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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9TH FEBRUARY 2020 AT 7.30PM
Via 'Zoom' platform and hosted by the Clerk and Deputy Clerk

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

Clerk: John Fullbrook **Deputy Clerk**: Hazel Roxby

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

Meeting commenced: **7:30 pm**

DRAFT MINUTES

		ACTIONS
F&GP/20/76	**APOLOGIES FOR ABSENCE**	
76.1	Apologies were received from Cllr Trundle and Cllr Northam who would arrive late (he arrived at 8.10pm)	
F&GP/20/77	**DECLARATIONS OF INTEREST AND DISPENSATIONS**	
77.1	None	
F&GP/20/78	**QUESTIONS FROM THE FLOOR**	
78.1	Mr Russell Barnes stated that he is hoping to speak to item 81.3. Cllr Lloyd agreed to this.	
F&GP/20/79	**MINUTES OF PREVIOUS MEETING**	
79.1	Cllr Lloyd **proposed, seconded** by **Cllr Alexander** that the minutes of the meeting held on 12th January 2021 be agreed as a true and fair record of the meeting . **Agreed**	
F&GP/20/80	**FINANCE MATTERS – This item was brought forward at this point**	
80.1	**To discuss and agree a request for a grant application from the Steyning and District Partnership for £250**. Russell Barnes gave an overview of the application for a grant seeking a contribution towards the first phase of an awareness campaign to promote Steyning as a tourist destination. The initial expense will be for a flyer which will highlight Steyning's best features such as shops, food and drink outlets, accommodation and visitor attractions. The flyers will be sent out to coach companies, tourist information centre and be available to local residents. Russell stated that Cllrs were welcome to attend the visitor and tourist zoom meetings. Cllr Alexander **proposed, seconded** by Cllr Goldsmith that a grant of £250 be given to the Partnership Group. **Agreed**	**CLERK**
F&GP/20/81	**MATTERS ARISING AND ACTIONS.**	
81.1	F&GP/20/68.1 Clerk to amend 10th November Minutes **– Actioned**	
81.2	F&GP/20/68.2 Clerk to amend 8th December Minutes **– Actioned**	
81.3	F&GP/20/60.1 Whether residents having option to remain anonymous when asking questions to be discussed by the working practices group **– Actioned.** To be discussed at Full Council	**CLERK**

81.4 F&GP/20/73.1 To investigate SPC's contractual payment obligations concerning the Swimming pool **– See item 82.5**

81.5 F&GP/20/60.7 Clerk to explore within accounts software package to see if committed expenditure can be better presented, and to take to working practices WP so recommendation to be brought back – The Clerk updated that Working Practices WP had discussed the issue and he read out the recommendation from that meeting: *'Members felt the current I&E monthly accounts acceptable and informative as they clearly show the annual budget and the performance against the budget. They deemed the idea a 'nice to have' rather than a necessity and agreed to recommend they could not justify the additional cost required to offset the provision of a more accurate 'committed expenditure feature'*.

81.6 F&GP/20/60.14 James Corrigan invoice clarity sought by Clerk – **Actioned/ See item 82.3**

81.7 F&GP/20/69.8 James Corrigan 'Duty of Care' report circulated **– Actioned**

81.8 F&GP/20/60.18 Relaxation of signatory requirements – The Clerk updated that the Internal Auditor had given the following advice: *'A lot of councils are stating in the minutes the documents are properly agreed and that signing will take place at a convenient time.'* **CLERK/ Chairs**
The Chairman of each SPC committee has been asked to sign the agreed minutes as and when they are passing or collecting supporting papers from the Parish offices. This is currently working well in most cases. The monthly finance reconciliation is also up to date and other face to face checks will be carried out as soon as restrictions allow. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the documents are properly agreed and that signing of documents will take place at a convenient time. **Agreed (TL,SA,CY,DH,PC,JN) 1 abstention (RG).**

81.9 F&GP/20/69.13 Current arrangement with Steyning in Bloom to be discussed following advice from auditor–**See item 88.1**

81.10 F&GP/20/69.1 Clerk to check if monthly cash flow totals can be displayed against each code – The Clerk updated he had discussed the option with the software provider, but there is no simple way to sort out the issue using the software. The Clerk suggested that a nominal ledger can be sent out although it is a very long document, and it was agreed the Clerk would send out the nominal ledger as a sample of this following the next bank reconciliation**.** **CLERK**

81.11 F&GP/20/70.3 Budget recommendation taken to Full Council for approval **– Actioned**

81.12 F&GP/20/71.3 S106 allocations explained **– See item 82.3**

81.13 F&GP/20/72.1 Clerk informed that there were two outstanding FOI review requests**–item 83.1**

81.14 F&GP/20/73.3 Personnel Committee to discuss whether SPC becomes an 'accredited living wage employer' **–** The Clerk updated this was discussed at Personnel committee with its recommendation going to Full Council.

