Steyning Parish Council

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

www.steyningpc.gov.uk

Telephone: 01903 812042

REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 15th SEPTEMBER 2020 AT 7.30PM

Via 'Zoom' platform and hosted by the Clerk and Vice Chairman of the Council

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

Clerk: John Fullbrook

Members of the Public in attendance: Four.

Meeting commenced: 7:30pm

DRAFT MINUTES

ACTIONS

F&GP/20/24 **APOLOGIES FOR ABSENCE**
24.1 Apologies received from Cllr Northam

F&GP/20/25 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
25.1 None

F&GP/20/26 **QUESTIONS FROM THE FLOOR**
26.1 None

F&GP/20/27 **MINUTES OF PREVIOUS MEETING**
27.1 To agree draft minutes for the 14th July F&GP meeting. Cllr Campbell requested the following amendment under Item 18.2.2 which currently says
"… but the item is intended more to cover recent out of pocket expenses, rather than as a new councillor allowance', to be changed to the following
"… but the item is nothing to do with allowances which we probably all agree would be unattractive. It relates only to staff and councillor out of pocket expense reimbursement".
Cllr Lloyd **proposed,** and Cllr Alexander **seconded** that the draft minutes for the meeting held on 14th July to include this amendment are accepted as a true and fair record of the proceedings. **Agreed**

F&GP/20/28 Cllr Lloyd **proposed,** Cllr Alexander **seconded** that the meeting considers discussing Agenda
28.1 items 6 to 9 in advance of item 5. **Agreed**

F&GP/20/29 **FINANCE MATTERS**
29.1 Committee requested the Clerk to provide a Cil report for the next meeting. **CLERK**
To approve list of payments for July and August 2020. Cllr Lloyd **proposed, seconded** by Cllr Hanson to approve the July and August 2020 list of payments. **Agreed**

29.2 Cllr Lloyd **proposed, seconded** by Cllr Alexander to agree the F&GP income and expenditure report for the months of July and August 2020. **Agreed**
Clerk and Chair to investigate if some of the swimming pool annual payment could be reimbursed as the facilities have been unavailable for residents to use **CLERK**

29.3 To discuss and agree Councillor Expenses Reimbursements / Allowances. Cllr Lloyd **proposed, Seconded** by Cllr Alexander that a working party be set up to include all councillors to make recommendations to F&GP regarding councillor expenses and allowances**. Agreed** ***CLERK***

29.4 Asset Register adoption. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith to defer the adoption of the Asset register to the next meeting to give an opportunity for members to evaluate the whole schedule and to come back with their queries to be included in that document. **Agreed**. Clerk to check ownership on both Welcome signs ***CLERK***

29.5 The Clerk updated on the current SPC financial position which included possible losses associated with the Covid pandemic by years end. He also reported a successful bid by the Office to gain funds from HDC via a discretionary grant application – The amount received on the 4th September being £10,000 which will help to decrease the year end budget deficit.
Cllr Lloyd **proposed, seconded** by Cllr Hanson that there is an all member F&GP working party convened to consider the SPC financial situation leading into the budget discussions and decisions for the next financial year. **Agreed.** Clerk to organise provisional dates. ***CLERK***

29.6 Steyning High Street Christmas Lights project. Committee discussed options in support of the Steyning Business Chambers proposals. Cllr Lloyd **proposed, seconded** by Cllr Campbell that the Clerk is delegated to work with Cllr Hanson to speak to the Steyning Business Chamber to; 1 - determine whether the existing Christmas lights can in fact be used again and if not why not; 2 – to see if a giant Christmas tree display is acceptable and 3 - to see if the wall hung Christmas tree displays could be augmented for this year and to report back to this committee via email to see if an EOM is required to make a decision and also if necessary to make an application to the Wilson Memorial Trust to assist with any finance that is required with a view to discussing this as briefly as possible at Full Council. **Agreed. 7 For, 1 Abstained {JN}** ***CLERK***

29.7 Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that committee agree a £250 grant for the Food & Drink festival event run by the Steyning & District Partnership. **Agreed** ***CLERK***

29.8 To agree preferred option in light of requirements to update web site accessibility compliance Cllr Campbell **proposed, seconded** by Cllr Goldsmith that to agree the Council proceed with Function 28 be appointed to provide its new Web Site service designer and supplier**. Agreed 7 For, 1 Abstained** ***CLERK***

29.9 Playground opening. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the caretakers continue to complete twice-a-day playground cleaning for the time being, but that these could be subject to review and that the working party that are reviewing budgets should also consider this expenditure as part of their budget recommendations. **Agreed** ***CLERK***

F&GP/20/30 PUBLICITY AND GOVERNANCE

30.1 Newsletters distribution. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the budget working party consider whether council has a newsletter either in a paper or an electronic format**. Agreed** ***CLERK***

30.2 Facebook development. Cllr Lloyd **proposed, seconded** by Cllr Cree that committee defers a decision regarding the Facebook development until committee feels there is a suitable time for it. **Agreed** ***CLERK***

F&GP/20/31	**FREEDOM OF INFORMATION REQUESTS**	
31.1	The Clerk reported two Freedom of information requests had been received at the beginning of July. One has been dealt with and the second one the Clerk had repeatedly asked for the scope of the request to be more clearly refined but has since July not been responded to by the requester, therefore this request is not currently being pursued.	
F&GP/20/32	**STAFFING MATTERS**	
32.1	Cllr Lloyd **proposed, seconded** by Cllr Campbell that the staff annual pay increases as set out by NALC be accepted for the Clerk and Deputy Clerk. **Agreed.** Clerk to send out details of percentage rise to members	***CLERK***
F&GP/20/33	**MATTERS ARISING AND ACTIONS**	***CLERK***
33.1	Financial Matters training for Councillors – further dates required **- Ongoing**	
33.2	Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group **– Ongoing**	***CLERK***
33.3	Clerk to check building Leases to prepare draft answers concerning ownership of the premises in readiness for future renewals **- Ongoing**	***CLERK***
33.4	Clerk to check for insurance requirements regarding Dustcart storage – Clerk reported the Dustcart is now covered by insurance **- Actioned**	
33.5	Bus Shelter Lease review working party to be deferred **- Ongoing**	***CLERK***
33.6	HDC to respond to swimming pool enquiry – Cllr Lloyd to chase HDC in order to convene a meeting to discuss funding	***Cllr Lloyd***
33.7	Clerk and Cllr Goldsmith to come back to F&GP with a developed Newsletter proposal **– See item 30.1**	
33.8	SPC Facebook development **– See item 30.2**	
33.9	Clerk to check if VAT can be claimed back from Amazon purchases – **Actioned**	
33.10	Clerk to check if business stream payments are in order – **Actioned**	
33.11	Deputy Clerk to provide Community Committee with alternative water supplier - **Ongoing**	***CLERK***
33.12	Clerk asked to clarify Cleansing grant budget versus actual income figures **– Actioned**	
33.13	Clerk asked to clarify 'Projects budget information **– Actioned**	
33.14	Councillor expenses reimbursements / allowances – **See item 29.3**	
33.15	Dormant Asset information to be sent out again to Councillors **- Actioned**	
33.16	Asset register to be updated and brought to September F&GP meeting – **See item 29.4**	
33.17	Three-year budget discussions deferred to full F&GP working party after Sept' F&GP meeting **– Ongoing**	***CLERK***
33.18	SPC website development – Cllrs Cree and Alexander to work on this matter and bring back to F&GP – **See item 29.8**	
33.19	Playground cleansing by caretakers – Clerk to ensure practice continues – **See item 29.9**	
33.20	Clerk to ensure budget of £600 set aside for independent advice on roles and responsibilities **- Actioned**	

