the usefulness of the content. Also, the picture should not undergo any format conversion that affects the content or picture quality.

PLAYBACK - can the pictures be easily viewed by authorised third parties?

17\. and 18. The replay software must allow the investigator to search the pictures effectively and see all the information contained in the picture and associated with it.

19\. It should be possible to replay exported files immediately e.g. no re-indexing of files or verification checks.

PSDB publication number 09/05

The Community Infrastructure Levy
Steyning Parish Council Report – 2021/22

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

Balance from 2019/20 – Unallocated and to be spent by September 2024	**£2,694.86**
Balance from 2020/21 – Unallocated and to be spent by June 2025	**£2,339.12**
Total balance from previous years	**£5,033.98**

BALANCE SHEET FOR YEAR 2021/22 - To March '22

Income in this period from HDC	**0**
Income in this period from SDNP	**0**
TOTAL CIL MONIES AVAILABLE - INCOME	**0**

Projects this Year using CIL funding –

Allocated funds	**0**
TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31st 2022.	**0**
S106 Monies also available @ October 2020	**£27,819.54**

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."…*

Briefing Note Item 6.8.1

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 - 6.9

In April 2021, we discussed the following item :-

To discuss and agree a reduction from three to two cleans per day of the High Street Toilets
– saving approx. £10 per day / £300 per month as restrictions ease.

We agreed the following :-

To discuss a reduction from three to two cleans per day of the High Street Toilets. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that SPC does not reduce the cleans to two times per day but leave it at three, until sometime in the future. **Agreed**

Can we now reconsider this item , remove the **requirement** to wear full PPE equipment when cleaning the toilets, and reduce cleaning from three to two times a day therefore making appropriate savings as we (the office) believe the current situation to be an unnecessary waste of money.

Cleaning Times have been approx. 8am, 12 noon and 4pm

Opening times 8am to 6pm

Proposed Cleaning times approx. 8am and 2.30pm

F&GP All Member Finance Working Party {via Zoom platform}

Dated 29th June 2021.
Commenced 5.30pm **Ended 6.48pm**

In attendance: - Cllrs Northam, Lloyd, Hanson, S. Alexander, Norcross and Young with Clerk and Deputy Clerk also in attendance.

Meeting Notes

Business Plan – Cllrs agreed to the concept of the new SPC Business plan being a 'Live' document and that it should shape the strategy for the Council over the next 2 to 5 years in terms of it helping the community develop, and more in particular for the Council to achieve certain goals/targets both in terms of specific projects but also in the longer term to plan for the use of Cil revenue and using the 'power of competence' to possibly help achieve larger scale infrastructure projects.

Projects

Christmas Lighting on the Steyning High Street – Members agreed to recommend that Council purchase the Christmas Street light package for the High Street and commit to the service which reconfigures the lampposts and to the three-year lights rental period. The members also delegated the Clerk to speak with the Steyning Business Chamber Chairman in order to ascertain what the Chamber were hoping to achieve in terms of Christmas Street scene in the possible absence of the usual £1500 SPC budget funding (grant) seeing as most or all of that funding could be used to purchase the lights (plus funding from SPC general reserves) up to a first-year cost of approx. £8,000 {£18K approx. over the three-year period}

CCTV – Members wanted CCTV to be looked at once again and its project priority to become more prominent. It was suggested that the reasoning and objectives involved regarding enhancing the service need to be more clearly defined. Also, it was noted that there had been recent requests from High Street traders for CCTV to be installed to help security and help combat antisocial behavior. Clerk to send previous quote obtained to Cllrs Lloyd and S. Alexander for further scrutiny to take place in the first instance, then for them to work on options and report back.

Playground Renewals – Members also wanted the updating of the MPF, South Ash and Abbey Road playgrounds to be given higher priority.

Overall {Many other projects discussed}

It was agreed that the Clerk works on a draft 'Part II' to the Business plan which would include a draft project Priority Listing / Action plan based the initial thoughts as to priorities from both this meeting discussions and those previously held, which would also list likely costing estimates and likely sources of funding.

This second half of the plan would it was agreed also include a Finance plan detailing the SPC policy/aims in terms of managing its Financial Reserves. Then this draft taken to F&GP for discussion / agreement

STEYNING PARISH COUNCIL

BUSINESS PLAN 2021

Steyning High Street

"Working for the benefit and well-being of the community"

INTRODUCTION

The Intent

The Steyning Parish Council Business Plan is a statement of the Council's vision for the parish, its purpose, values, objectives and key actions. It is a document that sets out what Steyning Parish Council can achieve either directly or by working with local groups and District (HDC) or County Council (WSCC).

The aim of the Business Plan is to give the residents of Steyning a clear understanding of what the Parish Council does and what it intends to focus on over the next two to five years. It will be reviewed annually and will be used to measure how well the council does in its budgeting processes, the planning of its activities and its progress against key actions.

We have based the Business Plan on our understanding of our community's needs, gathered from our day-to-day involvement with residents and other documents such as the emerging Neighbourhood Plan, Community Plan, Conservation Plan and the Steyning Business Plan developed by the Steyning and District Partnership. The SPC Business Plan will provide a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, and to be proactive rather than reactive in its decision-making.

It is a statement of intent. However, the Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary. Any changes will be reflected in an updated Business Plan that will continue to be consistent with residents' wishes. We will consult on its contents with residents through our web site, the local media, 'Your Steyning' and key stakeholders. We shall also consult with HDC, WSCC and the Steyning Community Partnership to ensure that it is consistent with their goals. The final plan will be available on the website and any comments on the plan will be considered.