81.15 F&GP/20/74.1 Clerk asked to include links to web site information pages within minutes information items **– Actioned**

F&GP/20/82 FINANCE MATTERS

82.1 To approve list of payments for January 2021. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the list of payments for January 2021 be approved. **Agreed**

Cllr Northam arrived. 8.10pm

82.2 Cllr Lloyd **proposed, seconded** by Cllr Hanson to agree the income and expenditure reports for January 2021. **Agreed**

82.3	To discuss and agree payment of James Corrigan invoice following recommendation from Personnel committee. The final invoice for James Corrigan was discussed by the personnel committee and recommended to F&GP for payment in full. The Clerk gave background and explanation for the invoices received from James Corrigan and the hours that had been agreed for payment. Following a long discussion, it was agreed to pay the invoice providing that it is only for the 40 hours of work that was agreed.	**CLERK**
82.3	To receive the monthly 2020/21 Cil report. The Clerk gave information which was received from HDC as to the terminology of the box on the bottom of the CIL report: **Potential** – projects that for whatever reason have not been completed but where S106 monies have been calculated and were to be sent if the projects were to be completed. **Collected** – All S106 monies collected from construction projects. **Spent** – That amount which has been spent from that which has been collected. **Available** – That amount which is not yet been spent from monies collected. **Allocated** – Money earmarked for certain community projects but as yet unspent. Cllrs found the HDC terminology difficult to understand. The Clerk was requested to ask HDC if they are able to give more detail of the allocated funds and whether it is spent or still pending.	**CLERK**
82.5	To discuss and agree the advice from the solicitor concerning SPC payment obligations with regards to the Steyning swimming pool. The Clerk read out the advice from the solicitor. The Clerk asked to send the email advice from the solicitor to Cllrs. Cllr Lloyd suggested the item come back to next meeting to discuss how to move forward as far as any management committee is concerned and if any possible rebates should be sought.	**CLERK**
F&GP/20/83	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
83.1	The Clerk informed that there are 3 outstanding review requests at present and that it was hoped that all of these can be responded to by the end of the month. The ICO had asked the Clerk to review and reconsider one of the responses to a request made.	**CLERK/ Review FOI panel**
F&GP/20/84	**REQUESTED MOTIONS**	
84.1.1	To discuss and agree Steyning PC's views on HDC's policy and statement on graffiti (as shown in supporting paper) and to send a request to HALC for this group to support any decisions - as this will also affect other Councils - and pass on to HDC, any comments made by SPC and the other Councils – Cllr Goldsmith	
84.1.2	Following a long discussion on the issue of graffiti and the possibility of a diminished service from HDC on removing graffiti from public and private property. Cllr Goldsmith **proposed, seconded** by Cllr Campbell that SPC should liaise with HALC with a view to exert such pressure as it can to ensure that the graffiti removal service is maintained and/or enhanced in the rural communities. **Agreed.** Cllr Lloyd stated that he is also happy to support this from within HDC as a District Councillor.	**CLERK**
F&GP/20/85	**PROGRESS REPORT**	
85.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – **Ongoing**	**CLERK**
85.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing.** The next meeting is planned for 24th February.	**CLERK**
85.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – **Ongoing.** Most of the signage back boards have now been painted black as per suggested to make them look a little more professional. Deputy Clerk has been contacting HDC to determine where they sourced their signs, so that some could be obtained but there has been no response. Cllr Lloyd offered to assist with this to get a response as from HDC.	**D Clerk/ Cllr Lloyd**
85.4	F&GP/20/69.10 - Three-year business plan compilation deferred until spring 2021 and to budget working party **– Ongoing –** To be discussed at the 11th March working party – Clerk to send the existing business plan out to committee members.	**CLERK**