33.21	Cllr Norcross to take Cllr Goldsmiths place within the Staff payments working party **– Working party dissolved**	
33.22	Working party consisting Cllrs Lloyd, Norcross, and Hanson to look at staff contracts – **Working party dissolved**	
33.23	Chair and Vice chair of Council to liaise with HR services on employment related questions – **Ongoing –** This position to be reaffirmed with new motion	***CLERK***
F&GP/20/34	**INFORMATION/CORRESPONDENCE ITEMS**	
34.1	Bowls club Lease is nearing completion. Members to see the final version before it goes to club for signature.	***CLERK***
F&GP/20/35	**DATE OF NEXT MEETING – 13th October 2020 @7.30pm.**	

The Chair closed the meeting at 9.56 pm

Signed ……………………………………………………. Date 13th October 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting

Video - https://archive.org/details/2020-09-15-steyning-parish-council-f-gp-meeting

Steyning Parish Council

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

ITEM 6.1

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
01/09/2020	BP	928.00		928.00		R	HDC Rates	
01/09/2020	1200	1,200.00		1,200.00		R	South Coast electrical	Steyning Centre LED
01/09/2020	20.21	1,523.44		1,523.44		R	PAYE	Staff
01/09/2020	554/20.21	1,714.45		1,714.45		R	Pensions	
01/09/2020	555/20.21	217.00		217.00		R	TC Maintenance	
01/09/2020	20/9		55.00	55.00		R	Receipt(s) Banked	
01/09/2020	20/11		506.00	506.00		R	Receipt(s) Banked	Allotments
01/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
01/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
01/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
01/09/2020	BP		32.00	32.00		R	Receipt(s) Banked	
02/09/2020	CR		64.00	64.00		R	Receipt(s) Banked	
02/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
03/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
03/09/2020	CR		270.00	270.00		R	Receipt(s) Banked	
03/09/2020	CR		30.00	30.00		R	Receipt(s) Banked	
03/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
03/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
04/09/2020	556/20.21	5,005.12		5,005.12		R	Came and Company	Insurance
04/09/2020	557/20.21	226.44		226.44		R	PiP Services	
04/09/2020	558/20.21	1,651.00		1,651.00		R	Jack Lee	Street Cleaning
04/09/2020	559/20.21	309.60		309.60		R	SCS films	
04/09/2020	560/20.21	43.08		43.08		R	Fire Protection Services	
06/09/2020	CR		64.00	64.00		R	Receipt(s) Banked	
06/09/2020	CR		15.00	15.00		R	Receipt(s) Banked	
07/09/2020	37.19	37.19		37.19		R	Site lock	
07/09/2020	1.02	1.02		1.02		R	HSBC charges	
07/09/2020	CR		254.00	254.00		R	Receipt(s) Banked	
07/09/2020	CR		48.01	48.01		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		15.00	15.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
07/09/2020	CR		38.00	38.00		R	Receipt(s) Banked	
07/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
08/09/2020	CR		47.00	47.00		R	Receipt(s) Banked	
08/09/2020	CR		64.00	64.00		R	Receipt(s) Banked	
08/09/2020	CR		17.80	17.80		R	Receipt(s) Banked	
09/09/2020	CR		34.00	34.00		R	Receipt(s) Banked	
09/09/2020	CR		641.26	641.26		R	Receipt(s) Banked	Steyning Bowls Club rent.
10/09/2020	CR		174.00	174.00		R	Receipt(s) Banked	
10/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
10/09/2020	CR		76.40	76.40		R	Receipt(s) Banked	
11/09/2020	39.46	39.46		39.46		R	Amazon	Creosote
11/09/2020	561/20.21	804.00		804.00		R	Rowan Mellor -trees	Abbey Road Pond.