The Council's Mission Statement

To improve the sense of community wellbeing and the quality of life for the residents of Steyning by ensuring that it is a desirable, thriving, and sustainable place in which to live.

Local Government Hierarchy – A Guide to Responsibilities

There are three tiers of local government, each with different responsibilities. **Steyning Parish Council** is the first and local tier, with an important role to play in promoting the town, representing its interests, and supporting the work of different groups in the community. The Council sets the precept annually, manages the Steyning centre and staff and, all the Councils assets. It manages the sweeping of the pavements and gutters, litter picking and bin emptying in part of the High Street and all the MPF. (see 8.01 for detail) and maintains the Memorial Playing Field, and all other open spaces and play areas. It is a statutory consultee on all planning applications lodged with Horsham District Council.

Horsham District Council (HDC) is the second tier and is responsible for housing and environmental services. HDC is also responsible for strategic planning policies for all development (domestic and commercial). Notably in Steyning it is responsible for the three Car Parks and Waste collections.

West Sussex County Council is the third tier and its responsibilities include highways, relating to both roads and footways (pavements), education, health and social services, public rights of way, fire service, re-cycling and the Steyning library.

STEYNING PARISH COUNCIL GOVERNANCE

The Council runs its business through committees and working groups or sub committees. Working groups comprising councillors and, if needed, members of the public, support the work of committees and any recommendations made by the working groups go forward to be debated at committee or, full Council. There are four committees: Finance & General Purposes, Community, Planning & Premises and Personnel.

The Council works in accordance with its Standing Orders and Finance Regulations. These lay down the rules by which we operate and conduct our business. We have based our Standing Orders on a model prepared by the National Association of Local Councils (NALC). We also expect Parish Councillors to adhere to the Council's Code of Conduct Policy. Committees work in accordance with the SPC Scheme of Delegation. We aim to promote operational transparency and in this instance these policies and many others can be found on our web site at www.steyningpc.gov.uk . We also aim to be a professional, competent and caring Parish Council, to be open and accountable and to ensure the sound financial management of Council resources.

The Council is represented on several external bodies including the Joint Parishes Cemetery Committee, Local Action Team (LAT), Patients Participation Group (PPG), Horsham Area Local Councils (HALC), the Joint Parishes Youth Committee, and the Neighbourhood Wardens Steering Committee. Indeed the Neighbourhood Wardens together with the Youth Service Workers are financially supported by Steyning Parish Council in partnership with Bramber and Upper Beeding Councils in order to create a safer and more inclusive community.

The Parish Council members are volunteers, and we could not complete the work we have committed to without the help of other volunteers from the community, for which the Council is very grateful. A total of fifteen Councillors represent the Steyning residents, there being 5990 residents living within the Parish as per 2011 Census.

Situated in the Steyning Centre in the heart of Steyning, the Parish Council offices are well placed to encourage the public to drop in for information or to discuss general enquiries or specific issues. The Steyning Centre is the main building for which the Council is responsible. The full SPC Asset List is available on the Web Site as is the SPC Land register and the Council has to be an effective custodian of these assets, property and associated historic documents.

The administration, management and governance of Council Assets and its Land is the day to day responsibility of the Clerk as the 'proper officer'. Councillors oversee this role and work with the Clerk to ensure services are maintained at the highest level and proactive development of the services Steyning Parish Council provides is encouraged.

RESPONSIBILITIES OF THE COUNCIL

The Parish Council has responsibility for the following:

- Responding to resident enquiries and Freedom of Information (FOI) requests.
- The Memorial Playing Field (MPF) which has Village Green status is home to the Cricket, Bowls and Tennis Clubs and provides pitches for the local football and Stoolball clubs. It is also the site of the War Memorial and Memorial garden.
- Chandler's Way children's play area.
- Fletcher's Croft play area.
- Abbey Road play area and open space.
- Changing rooms and Car Park at the MPF.
- Allotments at Canada Gardens and Rublees.
- Notice board in the High Street by the main car park entrance.
- Meeting the energy costs of the street lighting in the town owned by the council.
- Street furniture including seats, waste bins and welcome sign
- Litter removal from play areas and part of the High Street from the White Horse to Tanyard Lane.
- Financial support for the swimming pool at the Leisure Centre.
- Management of the Parish Council's budget and facilities.
- Exercising, as appropriate, the General Power of Competence.
- Public toilets on the High Street.
- Submitting comments on all planning applications and change of use applications in Steyning as a statutory consultee of the Planning Authorities (Horsham District Council and South Downs National Park Authority).
- Management of the Steyning Centre
- The overseeing of its assets, including the bowls, cricket and tennis club premises and tennis courts, to ensure that they are correctly maintained by tenants.

As with all public bodies, we have to deal with all tasks such as dealing with incoming correspondence, supervising contractors, and monitoring budgets effectively and ensure we keep residents informed of decisions and proposals that may affect them. We experience peaks of activity when we are running specific projects.

Community Buildings, Assets, Functions and the Council's Main Aims

The Steyning Centre houses the Clerk and Deputy Clerks' offices, two large halls with a professional kitchen and bar, two committee rooms, public toilets and an office rented to HDC. The Centre is managed by the Clerks' office and by a team of dedicated caretakers. The Steyning Centre is the community hub, providing rooms for hire to groups both from within and from outside the community and the rental income it generates provides an invaluable contribution to the running costs. The Centre runs at a small loss each year and the Council endeavours to find innovative ways to increase income, such as the hugely successful Community Cinema, to mitigate any losses. To ensure that the Centre continues to be attractive to both local community groups and to outside potential hirers, it is essential that it is well maintained and that equipment and facilities are regularly inspected in accordance with regulations.