85.5	F&GP/20/61.4 - Scheme to allocate tablets to councillors to be discussed at budget working party**– Ongoing –** To be discussed at the working party on 11th March. – It may be possible to earmark funds to outstanding projects if there is an underspend in the budget to allow for this.	**CLERK**
85.6	F&GP/20/70.3 - Project details to be prioritised **– Ongoing –** To be discussed at the 11th March meeting and to make recommendations to the full council.	**CLERK**
85.7	F&GP/20/71.1 - Total fixed assets amount to be amended due to recent installations at end of financial year **– Ongoing –** the Clerk informed that **t**his process can only be carried out at the end of the financial year.	**CLERK**
85.8	F&GP/20/71.2 - Arrange an all F&GP member working party to discuss issues raised by Cllr Campbell re internal audit **– Ongoing –** To be discussed at the 11th March working party.	**CLERK**
85.9	F&GP/20/73.2- SPC to investigate possibly establishing a Financial Reserves Policy **– Ongoing -** This item to be added to the 11th March working party meeting if time allows.	**CLERK**
85.10	F&GP/20/69.3- Clerk to seek confirmation that Swimming pool responded to a resident's complaint **– Ongoing -** Clerk to contact Steyning Leisure Centre to enquire if they have responded to the resident's complaint.	**CLERK**

F&GP/20/86 INFORMATION/CORRESPONDENCE ITEMS

86.1 Horsham District Council have sent information concerning grants that are available to businesses for losses incurred during the Covid 19 Pandemic. The Clerk informed that the Office have applied for 2 such grants amounting to £12,000 and have been notified that these have been successful. A third grant has been applied for and the result is awaited.

F&GP/20/87 CONFIDENTIAL SESSION

87.1 Following a short discussion, Cllrs agreed that a confidential session was not required for the following item.

F&GP/20/88 STEYNING IN BLOOM

88.1 To discuss and agree the arrangement with Steyning in Bloom

The advice received from the internal auditor concerning the grant arrangement that has been in place since 2017 with the Steyning in Bloom group, and subsequently agreed by the Council each year since 2017, was sent out to all committee members, and discussed. Several other options were also discussed. Cllr Lloyd **proposed, seconded** by Cllr Alexander that the council resolve that a donation will not be accepted from Steyning In Bloom next year, but the council will offer at their choice a grant of £1500 or flowers to the same amount. **CLERK**

Cllr Lloyd amended the **proposal,** to give a grant of £2,000.00 to Steyning In Bloom as a one-off payment for this year, which will be discussed again for next year, and that the donation from Steyning in Bloom, which has been received in previous years, will not be accepted. This was **seconded** by Cllr Campbell. **Agreed**

F&GP/20/89 DATE OF NEXT MEETING – 13th April 2021 @7.30pm.

The Chair closed the meeting at 9.42pm

Signed ……………………………………………………. Date 13th April 2021

Here is the link to the video recording of this meeting:-
https://archive.org/details/2021-02-09-steyning-parish-council-f-gp-committee-offical-copy