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

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
11/09/2020	562/20.21	301.20		301.20		R	SCS films	
11/09/2020	563/20.21	58.15		58.15		R	EDF energy	Electric
11/09/2020	564/20.21	186.00		186.00		R	B. Picking - toilets	
11/09/2020	565/20.21	306.00		306.00		R	Clare Austin	
11/09/2020	566/20.21	185.00		185.00		R	TC Maintenance	
11/09/2020	567/20.21	13.00		13.00		R	wine for film - tessa	
11/09/2020	568/20.21	327.00		327.00		R	HDC Bins	
11/09/2020	569/20.21	170.80		170.80		R	overline	
11/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
11/09/2020	CR		10,000.00	10,000.00		R	Receipt(s) Banked	Grant Award.
11/09/2020	CR		31.50	31.50		R	Receipt(s) Banked	
13/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
13/09/2020	CR		54.70	54.70		R	Receipt(s) Banked	
14/09/2020	CR		429.00	429.00		R	Receipt(s) Banked	
14/09/2020	CR		5,785.81	5,785.81		R	Receipt(s) Banked	HDC Room Hire
14/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
14/09/2020	CR		64.00	64.00		R	Receipt(s) Banked	
14/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
14/09/2020	CR		30.00	30.00		R	Receipt(s) Banked	
15/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
16/09/2020	28.78	28.78		28.78		R	Zoom	
16/09/2020	570/20.21	188.99		188.99		R	laser -elec	
16/09/2020	571/20.21	691.16		691.16		R	Business stream	Water Bills
16/09/2020	574/20.21	6.00		6.00		R	Bizas Allot credit	
16/09/2020	575/20.21	142.20		142.20		R	PHS Group	
16/09/2020	576/20.21	160.00		160.00		R	TSS	
17/09/2020	CR		111.00	111.00		R	Receipt(s) Banked	
17/09/2020	20/21		71.30	71.30		R	Receipt(s) Banked	
21/09/2020	20.32	20.32		20.32		R	HSBC charges	
21/09/2020	CR		42.90	42.90		R	Receipt(s) Banked	
21/09/2020	CR		12.70	12.70		R	Receipt(s) Banked	
23/09/2020	405.14	405.14		405.14		R	Siemens phones	
23/09/2020	CR		64.00	64.00		R	Receipt(s) Banked	
23/09/2020	CR		15.00	15.00		R	Receipt(s) Banked	
23/09/2020	CR		15.00	15.00		R	Receipt(s) Banked	
23/09/2020	CR		42.90	42.90		R	Receipt(s) Banked	
23/09/2020	CR		17.80	17.80		R	Receipt(s) Banked	
23/09/2020	CR		161,152.50	161,152.50		R	Receipt(s) Banked	Precept
24/09/2020	CR		84.00	84.00		R	Receipt(s) Banked	
24/09/2020	CR		70.00	70.00		R	Receipt(s) Banked	
24/09/2020	CR		47.00	47.00		R	Receipt(s) Banked	
24/09/2020	CR		32.00	32.00		R	Receipt(s) Banked	
25/09/2020	577/20.21	599.93		599.93		R	Business stream	Water Bills
25/09/2020	281/20.21	1,860.84		1,860.84		R	WSCC pensions	} Staff
25/09/2020	282/20.21	1,674.41		1,674.41		R	HMRC PAYE	
25/09/2020	283/20.21	164.53		164.53		R	PiP Services	
25/09/2020	284/20.21	58.15		58.15		R	EDF	Electric C/Rooms
25/09/2020	285/20.21	51.00		51.00		R	clares printer	

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

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/09/2020	286/20.21	24.00		24.00		R	green thumb
25/09/2020	287/20.21	250.00		250.00		R	Steyning &D Grant
25/09/2020	288/20.21	170.00		170.00		R	Streeter
26/09/2020	BP	7,439.99		7,439.99		R	Salaries various
28/09/2020	8	8.00		8.00		R	Zoho
28/09/2020	CR		1,117.55	1,117.55		R	Receipt(s) Banked
29/09/2020	589/20.21	6,732.65		6,732.65		R	Youth service S youth service
29/09/2020	CR		16.00	16.00		R	Receipt(s) Banked
30/09/2020	BP		373.73	373.73		R	Receipt(s) Banked
30/09/2020	CR		32.00	32.00		R	Receipt(s) Banked
30/09/2020	CR		17.80	17.80		R	Receipt(s) Banked
		35,923.04	182,815.66				

ITEM 6.2.

Detailed Income & Expenditure by Phased Budget Heading 01/10/2020

Month No: 6 **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	12,339	1,698	(10,641)	3,400			362.9%
1004	Reimbursed Charges & donations	0	120	120	200			0.0%
1010	Miscellaneous income	0	552	552	1,100			0.0%
1076	Precept Received	322,305	322,305	0	322,305			100.0%
1090	Bank Interest Received	14	126	112	250			5.7%
	Administration :- Income	**334,658**	**324,801**	**(9,857)**	**327,255**			**102.3%**
4000	Salaries	61,487	68,502	7,015	137,000		75,513	44.9%
4002	Printing, stationery, postage	944	1,602	658	3,200		2,256	29.5%
4003	Staff Ill Health Insurance	0	1,200	1,200	1,350		1,350	0.0%
4004	Telephones and Alarm	1,265	1,500	235	3,000		1,735	42.2%
4005	Insurance	4,079	5,800	1,721	5,800		1,721	70.3%
4006	Salaries Outsourcing	0	0	0	900		900	0.0%
4007	Data Protection	644	700	56	1,700		1,056	37.9%
4010	Audit Fees	(1,073)	400	1,473	1,750		2,823	(61.3%)
4016	Legal Fees/Elections	0	4,998	4,998	10,000		10,000	0.0%
4017	Bank Charges	136	324	188	650		514	20.9%
4021	General Grants	718	1,002	284	2,000		1,282	35.9%
4025	CCTV Maintenance	0	80	80	160		160	0.0%
4030	Steyning in Bloom	0	4,000	4,000	4,400		4,400	0.0%
4032	Royal British Legion	0	0	0	415		415	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
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039	Publicity and Advertising	0	1,500	1,500	3,000		3,000	0.0%
4040	Town Clock	0	80	80	450		450	0.0%
4045	Misc & Petty Cash	0	138	138	275		275	0.0%
4047	Training	120	750	630	1,500		1,380	8.0%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	2,275	2,502	227	5,000		2,725	45.5%
4060	Chairman's Function	0	0	0	500		500	0.0%
4061	Councillors' Allowances	0	48	48	100		100	0.0%
4063	Legionnaires	267	1,248	981	2,500		2,233	10.7%
4070	Software Packages	1,313	1,002	(311)	2,000		687	65.6%
4071	ICT Equipment	1,025	1,300	275	1,700		675	60.3%
4072	Website Development	177	750	573	1,000		823	17.7%
4073	Neighbourhood Plan Exp	0	700	700	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,762	1,500	(262)	3,000		1,238	58.7%
	Administration :- Indirect Expenditure	**77,027**	**103,376**	**26,349**	**198,050**	**0**	**121,023**	**38.9%**
	Net Income over Expenditure	**257,632**	**221,425**	**(36,207)**	**129,205**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101	Swimming Pool	0	0	0	15,750		15,750	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**60,750**	**0**	**60,750**	**0.0%**
	Net Expenditure	**0**	**0**	**0**	**(60,750)**			

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Detailed Income & Expenditure by Phased Budget Heading 01/10/2020

Month No: 6

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	19,263	12,000	(7,263)	26,930		7,667	71.5%
Youth Provision :- Indirect Expenditure	**19,263**	**12,000**	**(7,263)**	**26,930**	**0**	**7,667**	**71.5%**
Net Expenditure	**(19,263)**	**(12,000)**	**7,263**	**(26,930)**			
Finance & General Purposes Ctt :- Income	**334,658**	**324,801**	**(9,857)**	**327,255**			**102.3%**
Expenditure	**96,290**	**115,376**	**19,086**	**285,730**	**0**	**189,440**	**33.7%**
Movement to/(from) Gen Reserve	**238,368**						