Main Aims – The Council promotes strong community use of the centre, offering a varied programme of activities and event and meeting opportunities for all ages while being mindful of increasing income.

Financial Information - The Parish Council is mainly funded by the residents of Steyning, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Horsham District Council as part of the Council Tax bill. Except for the contingency sum, the annual budget is fully allocated. Therefore, unless the Parish Council is able to secure new grant funding, which is only available for certain activities, any new activities or facilities which require additional resources would either have to replace an existing activity, be funded from reserves, or be funded via an increase in the precept***.***

***Main Aims* - Steyning Parish Council is advised to hold in general reserve 50% of its working budget. As well as maintaining assets the Council should seek to proactively seek ways to offer better service and facility provision**

Parish Council Communications - The Parish Council recognises the role of good communication in building positive relationships with the public and with organisations that provide services in the parish. We will continue to seek to improve established channels of communication and find new ones**.**

Main Aims -

- **Be well-informed about the needs and opinions of the parish's residents and businesses by consulting them on major issues**
- **Improve services to the public by encouraging Council members and staff to develop their skills by undertaking appropriate training**
- **Ensure Councillors are kept informed of new opportunities and policies**
- **Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff**
- **Continuously promote public participation in Parish Council meetings and initiatives**
- **Deal with enquiries and fault reports from members of the public within government guidelines**

Governance - To achieve the objectives detailed above, the Council will:

Main Aims -

- **Continuously review and update the Parish Council website to make navigation of the site, to find information, simple and easy**
- **Post regular news of the Council's activities, reports of meetings, other important news and, initiatives on the new website**
- **Review and introduce other methods of distribution for Council news**
- **Continue to provide an opportunity at each Parish Council/committee meeting for public speaking and comments**
- **Report at the Annual Parish Meeting the previous twelve months' activities**
- **Conduct a review of training needs of both Councillors and staff following any Governance changes and then review annually**
- **Invite representatives of outside agencies to address the Council on key matters of interest to Parish Council/Committee meetings**
- **Invite members of the public with specialist skills to participate in working parties**
- **Set up working groups with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, in order to facilitate coordinated effort Appoint representatives to appropriate external agencies and committees**
- **Attend relevant conferences and be involved with appropriate town organisations**

The Memorial Playing Field (MPF) is a registered village green and is used by residents to walk dogs and for general leisure activities. The MPF has a Tennis Club with three courts; a Bowls Club and Cricket club all on land owned by the Council but leased to the individual clubs. In addition there are two football pitches, a large play area, a small fenced play area with swings for toddlers, a tarmac basketball area and an exercise trail. A local community group is revitalising the existing orchard and is planting new trees.

The MPF is maintained by a contractor. The grass is mowed to an agreed schedule and they also keep the long grass on the verges to an agreed standard. The cricket square is maintained by the cricket club's own contractor. Football pitches are marked out by the football clubs. Anyone wanting to organise a particular team sports activity requiring a marked out pitch, must seek permission to do so from the Council.

Main Aims - To keep the MPF maintained and open at all times for residents of the 'locality', while maintaining changing facilities for the different sports activities and ensuring that as many sports/ activities as possible can take place to encourage residents of all ages to engage in non-organised outdoor activities

Tree Survey and Tree Warden - The Council will continue to commission full tree survey and management plans (a five year action and budgeting plan) of all its open spaces and has a tree warden who will monitor the condition of the trees and advise the Council when action needs to be taken.

Main Aim - To monitor the trees in all open spaces to ensure their safe condition

Village Greens - Steyning has two village greens. The Memorial Playing Field and Abbey Road.
There are restrictions on using the green e.g.: on driving on the green, alcohol, restricting access and building. We would advise members of the public to keep clear of any area designated for a particular sport when clubs are using the allotted space.

Main Aims - To erect suitable signs to indicate how the green may be used and by whom and to manage the green within the law and to ensure that all the clubs using the green continue to thrive and prosper.

Allotments - The Council manages two allotments sites – Rublees and Canada Gardens with 150 whole and half plots. Both are situated on the Western side of the MPF. Approximately 50% of allotment holders are members of the Allotments Association. The Council regularly updates its allotment regulations taking into consideration that the allotments are in the South Downs National Park. There is often a waiting list for this sought-after location. The allotments are generally well managed by the allotment holders and are inspected monthly by the Council and there is a Council promoted annual clear up and 'spruce'.

Main Aim - To ensure that the rental income from the allotments covers the costs of maintenance and that there is no impact on council taxpayers, whilst not making a profit either.

Clubhouses/Tennis Courts - The Council oversees the Tennis, Bowls and Cricket Club provision and leases. These facilities are valuable assets, and we undertake an annual inspection to ensure that the clubs maintain their premises to an acceptable level. Under the law for Village Greens, the clubs must allow free and reasonable access to anyone within the 'locality' of Steyning, but this does not include any days that the clubs have for club games, practice or, matches.

Main Aim - To ensure that the clubhouses are maintained to an acceptable level and club participation promoted.

Play areas - The Council has seven children's play areas:

Memorial Playing Field (2)
Norman Way
Abbey Road
South Ash
Chandler's Way
Fletchers Croft

All the play areas are inspected monthly by trained staff and then annually by Wicksteeds. All the play equipment needs regular maintenance and the majority of the Playing Fields budget is spent on this.