ITEM 6.1.1

Time: 18:07

FEBRUARY

Bank Reconciliation up to 01/03/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
01/02/2021	DD	876.00		876.00		R	HDC Rates	
04/02/2021	DR	36.13		36.13		R	Site lock - security	
04/02/2021	DR	0.99		0.99		R	HSBC fees	
04/02/2021	649/20.21	207.00		207.00		R	Clare Austin	
04/02/2021	650/20.21	90.00		90.00		R	JD Window cleaning	
04/02/2021	651/20.21	76.11		76.11		R	PiP Services	
04/02/2021	652/20.21	1,651.00		1,651.00		R	Jack Lee	
04/02/2021	653/20.21	11.62		11.62		R	Village sign people	High street - 288.35
04/02/2021	654/20.21	339.80		339.80		R	Business stream	C. Rooms - 42.65
09/02/2021	VIS	57.20		57.20		R	Amazon - Paint and rollers	Allot - 8.80
09/02/2021	VIS	101.45		101.45		R	Yola - Domain fees	
09/02/2021	BP		7.50	7.50		R	Receipt(s) Banked	
11/02/2021	657/20.21	912.00		912.00		R	Rowan Mellor - trees	
02/2021	658/20.21	6,732.65		6,732.65		R	SCYP	
11/02/2021	659/20.21	657.35		657.35		R	TC Maintenance	
11/02/2021	660/20.21	94.56		94.56		R	SHS	
11/02/2021	661/20.21	279.20		279.20		R	HDC waste	
11/02/2021	662/20.21	186.00		186.00		R	Picking toilet unlocking	
11/02/2021	663/20.21	144.00		144.00		R	Mulberry & Co audit	
11/02/2021	664/20.21	90.00		90.00		R	Tom Packer IT support	
11/02/2021	665/20.21	168.02		168.02		R	Overline phones	
11/02/2021	666/20.21	108.00		108.00		R	Dormation	
11/02/2021	667/20.21	30.52		30.52		R	Clares - stationary	
11/02/2021	668/20.21	761.36		761.36		R	ADT - alarms	
11/02/2021	669/20.21	1,065.00		1,065.00		R	James Corrigan services	
11/02/2021	670/20.21	180.00		180.00		R	Smiths of Derby	
12/02/2021	CR		3,134.26	3,134.26		R	Receipt(s) Banked	- VAT refund.
15/02/2021	VIS	53.44		53.44		R	Amazon - Paint	
15/02/2021	VIS	28.78		28.78		R	Zoom	
02/2021	671/20.21	16.49		16.49		R	PiP Services	
15/02/2021	672/20.21	250.00		250.00		R	General grant to Steyning Part	
15/02/2021	673/20.21	32.24		32.24		R	Clares stationary	
16/02/2021	CR		35.60	35.60		R	Receipt(s) Banked	
18/02/2021	VIS	6.71		6.71		R	Amazon - Floor Squeegee	
21/02/2021	DR	10.94		10.94		R	HSBC bank charges	
22/02/2021	BP	7,076.73		7,076.73		R	Salaries - Various	
23/02/2021	CR		410.83	410.83		R	Receipt(s) Banked	- NHS Blood
25/02/2021	674/20.21	296.23		296.23		R	Kent supplies	
25/02/2021	675/20.21	1,718.33		1,718.33		R	HMRC Tax	
25/02/2021	676/20.21	1,866.32		1,866.32		R	WSCC pensions	
25/02/2021	677/20.21	375.00		375.00		R	Streeter - hedge cut	
25/02/2021	678/20.21	24.00		24.00		R	Green thumb	
25/02/2021	679/20.21	900.00		900.00		R	South Coast electrical	
25/02/2021	CR		957.90	957.90		R	Receipt(s) Banked	- St Andrews
26/02/2021	VIS	8.00		8.00		R	Zoho - remote	
		27,519.17	4,546.09					

ITEM 6.1.2.