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STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September 2020 - 31st August 2021

Purchase date (if known)	Asset	Location	Condition	Custodian	Date last inspected	Replacement date (Estimated)	Insured values	Cost or proxy cost	Insured values	Cost or proxy cost	Insured values	Reinstatement building valuation	Insured values	Lease expiry dates	Insured By:
	Buildings						**As at Aug 2014**	**As at March 15**	**As at Oct 2015**	**As at March 16**	**As at 31 July 2016**	**As at May 2019**	**As at August 2020**		
	Steyning Centre	Fletcher's Croft	Good	SPC	Daily /Annually	Maintained	£ 2,063,929.31	£ 1,852,811.12	£ 2,125,847.58	£ 1,852,811.12	£ 2,147,106.06	£ 1,900,000.00	£ 2,100,000.00		SPC
	Marley Shed Recreation Gnd	MPF	Average	Cricket Club	Annually	Maintained	£ 9,310.64	£ 8,358.26		£ 8,358.26			£ -		Cricket Club
	Bowling Green Pavilion	MPF	Average	Bowls Club	In 2018	Next 10 Years	£ 138,830.94	£ 124,630.00	£ 142,995.88	£ 124,630.00	£ 144,425.84	£ 155,000.00	£ -	1999-2018	Bowling Club
	Changing Rooms	MPF	Good	SPC	Fortnightly	Maintained	£ 214,720.70	£ 192,757.04	£ 221,162.36	£ 192,757.04	£ 223,373.99	£ 190,000.00	£ 210,000.00		SPC
	Clock Tower	High Street	Average	SPC	Unknown	Maintained	£ 138,416.69	£ 124,258.12	£ 142,569.21	£ 124,258.12	£ 143,994.91		£ 158,859.79		SPC
	Clock	High Street	Good	SPC	Annually	Maintained	£ 19,853.97	£ 17,823.12	£ 20,449.59	£ 17,823.12	£ 20,654.09		£ 22,786.25		SPC
	St. Cuthman's statue	Fletcher's Croft	Good	SPC	In 2015	Maintained	£ 26,090.08	£ 23,420.91	£ 26,872.30	£ 23,420.91	£ 27,141.02		£ 29,942.84		SPC
	Cricket Club building	MPF	Good	Cricket Club	In 2018	Next 10 years					£ 262,000.00	£ 350,000.00	£ -	2008-2028	Cricket Club
	Tennis Club building, courts and floodlights	MPF	Good	Tennis Club	In 2018	{Last replaced 2018}					£ 190,000.00	£ 230,000.00	£ -	2010-2035	Tennis Club
	Steyning Town Pump and Trough	High Street	Average	SPC	Unknown	Maintained				?	?		£ -		
	Total building Costs						**£ 2,611,152.33**	**£ 2,344,058.57**	**£ 2,679,896.92**	**£ 2,344,058.57**	**£ 2,706,695.91**		**£ 2,521,588.88**		
	Contents														SPC
Various	Play & Exercise Equipment various locations	Various	Good / Fair	SPC	Fortnightly and annually	Some Due	£ 86,052.26	£ 77,250.00	£ 88,633.83	£ 77,250.00	£ 89,520.17		£ 145,600.00		
Various	Safety Surfacing various locations	Various	Good / Poor	SPC	Fortnightly and annually	Some Due	£ 88,257.00	£ 79,229.23	£ 90,904.71	£ 79,229.23	£ 91,813.76		£ 81,343.54		
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	SPC	2020	{Last replaced 2019}	£ -	£ -		£ -			£ 24,000.00		
	Steyning Centre:						£ -	£ -		£ -					
	Outsite Steyning Centre 2 x Memorial bench								£ 690.00						
	Office Contents*	Steyning Centre	Good	SPC	Annually		£ 7,175.26	£ 7,043.77	£ 7,390.51	£ 7,043.77	£ 7,464.42		£ 10,400.00		
	General contents**						£ 103,344.85	£ 88,958.00	£ 106,895.19	£ 88,958.00	£ 107,964.14		£ 196,673.87		
	Outside equipment						£ 50,390.51	£ 41,511.69	£ 8,741.81	£ 47,211.69	£ 8,829.23		£ 8,500.00		
	Steet furniture***	Various	Good / Fair	SPC	Annually				£ 43,160.41		£ 44,288.91		£ 48,750.00		
	Gates & Fences	Various	Good	SPC	Monthly		£ 1,542.65	£ 1,350.00	£ 1,588.93	£ 1,350.00	£ 1,604.82		£ 1,841.32		
	Mowers & Machinery****						£ 1,106.17	£ 964.10	£ 1,139.35	£ 964.10	£ 1,150.74		£ 2,360.32		
Year 2019	Sports Equip Basketball stand	MPF	Excellent	SPC	Monthly		£ 855.05	£ 750.00	£ 880.70	£ 750.00	£ 889.51		£ 1,020.58		
21.05.15	War Memorial						£ 37,750.00		£ 38,882.25		£ 39,271.07		£ 45,058.10		
	Total contents					**Total**	**£ 376,473.75**	**£ 297,056.79**	**£ 388,907.69**	**£ 302,756.79**	**£ 392,796.77**		**£ 557,047.73**		
	*** OFFICE CONTENTS INCLUDES**			**SPC**											
	fax machine						£ 122.88	£ 120.63		£ 120.63			£ -		
	Telephones						£ 183.62	£ 180.25		£ 180.25			£ 1,000.00		
	Zoostorm computers and equip						£ 2,168.73	£ 2,128.98		£ 2,128.98			£ -		
Year 2020	Lenovo B5400 Laptop								£ 382.55				£ 2,000.00		
Year 2019	New network computers / monitors						£ 611.20	£ 600.00		£ 600.00			£ 3,250.00		
	photocopier						£ 4,088.83	£ 4,013.91		£ 4,013.91			£ 4,150.00		
						Total	**£ 7,175.26**	**£ 7,043.77**	**£ 7,390.51**	**£ 7,043.77**			**£ 10,400.00**		
	****GENERAL CONTENTS INCLUDES**			**SPC**											
	Steyning Centre - General						£ 29,135.44	£ 25,080.00		£ 25,080.00					
added 2019	Piano & stool						£ 929.36	£ 800.00		£ 800.00					
	Phillips Audion system						£ 663.33	£ 571.00		£ 571.00					
	Various Kitchen equip						£ 40,659.50	£ 35,000.00		£ 35,000.00					
	Sound system main hall						£ 9,816.37	£ 8,450.00		£ 8,450.00					
	Film screens main hall & Saxon room						£ 3,818.51	£ 3,287.00		£ 3,287.00					
	Sound equip speakers and amplifyer						£ 2,846.17	£ 2,450.00		£ 2,450.00					
	Cineman equip.screen,DVD & ampplifyer						£ 12,226.89	£ 10,525.00		£ 10,525.00					
	Television trolley						£ 162.64	£ 140.00		£ 140.00					
	Overhead projector						£ 203.30	£ 175.00		£ 175.00					
	Panasonic projector						£ 1,452.13	£ 1,250.00		£ 1,250.00					
	Sony TV						£ 267.19	£ 230.00		£ 230.00					
	Sony DVD						£ 116.17	£ 100.00		£ 100.00					
	Sony VCR						£ 116.17	£ 100.00		£ 100.00					
	Chairmans Badge of office						£ 931.70	£ 800.00		£ 800.00					
Nov-15	Water colour painting by J Binns (Gift to PC)								£ 450.00				£ 450.00		
						Total	**£ 103,344.85**	**£ 88,958.00**	**£ 106,445.19**	**£ 88,958.00**	**£ 107,964.14**		**£ 196,673.87**		
	*****STREET FURNITURE**			**SPC**											
	Street lights (48 lamps) - See separate sheet	Various	Fair				£ 33,502.24	£ 26,793.00		£ 26,793.00			£ 26,800.00		
2000	Poem on the stone	Mouse Lane	Good				£ 3,656.20	£ 2,924.00		£ 2,924.00			£ 2,924.00		
Various	Seats / Benches	Various	Excellent / Fair				£ 3,379.86	£ 2,703.00		£ 2,703.00			£ 5,326.00		
2 x Added '20	Notice Board	Allotments/High St	Good				£ 1,365.06	£ 1,091.69		£ 1,091.69			£ 2,000.00		
	CCTV	Various	Good / Poor				£ 8,487.16	£ 8,000.00		£ 8,000.00			£ 6,000.00		
Added May19	Steyning Welcome Sign		Excellent							£ 4,600.00			£ 4,600.00		
Added April 20	St Cuthman silhouette		Excellent							£ 1,100.00			£ 1,100.00		
							£ 50,390.51	**£ 41,511.69**		£ 47,211.69	**£ 44,288.91**		**£ 48,750.00**		
	******MOWERS & MACHINERY**			**SPC**											
	Maint. tools						£ 659.76	£ 575.00		£ 575.00					
	4xgoalmouth irons & large roller						£ 446.41	£ 389.10		£ 389.10					
2018 /2019	Strimmers														
2020	Dust Cart														
						Total	**£ 1,106.17**	**£ 964.10**	**£ 1,139.35**	**£ 964.10**	**£ 1,150.74**		**£ 2,360.32**		
Totals							**£ 2,987,626.08**	**£ 2,649,115.36**	**£3,068,804.61**	**£ 2,654,815.36**	**£ 3,099,492.60**		**£ 3,078,636.61**		

Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation. The total value of fixed assets will only change when an item is purchased or disposed of. For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values.
Also Note: The Bowls pavillion had previously been noted as an SPC asset, however in 2020 it has been established as being ownede by the Bowls Club, hence it being removed from 2020 August listing. The Cricket club , Tennis club and now Bowls club building valuations are noted but these are not owned nor insured by SPC.

Disposed assets:

Nov-14	Old office Laptop - stored until hard drive deleted.	£ 400.00
Jun-15	Fax - no longer used Disposed 2020	£ 120.63
Sep-18	Telephones	£ 180.25

Aug-19	Zoostorm	computers and equipment	£ 2,128.98

Steyning Parish Council Street Lighting Inventory @ 31st March 2020

Unit Ref	Unit Location	Road Name	Lamp Watts	Lamp Unit Type	Lamp Circuit Watts	Control Wattage	Regime	Burn Hours	PEC Annual KWH	Annual Lamp KWH	Total KWH
1	O/s no 9 (parish)	Andrew Close	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	s/o 1 Maltings Green	Castle Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	O/S no 7/9 (parish)	Castle Way	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	R/o 3-4 Highland Croft (parish)	Chantry Lane (church Street)	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	R/o 1 Highland Croft (parish)	Chantry Lane (church Street)	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	os 9	Coxham Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	os 21	Coxham Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	@ entrance to road	Cripps Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Opp Watermead	Dog Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Opp Health Centre (parish)	Elm Grove Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	Opp Croft Meadow (parish)	Elm Grove Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	O/s 3-4 Elm Grove Cottages (parish)	Elm Grove Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
4	o/s grove house (parish)	Elm Grove Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
231	On Column 23 - Floodlight	High Street	70	CDO-TT	79	1	All Night	4100	8.766	323.9	332.666
241	On Wall Of 80 High Street	High Street	70	CDO-TT	79	1	All Night	4154	8.766	328.166	336.932
1	S/o 36 Chantry Lane (parish)	Highland Croft	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	O/s 12-14 (parish)	Highland Croft	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	opp Wish House	Hillside Terrace	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	On FP Behind Little lodge (parish)	Jarvis Lane To School Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	On FP @ side of Jarvis Cottages (parish)	Jarvis Lane To School Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
11	O/s 49 (parish)	Kings Barn Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
12	O/s 53-55 (parish)	Kings Barn Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
13	O/s 59-61 (parish)	Kings Barn Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
14	O/s 67 (parish)	Kings Barn Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
15	Opp Meadow View (parish)	Kings Barn Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Opp Chilton (parish)	Kings Barn Villas	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	Opp Fir Croft (parish)	Kings Barn Villas	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	Opp Farthings (parish)	Kings Barn Villas	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Junc Castle Lane	Maltings Green	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	O/s Ivy Cottage (parish)	Mouse Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	o/s fabray	Roman Road To Rosemary Avenue	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	o/s Cresta	Roman Road To Rosemary Avenue	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	rear of 21 Roman Road	Roman Road To Rosemary Avenue	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	O/s No 3 (parish)	Saxon Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	O/s no 6/8 (parish)	Saxon Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	O/S no 22 (parish)	Saxon Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Opp Fletchers Croft (parish)	School Lane	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	Opp no 11 (parish)	Southdown Terrace	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015