Main Aims - To continue to provide children's play areas, keeping them well maintained and continue to inspect all children's play equipment regularly

Activities for young people - We recognise that modern life in a small town for young people can be difficult with limited facilities available and that the provision of youth sport and leisure activities is an effective means of combatting anti-social behaviour and building a stronger and better community. The Council will continue to work with others to encourage people of all ages to get out into the open air for non-organised activities.

Main Aim - To ensure the youth service provider and others, such as the Steyning Downland Scheme, encourage youngsters to take part in non-organised outdoor activities and a wide range of organised activities.

Open Spaces, Countryside and South Downs National Park - Steyning is ideally placed on the edge of the South Downs National Park (SDNP) and areas of outstanding natural beauty. From Steyning there are many walks over countryside or, downland hills and also a number of river walks. There are many cycle paths and walks suitable for all – including wheelchairs and scooters.

Main Aims -

- **To maintain for each of our open spaces, as listed in Appendix 1, a current management plan balancing public access, visual appeal and the needs of wildlife, promoting and protecting biodiversity in carrying out their functions.**
- **To work with key organisations to help with our management plans to maintain these sites as best we can given the resources available to us.**
- **To keep our open spaces open to all members of the community at all times regardless of any events that may take place on the land.**

Signage - The Council have recently completed an overhaul, with WSCC, of the key signs as visitors enter the town and will continue to ensure that they are updated and meaningful. In addition there are period finger post signs in the High Street which have been provided by the Steyning and District Partnership.

Main Aim - To ensure that all street signs are updated and meaningful

Grants received - The Council has been very successful in gaining a number of important grants over the last few years. **Main Aim - To continue to seek grants and match funding as projects arise**

Grants given - Each year the Council gives grants to various local community groups who work tirelessly on behalf of the community to enhance the town. These grants include Steyning in Bloom for the floral arrangements in the High Street; the Steyning Business Chamber for the Christmas lights; Citizens Advice Bureau and the Royal British Legion for the upkeep of the memorial garden.

Main Aims - To continue to support local community groups through grant aid where possible, prioritising those that benefit Steyning residents the most; those that best help us to meet our objectives and those groups in greatest financial need.

Community Events - Steyning has a number of key community led events that not only bring the community together but are valuable in promoting the town to visitors. The Council supports these events wherever it can and is grateful for the work that these dedicated volunteers put into events such as the Steyning Festival and Summer Fair both held biennially, the annual Christmas late night shopping event, the Steyning Food and Wine Festival and the farmers, French and Italian markets.

Community Groups - Steyning is fortunate in having many diverse sports and social clubs and there is something for everyone. For sport, apart from the Cricket, Tennis and Bowls clubs, there are athletics, table tennis, swimming, walking and football clubs for example and, you can even learn to scuba dive! For social clubs there is a wide choice from art to music, films to literature and dancing to keep fit. All these clubs are run by volunteers from the community, and we thank them for their hard work and for the enjoyment that they give.

Steyning Heritage and Planning

"To enhance and promote the historic and cultural heritage of Steyning and to safeguard its unique identity as a town on the edge of the South Downs National Park"

Steyning is proud of its historical heritage stretching back to Medieval times. We have over 100 listed buildings and these buildings are highly significant and should be preserved at all costs. Steyning also has a Special Area of Controlled Advertising. To ensure that the 'historic street scene' of the town is preserved the Council updated its Steyning Conservation Area - Character Appraisal and Management
Plan in 2014 and has written to all residents in listed buildings to inform them of the planning restrictions on their properties. We pay particular attention to plans associated with our heritage as we want to preserve these assets for the town. The Conservation Area Plan will be consulted on as part of the Neighbourhood Plan process and the Council is seeking Article Four Direction on it's Conservation Area Plan, which will add a further layer of protection.

The Council is mindful that the socio-economic future of the town will mean that the town cannot stand still but whenever new development is proposed in or, close to, the centre of the town, the Council will ensure that it is sympathetic to our cultural heritage. As part of the statutory planning process, HDC must consult the Parish Council on planning applications. Our Planning Committee scrutinises hundreds of applications each year providing feedback to the District Council. We give a local view of any proposed building work and our feedback can be broad ranging. Interested residents frequently ask us for our views on a proposed development and developers will often seek our input before they submit their application.

Main Aims - To oppose any plans to alter the 'historic street scene' of Steyning and to encourage house owners and shop owners alike to be sympathetic to our cultural heritage so that it can be enjoyed by generations to come.

Town Environment – { Litter Picking, Pavement Sweeping and Bin Emptying }

The Council pays a contractor to empty our litterbins three times per week as well as sweeping the pavements and litter picking daily in the High Street from Church Street to Mouse Lane, from Church Street to St Andrew's Church and in the twitten from the High Street to Newman's Gardens Car Park. WSCC are responsible for all other road/pavement sweeping and bin emptying. Our contractor also empties the litter bins in the MPF three times per week. This costs us in the region of £20K per annum of which the Parish Council receives grants from Horsham District Council. However, if it were not for the efforts of our volunteer litter pickers who regularly litter pick the twittens and other roads, the cost would be a lot higher and possibly unaffordable.

The 'cobbles' area (a small strip of land about 60cms deep approximately) in front of many shops and houses in the High Street is private land and is the responsibility of the owner to make sure that it is clear of rubbish, weeds and pigeon fouling.