Date: 09/04/2021

Time: 00:28

Steyning Parish Council

MARCH

Bank Reconciliation up to 01/04/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/03/2021	CR		61.59	61.59		R	Receipt(s) Banked
04/03/2021	680/20.21	780.00		780.00		R	Arboricultural Excellence HEDGE CUTTING
04/03/2021	681/20.21	160.00		160.00		R	TSS - Legionaires
04/03/2021	682/20.21	243.00		243.00		R	Claire Austin
04/03/2021	683/20.21	168.00		168.00		R	Picking
05/03/2021	VIS	8.95		8.95		R	post Office
05/03/2021	VIS	35.31		35.31		R	Site lock - security
05/03/2021	DR	0.97		0.97		R	Bank charges
08/03/2021	VIS	10.01		10.01		R	Amazon - Tape
08/03/2021	VIS	3.59		3.59		R	Amazon - Sandpaper
08/03/2021	CR		16.00	16.00		R	Receipt(s) Banked
09/03/2021	BP	7.65		7.65		R	P.Office
11/03/2021	VIS	18.50		18.50		R	Amazon - Paint
11/03/2021	684/20.21	84.63		84.63		R	PiP Services
11/03/2021	685/20.21	82.92		82.92		R	TC Maintenance
11/03/2021	686/20.21	295.00		295.00		R	HDC - waste
11/03/2021	687/20.21	168.93		168.93		R	overline phones
16/03/2021	DR	25.00		25.00		R	Petty Cash
16/03/2021	VIS	775.20		775.20		R	Microsoft web domain
16/03/2021	VIS	28.78		28.78		R	Zoom
17/03/2021	CR		12,000.00	12,000.00		R	Receipt(s) Banked HDC GRANT FOR LESS INCOME
18/03/2021	688/20.21	52.27		52.27		R	Edmundson elec
18/03/2021	689/20.21	900.00		900.00		R	Tom Packer LAP TOP
18/03/2021	690/20.21	12.00		12.00		R	Function 28
18/03/2021	691/20.21	47.88		47.88		R	Fire Protection Services
18/03/2021	692/20.21	15.57		15.57		R	Business stream - PAVILLION
18/03/2021	693/20.21	484.64		484.64		R	British Gas - STEYNING CENTRE
18/03/2021	694/20.21	156.75		156.75		R	Business stream - STEYNING CENTRE
19/03/2021	BP	1,651.00		1,651.00		R	Jack Lee contract - STREET CLEANING
21/03/2021	DR	9.70		9.70		R	HSBC Bank charges
21/03/2021	DR	453.14		453.14		R	Siemens phone contract
23/03/2021	VIS	27.77		27.77		R	Amazon - Paint
23/03/2021	VIS	-27.77		-27.77		R	Amazon - Paint
25/03/2021	695/20.21	769.01		769.01		R	Laser elec - STEYNING CENTRE
25/03/2021	696/20.21	180.86		180.86		R	Laser elec - PAVILLION
25/03/2021	697/20.21	66.00		66.00		R	TC Maintenance
25/03/2021	698/20.21	1,536.00		1,536.00		R	South Coast electrical LED INSTALLATION
25/03/2021	699/20.21	160.00		160.00		R	TSS legionaires
25/03/2021	701/20.21	7.41		7.41		R	Business stream - RUBLEES ALLOT.
25/03/2021	700/20.21	50.94		50.94		R	Clares printing
26/03/2021	VIS	8.00		8.00		R	Zoho software
26/03/2021	CR		1,436.85	1,436.85		R	Receipt(s) Banked - ST ANDREWS R.H.
29/03/2021	BP	6,910.15		6,910.15		R	Various Salaries
29/03/2021	VIS	4.99		4.99		R	Amazon - Chalk
29/03/2021	VIS	23.49		23.49		R	Amazon - paint
30/03/2021	TRF		60,000.00	60,000.00		R	Receipt(s) Banked - BANK TRANSFER
30/03/2021	BP		160.17	160.17		R	Receipt(s) Banked
30/03/2021	CR		1,000.00	1,000.00		R	Receipt(s) Banked - DONATION IN ERROR

Bank Reconciliation up to 01/04/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/03/2021	BP		-1,000.00	-1,000.00		R	Receipt(s) Banked
31/03/2021	BP		7.50	7.50		R	Receipt(s) Banked
		16,396.24	73,682.11				

Detailed Income & Expenditure by Phased Budget Heading 01/03/2021

FEBRUARY

Month No: 11

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Administration							
1000	Donations Received	18,040	3,113	(14,927)	3,400			530.6%
1004	Reimbursed Charges & donations	155	200	45	200			77.6%
1010	Miscellaneous income	0	1,012	1,012	1,100			0.0%
1076	Precept Received	322,305	322,305	0	322,305			100.0%
1090	Bank Interest Received	20	231	211	250			8.1%
	Administration :- Income	**340,520**	**326,861**	**(13,659)**	**327,255**			**104.1%**
4000	Salaries	113,079	125,587	12,508	137,000		23,921	82.5%
4002	Printing, stationery, postage	1,660	2,937	1,277	3,200		1,540	51.9%
4003	Staff Ill Health Insurance	0	1,350	1,350	1,350		1,350	0.0%
4004	Telephones and Alarm	2,025	2,500	475	3,000		975	67.5%
4005	Insurance	4,337	5,800	1,463	5,800		1,463	74.8%
4006	Salaries Outsourcing	0	900	900	900		900	0.0%
4007	Data Protection	940	1,400	460	1,700		760	55.3%
4010	Audit Fees	(773)	1,750	2,523	1,750		2,523	(44.2%)
4016	Legal Fees/Elections	0	9,163	9,163	10,000		10,000	0.0%
4017	Bank Charges	267	594	327	650		383	41.1%
4021	General Grants	968	1,837	869	2,000		1,032	48.4%
4025	CCTV Maintenance	0	160	160	160		160	0.0%
4030	Steyning in Bloom	4,964	4,400	(564)	4,400		(564)	112.8%
4032	Royal British Legion	0	415	415	415		415	0.0%