1	O/s No 5-8 (parish)	St Cuthmans Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	O/S No 13-16 (parish)	St Cuthmans Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	Opp No 30-35 (parish)	St Cuthmans Road	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	O/s Crescent House (parish)	The Crescent	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
2	O/s Chestnut Lodge (parish)	The Crescent	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
3	O/s Saint Ronan (parish)	The Crescent	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	O/s No 6 (parish)	The Furlongs	36	PL-L	38	0.25	Part Night	2195	2.1915	83.41	85.6015
1	On footbridge	Goring Road Footpath	11	LED	11	0.25	Part Night	2195	2.1915	83.41	85.6015
13	Corner of Horsham Road	Steyning Bypass (a283)	140	CPO-TW	140	0.25	All Night	4100	2.195	151.7	153.895
14	Opp Horsham Road	Steyning Bypass (a283)	140	CPO-TW	140	0.25	All Night	4100	2.195	151.7	153.895

Total KWH(16.29p) 4743.854

Total Units: 48

Sub Total £ 772.68

3% Admin £ 23.18

Total £ 795.86

Item 6.4

Suggested Budget setting Timeline (Schedule) for F&GP for the 2021/22 financial year

1. **Review previous years procedure and agree the Budget setting process for the next financial year 2021/22**

   – In September 15th 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 Community committee for their next meeting. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines**

   – By November 10th F&GP Meeting

3. **Review the Community committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2021/22**

   – By 8th 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 2021/22 financial year with F&GP prioritising and sanctioning of any Earmarked reserves to be recommended to Full Council**

   – By 12th January F&GP Meeting

5. **Full Council agreement on final 2021/22 Budget Precept request and Earmarked reserve obligations for the following year based on F&GP recommendations**

   – 18th Jan' Full Council Meeting

BRIEFING NOTE ON BUDGET TO END OF MARCH 2021 Item 6.4

With Covid -19 having a negative impact on the Council's income it was felt that the first priority should be to determine as realistically as possible, the projected income and expenditure for the remainder of this fiscal year to 31st March 2021.

At the moment bookings are picking up with the St Andrew's play group back and groups such as Pilates and some new hirers also joining us for the first time. However, the larger group bookings are not happening for obvious reasons – even though our film nights are still going ahead with restricted attendance.

Our thanks go to the Film Society and The Arts Society Steyning whom, in a public-spirited gesture, have continued to pay for their room hire over the pandemic period.

The Clerk and I have been through the budget in detail and with some prudent financial management, there is some room for optimism for the end of the year. I have prepared the attached consolidated draft budget to the end of this fiscal year to 31st March 2021, to act as a guide for Councillors to make the budget decisions not only for this year but to prepare the budget for the 2021 – 2022 year. We have also been informed by the Internal Auditor that we should have a 3 year financial plan, but in view of the uncertainty surrounding the life-span of the Covid-19 pandemic, and the possibility that this could extend into a major part of next year, I have asked the clerk to speak to the auditor to see if this plan could be deferred for another year.

The consolidated budget attached, details the budget for each accounting item line by line. The Projected Year End figures in black type are fixed costs and the figures in red are either suggested figures by the clerk – based on his understanding of the day-today accounts - or, extrapolated on the basis of a 140% uplift based on 5/12s of the years known costs.

As you can see, *we have projected a £8,471 surplus*, and although as a result, this is cause for some optimism as I have said, nonetheless we may yet be faced with further restrictions in the last half of our financial year, due to the pandemic, which could put further strain on our limited resources.

To some degree we can only put our best estimated projected costs forward, but it is important for us to plan for the worst and hope for the best. If the figures hold up it may be possible in January/February for us to use any potential surplus on capital projects within the town and the committee should give some thought as to what those might be.

Below are some explanations to the projected budget to March 31st 2021:

Expected reduction: These are reductions that the Clerk expects owing to Covid.

Budgeted Costs: These remain as per the budget as they are *generally* fixed costs.

EXPENDITURE

4000	Salaries	£10K has been saved so far on salaries, but this monthly reduction will reduce as/if room hire picks up. Also in these costs are for the caretakers' to wipe clean the play/gym equipment and this will amount to approx. £13K next year and also there is approx. £4.5K for a caretaker to manage the allotments which also includes putting down weed suppressant membranes, mowing paths, digging over unused plots etc. (Note: Cllrs. should consider whether the sanitising of the play/gym equipment is necessary – HDC are not doing this leaving it to the users – and whether the allotment management should be set against the allotment budget in the future?). For next year's budget allowance should be made for the officers 2.5% statutory increase.
4002	Printing/stationery/stamps	Expected reduction because less printing etc.
4003	Staff Insurance	Budgeted cost
4004	Telephones and alarm	Expected reduction of telephone usage
4005	Insurance	Expected reduction
4006	Salaries outsourcing	Budgeted cost
4007	Data Protection	Expected reduction this includes the Data protection software for the website.
4010	Audit Fees/Internal Audit	Expected reduction as we absorbed some of this year's costs into last year.
4016	Legal Fees/Election	There will be no elections until May and any legal fees resulting in action against the Council are covered by insurance. The reduced fees reflect the level of costs expected for 'consultations' over other issues like contracts.
4017	Bank Charges	Expected reduction.
4021	General Grants Fund	Reduced for budgetary purposes
4023	Youth service Expenditure	Budgeted cost.
4025	CCTV Maintenance Town	Budgeted cost and this includes the SC CCTV.
4030	Steyning in Bloom	Budgeted cost.
4032	Royal British Legion	Budgeted cost.

4033	Christmas Tree Lights	Budgeted cost.
4036	SALC NALC subs	Actual paid cost for year.
4039	Publicity & advertising	This included for the cost of a Newsletter and is suggested that this is deferred until the Council is on a sounder footing financially, and it could be covered by a Newsletter on the website.
4040	Town Clock	Budgeted cost.
4045	Misc. & Petty Cash	Budgeted cost.
4047	Training	Expected reduction but costs for webinars and other Cllr. Training on moving towards a paperless office.
4049	Showcase	No showcase next year.
4053	Entertainment Licence	Budgeted cost.
4055	HR Services/James Corrigan	Budgeted cost for HR Services but James Corrigan's costs have been included.
4060	Chair's Function	Not likely to happen this year but small cost kept in.
4061	Councillors' Allowances	Budgeted cost
4063	Legionnaires	Budgeted cost as audit due.
4070	Software support & packages	Budgeted cost.
4071	IT Equipment	Budgeted cost.
4072	Website development	Budgeted cost as committed to upgrade.
4073	Neighbourhood Plan Exp.	Budgeted cost as the Council is expected to review the CVs of the proposed examiner and there will be some consultation with the consultant.
4075	Isolation and Loneliness	Budgeted cost.
4100	Neighbourhood Wardens	Budgeted cost.
4101	Swimming Pool	Budgeted cost.
4200	Street Light Energy	Annual paid cost.
4201	Street Light Maintenance	Budgeted cost.
4203	Lamppost Testing	Budgeted cost.
4210	Sweeping/Litter	Budgeted cost.