Main Aim - To continue to monitor the work of any contractor who we employ to empty our litterbins, sweep the pavements and, fully support our litter picking volunteers.

Dog Fouling

Unlike other towns Steyning has a proud record of limited dog fouling on the streets. There are still some inconsiderate dog owners who allow their dogs to foul the twittens, the MPF and other open spaces and play areas. The Council has run two anti-dog fouling campaigns and the wardens run regular patrols on the MPF, all of which has had some effect and there has been some improvement, although it is still short of the high standard that we should all aspire to

Main Aim - To continue the anti-dog fouling campaign, keep up the warden patrols and adopt a 'zero tolerance' stance on dog fouling.

Flooding

The town has two key parts that annually flood: Mouse Lane and Dog Lane. Dog Lane: We have worked with WSCC to provide a solution and the broken culvert under the road has been replaced which appears to have solved the problem. Mouse Lane: This is a much larger problem as it involves natural springs and water run-off from the adjacent fields. Funding was approved through Operation Watershed and the flood risk has been reduced. The Council is aware that climate change, however, has increase the chance of localised flooding on roads. Existing drainage systems struggle to cope but we hope that the recent works will reduce flooding in the recognised black spots.

Main Aims - To work with HDC/WSCC to ensure that clearing of the key drains is prioritised and to monitor any proposed development of the Horsham Road site to prevent any increase in water run-off

Public Safety

The Parish Council has built a good relationship with the local Police, but the town is facing a different type of policing. The Council and its Neighbourhood Wardens are working together with the Police and local Police Community Support Officer (PCSO) to ensure Steyning maintains a relatively low crime level but we do occasionally have peaks of anti-social behaviour.

Main Aims - To continue to fund the wardens and youth service provision and monitor closely the work both services provide to ensure there is a working strategy in place to prevent antisocial behaviour

Local Transport, Access, Parking and Roads

Transport and Highways issues are not part of the Parish Council's area of responsibility. However, they are extremely important to our residents, so we spend a lot of time working on their behalf bringing our influence to bear on the relevant authorities – principally WSCC.

Neither the District nor County Council has control of the local bus services, and bus companies are free to choose where and when services run. At the moment Steyning has the following bus services: 2, 2b, 60 & 60 (school days and school holidays), 100 and 106.

In addition to these services' local community groups, such as Steyning Good Neighbours and Steyning Minibus, provide transport for the elderly. We are acutely aware that transport is a key issue for the elderly and, with an ageing population that the need will increase. The lack of transport primarily affects the ability of younger and older members of the community to participate in activities inside the town, to get to hospitals in Worthing, Horsham and Brighton and, to get to the out-of-town supermarkets and shopping centres.

Main Aims - To work with the bus companies to try to maintain the existing service levels and, to lobby the companies for improvements in accordance with the needs of residents.

- To support the Partnership and local community transport groups to develop a cohesive transport strategy for the future

Access

The town has two main entrances: one off the Bramber roundabout and one off the A283 by-pass. Steyning is well signposted from the Bramber entrance but less well from the by-pass. The Steyning and District Partnership – Visitor and Tourism Group – are looking at plans to provide better 'gateways' to Steyning, to attract more tourists, and it is hoped that these will be in place in 2015 if funding can be found

Main Aim - To support the partnership to develop the 'gateways' to Steyning

Parking

The town has three car parks: Fletchers Croft, Newman's Gardens and the High Street with a total of nearly 300 spaces. Parking illegally in the High Street still remains a problem.

There are many cars parked on the side roads. These parking issues arise because many new properties have insufficient parking associated with them. The Council through its local knowledge, scrutinises all plans to ensure that there is sufficient parking for each house or, development to relieve on-street parking. Also some parking issues occurred when Horsham District Council implemented parking charges in all car parks which forced long stay parking onto the local streets.

Main Aim - To continue to scrutinise all new development to make sure that adequate off-street parking has been provided

Roads

Steyning is ideally situated being only a few miles off the A27 and from the A24. It is served by a very busy by-pass, the A283, which takes traffic away from the centre of town. The High Street is busy most days and with illegal parking on the yellow lines, traffic flow is slowed down. Church Street and Shooting Field have heavy traffic flow between 8.00 and 8.45am and 3.15 and 3.45pm during term time. The Grammar School coaches transports 1,200 children in each day via the Horsham Road but is a well-practiced routine which continues to minimise congestion.

Main Aim – To continually monitor the traffic flow through the town and take action where necessary if the safety of drivers or pedestrians is at risk

Snow and Ice and Gritting

The clearing of snow and gritting on all roads in Steyning is the responsibility of WSCC. We have a snow clearing and gritting priority plan and we have purchased a number of grit bins which are situated at key junctions around the town. We have a stock of grit and the grit bins are regularly re-filled. This grit can be used by residents and shopkeepers to grit public areas such as pavements. When possible the High Street is cleared of snow by our own road-sweeper but we do not have the resources to do all the roads ourselves. The grit is not for use for by residents to grit their own paths and driveways.

Main Aims - **To continue to maintain the grit bins**
- **To continue to ensure snow and ice is cleared from the High Street where possible**
- **To continue to update the winter action plan as necessary**

Reporting Faults

Residents should report highways faults directly on the Love West Sussex website or, if necessary, through the Parish Clerk. Examples include potholes, signage, faulty streetlights, blocked gullies, and street cleaning. The High Street pavements are cleaned by our own street cleaner and any concerns should be reported to the Parish Clerk.

Main Aims - To act promptly on all fault complaints and to work with WSCC to ensure the work is Completed
- **To take a proactive role in keeping businesses informed of planned road works**

Steyning Economy and Development

Steyning Parish Council wishes to encourage and promote the economic and commercial vitality of the town to ensure its future prosperity and sustainability by:

Main Aims - Working in Partnership with local traders, the Steyning and District Community Partnership and the Business Chamber on how to sustain the current retail offering that gives the High Street its vibrancy and to support them in
- **To seek to promote the town as a place to do business and encourage tourism and local visitors whenever we have the opportunity**

The South Downs National Park

Steyning is situated on the boundary of the South Downs National Park (SDNP) and parts of the town are actually in it – a section on the western side of the MPF and the Rublees and Canada Garden allotments. There is a general statutory duty on all relevant authorities to have regard to the SDNP's two purposes and it is a statutory consultee. The two purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park area by considering the biodiversity, landscape character and qualities, sustainable land management, cultural heritage)
- To promote opportunities for the understanding, and enjoyment of the special qualities of the Park by the public.

The area surrounding Steyning that is in the SDNP is widely used by walkers and cyclists. As a National Park 'gateway' town, we believe that Steyning can benefit from tourists coming to the park and **will support the Steyning and District Partnership, the Business Chamber and other stakeholders in developing more**

tourism opportunities by promoting and developing an interest in and, exploration of, the wider area and the South Downs themselves.

HOUSING, HEALTH AND EDUCATION

West Sussex County Council (WSCC) is responsible for the provision of Health and Education services while Horsham District Council (HDC) is responsible for housing. The Parish Council is a 'consultee' and as such can only lobby on these issues.

Housing

The Council recognises the need for new housing in the local area but are concerned that there is extreme pressure from developers to build large, high value properties with few affordable homes for local residents and first-time buyers.

As part of the government's push towards increased local power (Localism Act), local communities can create a Neighbourhood Plan. Neighbourhood planning is a new way for communities to decide the future of the places where they live and work.

As a community, we can influence where we want developers to build new homes, shops, and offices. We can have our say on what those new buildings should look like, and the infrastructure required. We can also advise on planning permission for the new buildings we want to see go ahead.

The Neighbourhood Plan (NP) which is due to be completed in 2021 will bring some clarity to the need for development within Steyning and will be supported by the Horsham District Council. The NP will have to go to a referendum for approval.

Main Aims - To influence planning policy and practice so that the District Council ensures Steyning meets its housing needs and to ensure that provision is made for additional infrastructure if development is approved.

Education

The growing population is putting pressure on our education system at both primary and secondary level. Steyning is fortunate in having two well-regarded schools situated in the town: Steyning Grammar and Steyning Church C of E Primary Schools. Steyning Grammar School has a national and international reputation and has over 2,500 pupils with one of the largest state boarding schools in the country.

Main Aim - To continue building strong relationships with the local schools and to support them to ensure that they develop and prosper over the long term to meet the educational needs of the town's youngsters in the long term.

Health

Steyning is very fortunate to have a large health centre situated in the centre of town that serves Steyning and outlying villages. The town is also very fortunate to have a dedicated team of volunteer First Responders who give vital primary care when incidents arise. HDC run an 'Isolation and Loneliness' initiative to tackle the growing problem of people living in isolation in the town. We support this initiative.

Main Aims - To monitor the health and emergency care support for residents in the town.

- **To support the 'Loneliness and Isolation' initiative**
- **To continue to support activities which promote the health and wellbeing of the residents**

Notes for Part II of the Business plan

Part II should define the SPC strategy for the next 2 to 5 years in terms of the financial plan – this being closely associated with the projects priority listing and can also include the Council's other goals / targets not mentioned anywhere else in the plan.

Also, it can outline the financial policy for the Council such as the budget timetable, when to agree Projects/ Earmarked Reserves for the following year and what the SPC policy is for General Reserves etc. such as for example - 'SPC will keep its General Reserves at between 40% and 60% of its budgeted Annual Expenditure – preferably 50%.'

There follows a list showing where we are currently in terms of project prioritisation, and I am hoping this becomes the framework that we can eventually agree as being the second part of the SPC business plan

Projects 2021/22

Committed

1. - Allotment water service enhancement	- Special projects (Budget)
2. - LED phase 2 – Steyning Centre	- Earmarked Reserves (ER)
3. – Neighbourhood plan	- Earmarked Reserves
4. – HR Services/Corrigan *(unspecified + PT staff contracts)*	- Earmarked Reserves
5. – Replacement play equipment at MPF	- Budget
6. – Abbey Road re-wilding (ongoing)	- Budget
7. – Changing Room water tank replacements	- Budget **{Recently completed}**

Close to commitment

1. – Godstalls Lane tree works	- Budget
2. – Christmas Tree lights	- Special Projects or Earmarked (ER)
3. – Chandlers Way pocket park *(inc. playground renewal)*	- Grant funded / General Reserves (GR)
4. – 20mph Speed Limit {Twenty's plenty}	- S106 / GR
5. – Footpath designations	- Finance Not Applicable
6. – Recycling Bins	- GR / Special projects
7. – MPF / Cricket Car Park *(Management plan items)*	- Budget / Special projects
8. – MPF / Allotment Hedge	- Budget
9. – PDQ paying machine for Steyning Centre	- Budget **{Recently completed}**

Other Project being discussed for this year.