4211	Town Improvements	Expected reduction.
4250	Public Toilets open/close	Expected reduction as service started late because of Covid.
4252	Electricity	Budgeted cost.
4253	Water	Budgeted cost.
4254	Rates	Budgeted cost.
4256	Repairs and renewals	Expected reduction.
4257	Gas	Budgeted cost.
4259	Grit	Expected reduction as we still retain grit and need only cost for its distribution and collection.
4260	Pressure wash High Street	Allowed for 1 x wash in Spring.
4276	Tree and hedge cutting	Expected reduction based on work to be done and some retention costs.
4300	Grass cutting	Budgeted cost.
4310	Grounds maintenance	Expected reduction and includes playground equipment.
4312	Waste removal MPF	Now paying for 2nd bin so small increase.
4320	Play Equip. inspections	Budgeted cost.
4341	Repairs and renewals PF	Small increase for inspections and maintenance.
4342	Repairs and renewals SC	Expected reduction as SC not being used to same extent as last year.
4352	Litter and bins	Expected reduction based on costs to end of August.
4360	Allotments maintenance	Budgeted cost.
4401	Trade waste SC	Expected reduction.
4402	Annual maint. Contracts	Expected reduction.
4404	Alarm System SC	Budgeted cost.
4406	Cleaning and Consumables	Increase due to purchase of PPE, cleaning and sanitisers.
4407	Coffee machine supplies	Expected reduction.
4408	Film night	Expected reduction as film nights re-started in August.

4977	Special Projects	Expected reduction as reduction in cost of removal of concrete and changes to the allotment access have not been agreed. There is an additional cost for a bin relocation

INCOME

1000	Donations received	Increased as added in £10k received from the Business Support Grant Scheme.
1001	HDC Cleansing Grant	Increase as received £24K
1003	Club Lease Rentals	Expected reduction as Bowls Club paying for own insurance and less use of MPF changing rooms.
1004	Reimbursed charges	Expected reduction as less use of SC. These cover overpayments, credit notes etc.
1005	Allotment rents	Budgeted income
1007	Room hire	Expected 76% reduction but allowing for current trend of room usage.
1010	Misc. income	Expected reduction as SPC does printing for Bramber PC and occasional hiring out of tables and chairs.
1015	Coffee machine income	Expected reduction owing to fewer users of the SC.
1017	Income from film night	Expected reduction owing to restrictions on attendees.
1020	Feed in Tariff	Increase due to very good summer.
1076	Precept received	Budgeted income.
1090	Bank interest	Expected reduction as reduction in transactions.

Tim Lloyd – Chair of F&GP Committee 8.9.20

Steyning Parish Council - Draft Budget 1st April 2020 / 31st March 2021

CONSOLIDATED P & L ACCOUNT

CODE	EXPENDITURE	Budget 20/21	Projected yr. end 20 140% uplift where appropriate & fixed budgets	Budget 20/21
4000	Salaries	£ 137,000.00	£ 123,500.00	
4002	Printing/Stationery/Stamps	£ 3,200.00	£ 2,162.00	
4003	Staff Health Insurance	£ 1,350.00	£ 1,350.00	
4004	Telephones and alarm	£ 3,000.00	£ 2,700.00	
4005	Insurance	£ 5,915.00	£ 5,250.00	
4006	Salaries outsourcing	£ 900.00	£ 900.00	
4007	Data Protection	£ 1,700.00	£ 1,200.00	
4010	Audit Fees/Internal Audit	£ 1,750.00	£ 1,500.00	
4016	Legal Fees / Election	£ 10,000.00	£ 2,500.00	
4017	Bank Charges	£ 650.00	£ 283.00	
4021	General Grants Fund	£ 2,000.00	£ 1,000.00	
4023	Youth Service Expenditure	£ 26,930.00	£ 26,930.00	
4025	CCTV Maintenance Town	£ 160.00	£ 160.00	
4030	Steyning Bloom	£ 4,400.00	£ 4,400.00	
4032	Royal British Legion	£ 415.00	£ 415.00	
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	
4036	SALC NALC subs	£ 1,950.00	£ 1,888.00	
4039	Publicity & Advertising	£ 3,000.00	£ 500.00	
4040	Town Clock	£ 450.00	£ 450.00	
4045	Misc. & Petty Cash	£ 275.00	£ 275.00	
4047	Training	£ 1,500.00	£ 750.00	
4049	Showcase	£ 200.00	£ -	
4053	Entertainment Licence	£ 2,500.00	£ 2,500.00	
4055	HR Services/James Corrigan	£ 5,000.00	£ 5,000.00	
4060	Chairman's Function	£ 500.00	£ 100.00	
4061	Councillors' Allowances	£ 100.00	£ 100.00	