1. – Memorial Bench replacements at the MPF	- Budget
2. – Steyning Centre Decorations / Meeting Tech	- Budget
3. – Broadband enhancement via Virgin media	- Govt funded / Private
4. – MPF Changing room apron extension	- Unknown
5. – Steyning Centre Pre-school enhancements	- Service provider
6. – Cripps Lane undergrowth tidy	- Budget
7. – Memorial Bench/ Tree policy/ project	- Budget / Partner funding
8. – Cil Monies (unspecified)	- Earmarked Reserves
9. – MPF Playground renewals	- Cil / Grant / General Reserves

Other Projects to be prioritised for future years - 2023 to 2026.

1. – High Street Toilets security
2. – CCTV installation
3. – Update Steyning Centre meeting tech.
4. – Street lights change to LED
5. – Further Solar Panel installation at Steyning Centre
6. – Laptops at Council Meetings
7. – Water Fountain installations
8. – TSS (Legionella) works – Ongoing
9. – Shutters at the High St Toilets
10. – High Street toilets flooring renewed
11. – Move the MPF Gazebo
12. – Notice Boards at Bus Shelter – Funding should be Earmarked
13. – Allotment entrance – Funding should be Earmarked
14. – Steyning Centre LED phase 3
15. – Paving slabs in front of benches
16. – Lean to at the Steyning Centre for Pre school use predominantly

17. – Tree management plan

18. – Permanent signage at MPF / Car Park

19. – Coffee station in the Steyning Centre

20. – Extra Solar panels on the Steyning Centre

21. – Replacement windows in the Steyning Centre

22. – Extra Lamp post for dark alley / Resident led

Proposed Playground Timetable of Renewals

2021/22 – Chandlers Way - (As part of Pocket Park Scheme)

2022/23 – MPF - (Complete renewal / redevelopment)

2023/24 – Abbey Road - (Additional equipment & renewal) /

South Ash - (Additional equipment & renewal plus possible plant trough screening)

2024/25 – MPF small play area / Fletchers Croft Fencing and Gates

2025/26 – MPF Fencing and gates / Normans Way redevelopment

{Agreed recommendation from Playgrounds Working party – dated 6th October on Chandlers Way and MPF timetable of renewals}

Longer Term Aims (suggested – more aims welcomed)

1. – Robust and more encompassing Neighbourhood Plan – the next chapter.

2. – Working with developers to ensure that any major new housing development …….

3. – To establish and agree the citing of a Skate Park and budget for its development

4. – Club house renewals or redevelopments on the MPF.

5. – Sustainable transport initiatives

6. – Youth club facility / Scout hut installation

7. – Cycle Racks installations

8. – Electric charging points installations

Briefing Paper – Item 8.3.1

Below is a copy of the beefing paper we considered at last April's F&GP meeting – at the time we thought it was probably too early to make any decisions. I would like you to please now discuss once more some ideas on how you think SPC might want to get involved or not with what the community might be attempting to put together and especially in the light of the next supporting paper – 8.3.2.

Thank you

Request for Support and Grant for Jubilee celebrations

There follows an extract from an email received in relation to this agenda item

We have two requests to put to Steyning Parish Council:

<u>Hire of portable toilets</u>
The plan this time is to pay for as much of the heavy work as possible, especially around the delivery and setting up of tables and chairs. This would ease the pressure on the need for volunteers on a day when there will be a lot going on. This will be the final day of the Steyning Festival and there will be complementary events taking place on the Cuthman Field. Among the costs that we will incur is the hire of toilets. The person who supplies toilets to the Steyning Festival has told us these will cost between £300 and £500 for the day.
We wondered if SPC would be willing to consider hiring these on our behalf as a form of sponsorship for this event.

<u>Cleaning the High Street</u>
Another way in which we could reduce the pressure on volunteers would be if the normal cleaning of the High Street could be diverted from the day when it is normally done to the Sunday afternoon after the Street party has finished and the tables and chairs have been cleared away. We are planning to request that everybody take their own rubbish home with them and will supply black plastic sacks for this purpose so hopefully there won't be too much to clear up.

As this will be a very high-profile event for Steyning we would appreciate any support that SPC can give us.

Yours sincerely,

Christine Aubrey
Street Party Co-ordinator

We need to discuss and agree support and possible grant payment or commitment to include financial support in next year's budget or otherwise please

ITEM 8.3.2

The Queen's Platinum Jubilee Beacons

THE QUEEN'S PLATINUM JUBILEE BEACONS 2ND JUNE 2022

2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June 2022, which The Queen's Platinum Jubilee Beacons is part of, I have pleasure in confirming the Guide To Taking Part in this event is available to view and download from - **www.queensjubileebeacons.com** and will be updated on this site at the end of each month as more and more communities, individuals and organisations etc, join the event over the forthcoming months. The beacon lighting and associated activities will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and, for the first time, in each of the Capital Cities of all the Commonwealth Countries on **2nd June 2022**.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers' fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas-fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign. Those considering purchasing one of the gas-fuelled Beacons found on pages 11 and 12 could consider organising a local raffle with the winner having the honour of lighting the beacon on the night, with the funds raised being donated to a local charity or used to cover the cost of the beacon and the bottle of gas required to fuel it.

Those wanting to take part are being asked to go to page 10 and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the forthcoming months, along with sending them further information in due course. Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion but remember to still register your involvement as soon as possible please. From pages 16 onwards you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the forthcoming months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing Diu Regnare at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, please consider sourcing a local piper to play this tune at your beacon location before lighting it at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than end of **May 2022**.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm on 2nd June 2022**.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's Platinum Jubilee Beacons

Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.queensjubileebeacons.com

NOS DOCENTES SEQUUNTUR ALII

ITEM 8.3.3

Hi All,

Just a quick not to give you the "heads up" on our planned Jubilee Street Party for next year – Sunday 5th June 2022. "Bit early to start talking about that", we hear you say, but we need to make sure we get all the equipment needed booked – chairs, tables, loos etc. – as there will be lots of people arranging events, so this sort of stuff will quickly be sold out.

We have formed a Street Party Committee chaired by Christine Aubrey and with both representatives from the Steyning & District Community Partnership and the Steyning Festival working within it. The Celebration Jubilee Weekend coincides with the dates for the 2022 Steyning Festival, so it was an easy decision to include this special day within the Festival list of events. All good news!

The Street Party will take place within the closed down High Street – all along the same lines as the one held for the Diamond Jubilee 10 years ago with tables & chairs spread down the middle of the street. Lunch will take place between around 12 noon and 2.30 pm. The High Street will be closed to traffic from 8am until 6pm (or earlier if clear down is quicker than expected). We are aiming for around 1,000 tickets to be sold, so a big crowd and that is without those who will just visit to enjoy the scene. All this will, of course, open up great business opportunities for our High Street shops & eateries, and we wanted to get you all on board and thinking about it, even though it is quite a while away. It would be great if as many of yo as possible would open up for this Sunday and have special offers/demonstrations etc. available. Our thoughts are also that the eateries amongst you could offer Jubilee Street Party Picnic Boxes, which could be booked and paid for ahead of the event. These would then be available for pick-up on the day. The whole event plus any special offers and picnic boxes woul be promoted on the Steyning Festival & Visit Steyning websites and other local websites plus social and printed media. Your help in promoting it all would also be something we would welcome.

Spreading the fun to the other end of the town, there will be picnicking on the grass around the Steyning Festival Big Top plu fun attractions and entertainment within that immediate area. All in all Steyning will be celebrating in grand style and we need to encourage interaction between both areas, so residents and visitors alike take in the huge event content that will be on offer.

Any ideas that spring to mind that you feel would add even more "oomph" to the occasion, please do ping them off to either Eddie a 4u2maileddie@gmail.com or Reina at reina.alston@btconnect.com. It would be great to have your input.

Best wishes

The Jubilee Street Party Committee

Item 8.4

Suggested Budget setting Timeline (Schedule) for F&GP for the 2022/23 financial year

1. **Agree the Budget setting process for the next financial year 2021/22**

   – In October 12th F&GP Meeting

2. **RFO to send to committee members an initial copy of the proposed F&GP budget plus starter budget draft for the Premises & Planning and Community committees for their next meetings. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines**

   – By November 9th F&GP Meeting

3. **Review all the committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2022/23**

   – By 14th December F&GP Meeting

4. **Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2022/23 financial year with F&GP prioritising and sanctioning of any Earmarked reserves to be recommended to Full Council**

   – By 11th January F&GP Meeting

5. **Full Council agreement on final 2022/23 Budget Precept request and Earmarked reserve obligations for the following year based on F&GP recommendations**

   – 17th Jan' Full Council Meeting

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

Steyning Parish Council invites members of the public to propose nominations for the

Chairman's Millennium Awards

Criteria for Chairman's Millennium Awards nominations:

The Chairman's Millennium Awards will be given annually by the Steyning Parish Council to individuals or groups who have made a significant contribution to the town of Steyning. They will be presented (due to Covid restrictions) not at the Chairman's Christmas function, but instead at the discretion of the Council.

Nominations will be invited from the people of Steyning for individuals or groups who in their opinion have made a significant contribution to the town of Steyning during the last year.

The individuals or groups nominated with either:

- Live in the town and the surrounding area
- Be an organisation or a member of an organisation that represents the town
- Or work in the town or surrounding parishes.

It is the contribution to the town that is significant in deciding whether an award will be made.

The Finance & Community Committee of Steyning Parish Council, under the leadership of the Chairman, will consider the nominations. Their verdict will be final.

Please contact the Parish Clerk or Deputy if you wish to nominate a member of your community for an award.

The closing date for nominations is the 30th November 2021.

Parish Clerk: John Fullbrook
Deputy Clerk: Hazel Roxby

Email:clerk@steyningpc.gov.uk
Email: hazel.roxby@steyningpc.gov.uk

ANDREW GRIFFITH MP
MEMBER OF PARLIAMENT FOR ARUNDEL AND SOUTH DOWNS

HOUSE OF COMMONS
LONDON SW1A 0AA

Steyning Parish Council
The steyning Centre, Fletchers Croft
Steyning
BN44 3XZ

29th September 2021

240921JF

Dear

Support for applications for grants or funding

I am writing to offer you my support as your Member of Parliament in supporting applications that you or voluntary groups within your Parish may make for grants and funding.

As voluntary groups, organisations, and Parish Councils, such as your own, resume normal life, I know that many are applying to grants and community funds. These might include National Lottery funds, Sports England, the South Downs National Park and District and County Councils. Many of these government funded bodies use evidence of 'community support' as a criterion and a letter from a Member of Parliament can often help in this respect.

All I require to support an application for funding is information about the type of organisation you applying to and the points in support of your application you would like me to make. I usually turn these requests around the same day or in a few working days. As ever the best way to contact me about this – or any other matter – is andrew@griffithmp.com.

Kind regards,

Andrew Griffith

Andrew Griffith MP