4063	Legionnaires	£ 2,500.00	£ 2,500.00
4070	Software support and packages	£ 2,000.00	£ 2,000.00
4071	IT Equipment	£ 1,700.00	£ 1,700.00
4072	Website development	£ 1,000.00	£ 1,000.00
4073	Neighbourhood Plan exp.	£ 1,050.00	£ 1,050.00
4075	Isolation and Lonliness	£ 3,000.00	£ 3,000.00
4100	Neighbourhood Wardens	£ 45,000.00	£ 45,000.00
4101	Swimming Pool	£ 15,750.00	£ 15,750.00
4200	Street Light Energy	£ 785.00	796.00
4201	Street Light Maintenance	£ 1,920.00	£ 1,920.00
4202	Lamppost testing	£ 100.00	£ 100.00
4210	Sweeping / Litter	£ 20,000.00	£ 20,000.00
4211	Town Improvements	£ 1,500.00	£ 500.00
4250	Public Toilets (Open/close)	£ 2,500.00	£ 1,900.00
4252	ElectricIty	£ 5,680.00	£ 5,680.00
4253	Water	£ 3,800.00	£ 3,800.00
4254	Rates	£ 11,050.00	£ 11,050.00
4256	Repairs and renewals	£ 1,200.00	£ 955.00
4257	Gas	£ 3,600.00	£ 3,600.00
4259	Grit	£ 600.00	£ 200.00
4260	Pressure wash High Street	£ 700.00	£ 350.00
4276	Tree and hedge cutting	£ 5,000.00	£ 2,500.00
4300	Grass cutting	£ 7,000.00	£ 7,000.00
4310	Grounds Maintenance	£ 17,000.00	£ 13,680.00
4312	Waste removal PF	£ 1,025.00	£ 1,157.00
4320	Play Equip Inspections	£ 1,200.00	£ 1,200.00
4341	Repairs and renewals	£ 750.00	£ 1,000.00
4342	Repairs & renewals SC	£ 12,000.00	£ 7,500.00
4352	Litter and bins	£ 5,000.00	£ 2,500.00
4360	Allotments maintenance	£ 3,800.00	£ 3,800.00
4401	Trade Waste SC	£ 2,900.00	£ 2,500.00
4402	Annual Maint. Contracts	£ 10,000.00	£ 8,000.00
4404	Alarm System SC	£ 500.00	£ 500.00

4406	Cleaning & Consumables	£ 2,500.00	£ 3,271.00
4407	Coffee machine supplies	£ 350.00	£ 100.00
4408	Film night	£ 4,150.00	£ 3,000.00
4977	Earmarked res. Special projects	£ 12,700.00	£ 9,000.00
	TOTAL EXPENDITURE	**£ 427,655.00**	**£ 376,872.00**
CODE	**INCOME**		
1000	Donations received	£ 3,400.00	£ 13,400.00
1001	HDC Cleansing Grant	£ 20,000.00	£ 24,000.00
1003	Club Lease Rentals	£ 3,400.00	£ 2,000.00
1004	Reimbursed charges	£ 700.00	£ 300.00
1005	Allotment Rents	£ 4,400.00	£ 4,400.00
1007	Room Hire	£ 63,000.00	£ 15,000.00
1010	Misc Income	£ 1,750.00	£ 500.00
1015	Coffee machine income	£ 1,050.00	£ 100.00
1017	Income Film night	£ 6,500.00	£ 2,000.00
1020	Feed in Tariff	£ 900.00	£ 1,188.00
1076	Precept Received	£ 322,305.00	£ 322,305.00
1090	Bank Interest (5)	£ 250.00	£ 150.00
	TOTAL INCOME	**£ 427,655.00**	**£ 385,343.00**
	TOTAL INCOME OVER EXPENDITURE	£ -	**£ 8,471.00**

2020/21 Steyning Parish Council Meetings

7.30pm Start	Community (Tuesdays)	Finance and General Purpose (Tuesdays)	Parish Council (Mondays)	Planning (Mondays)
Sep-20	29th	15th	21st	28th
Oct-20	27th	13th	19th	26th
Nov-20	24th	10th	16th	23rd
Dec-20	No Meeting	8th	14th	15th (Tuesday)
Jan-21	5th	12th	18th	25th
Feb-21	2nd	9th	15th	22nd
Mar-21	2nd	9th	15th APM	22nd
Apr-21	6th	13th	19th	26th
May-21	4th	11th	17th APCM	24th

APM = Annual Parish Meeting

APCM = Annual Parish Council meeting

 # - September '20 to January '21 dates inclusive for all committees and Full Council are recommended to Full Council for approval

 # - February '21 to May '21 dates inclusive for all committees and Full Council are subject to review by Council at the 14th December meeting

STEYNING PARISH COUNCIL FINANCIAL RISK ASSESSMENT

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

1. Internal Audit

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

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

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

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

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

2. Internal Control

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

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

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

3. Standing Orders and Financial Regulations

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

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

4. Expenditure and Payments

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

Cheque Payments

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

OR

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

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

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

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

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

Reason: To ensure public money not being misused.

5. Insurance

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

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

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

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

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

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

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

6. Budget Procedures

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

Reason: To ensure sufficient budgetary controls.

7. Income

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

Reason: To ensure money is not stolen.

8. Salaries and Wages

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

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

9. Asset Register

The register should be written up at least annually with details of acquisitions and disposals. - This is checked and agreed by SPC annually

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

10. Annual Statement

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

Reason: To comply with the Law.

11. V.A.T.

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

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

Clerks Table of Outstanding Tasks Item 7.6

Type of task	Specific task	Recent action	Committee & Whom delegated	Status	Priority

Briefing Note

This item is to discuss and agree the implementation of this idea which is to ensure Councillors have a record of all the current and outstanding items of SPC business. It will be based on the format noted above, and this comes out of discussions with James Corrigan and is a progression on the format that the office is currently using which we call our 'Action List', but also uses elements of a system that James has used before, and then I have added a final 'Priority' column.

The reason

Some items that may be being dealt with by a committee or the office or a working party or certain councillors but there is no discernible progress to report and are therefore 'ongoing' will not necessarily be placed on that committee's agenda every month. This will help avoid unnecessary time being wasted at meetings when we have previously discussed items for no reason. This table can keep record of progress and it is hoped that it will provide comfort to councillors who become concerned that some items may be being forgotten for whatever reason or due to less frequent meetings they may wonder as to how things are progressing.

It will be updated regularly and sent around to all Councillors for their information and thoughts on prioritisation of works being undertaken

Supporting Paper re Item 8.2

In 2014 SPC resolved that it would maintain a “Freedom of Information Register” whereby requests and answers are uploaded to its website. This accords with the ICO recommendation that publishing both requests and answers helps bring the information disclosed to the widest possible public audience and so enhances the “right to know”, thus enhancing appropriate openness and accountability while also reducing the likelihood of duplicate or unnecessary further requests.

On 2 July 2020 an FoI was made for documents. Both the request and the covering email answer of 9 September 2020 have been uploaded, but crucially, not the actual information provided in response. The refusal to upload the actual information provided in response to a request makes redundant the purposes behind publishing an FoI Register.

Accordingly, Committee to discuss and approve that information given in response to an FoI or EIR request should, with any anonymisation appropriate, be uploaded to the SPC website as soon as practicable after any response is given.

Cllr Paul Campbell
6 October 2020.