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FEBRUARY

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	1,500	1,500	0	1,500		0	100.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	80	2,250	2,170	3,000		2,920	2.7%
4040 Town Clock	398	450	52	450		52	88.4%
4045 Misc & Petty Cash	0	253	253	275		275	0.0%
4047 Training	426	1,375	949	1,500		1,074	28.4%
4049 Showcase	0	150	150	200		200	0.0%
4055 HR Services	4,075	4,587	512	5,000		925	81.5%
4060 Chairman's Function	12	500	488	500		488	2.3%
4061 Councillors' Allowances	0	88	88	100		100	0.0%
4063 Legionnaires	1,933	2,288	355	2,500		567	77.3%
4070 Software Packages	1,713	1,837	124	2,000		287	85.6%
4071 ICT Equipment	1,025	1,700	675	1,700		675	60.3%
4072 Website Development	1,097	1,000	(97)	1,000		(97)	109.7%
4073 Neighbourhood Plan Exp	0	1,050	1,050	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	2,750	988	3,000		1,238	58.7%
Administration :- Indirect Expenditure	**143,377**	**182,321**	**38,944**	**198,050**	**0**	**54,673**	**72.4%**
Net Income over Expenditure	**197,143**	**144,540**	**(52,603)**	**129,205**			
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	15,750	15,750	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	**0**	**15,750**	**15,750**	**60,750**	**0**	**60,750**	**0.0%**
Net Expenditure	**0**	**(15,750)**	**(15,750)**	**(60,750)**			

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FEBRUARY

Detailed Income & Expenditure by Phased Budget Heading 01/03/2021

Month No: 11

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	25,996	26,930	934	26,930		934	96.5%
Youth Provision :- Indirect Expenditure	**25,996**	**26,930**	**934**	**26,930**	**0**	**934**	**96.5%**
Net Expenditure	**(25,996)**	**(26,930)**	**(934)**	**(26,930)**			
Finance & General Purposes Ctt :- Income	**340,520**	**326,861**	**(13,659)**	**327,255**			**104.1%**
Expenditure	**169,373**	**225,001**	**55,628**	**285,730**	**0**	**116,357**	**59.3%**
Movement to/(from) Gen Reserve	**171,147**						

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/04/2021

MARCH

Month No: 12

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Administration							
1000	Donations Received	30,040	3,400	(26,640)	3,400			883.5%
1004	Reimbursed Charges & donations	155	200	45	200			77.6%
1010	Miscellaneous income	0	1,100	1,100	1,100			0.0%
1076	Precept Received	322,305	322,305	0	322,305			100.0%
1090	Bank Interest Received	22	250	228	250			8.6%
	Administration :- Income	**352,522**	**327,255**	**(25,267)**	**327,255**			**107.7%**
4000	Salaries	119,989	137,000	17,011	137,000		17,011	87.6%
4002	Printing, stationery, postage	1,717	3,200	1,483	3,200		1,483	53.6%
4003	Staff Ill Health Insurance	0	1,350	1,350	1,350		1,350	0.0%
4004	Telephones and Alarm	2,166	3,000	834	3,000		834	72.2%
4005	Insurance	4,337	5,800	1,463	5,800		1,463	74.8%
4006	Salaries Outsourcing	0	900	900	900		900	0.0%
4007	Data Protection	970	1,700	730	1,700		730	57.0%
4010	Audit Fees	(773)	1,750	2,523	1,750		2,523	(44.2%)
4016	Legal Fees/Elections	0	10,000	10,000	10,000		10,000	0.0%
4017	Bank Charges	278	650	372	650		372	42.8%
4021	General Grants	968	2,000	1,032	2,000		1,032	48.4%
4025	CCTV Maintenance	0	160	160	160		160	0.0%
4030	Steyning in Bloom	4,964	4,400	(564)	4,400		(564)	112.8%
4032	Royal British Legion	0	415	415	415		415	0.0%

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033	Christmas Lights Grant	1,500	1,500	0	1,500		0	100.0%
4036	SALC NALC Subs	1,888	1,950	62	1,950		62	96.8%
4039	Publicity and Advertising	80	3,000	2,920	3,000		2,920	2.7%
4040	Town Clock	398	450	52	450		52	88.4%
4045	Misc & Petty Cash	25	275	250	275		250	9.1%
4047	Training	426	1,500	1,074	1,500		1,074	28.4%
4049	Showcase	0	200	200	200		200	0.0%
4055	HR Services	4,075	5,000	925	5,000		925	81.5%
4060	Chairman's Function	12	500	488	500		488	2.3%
4061	Councillors' Allowances	0	100	100	100		100	0.0%
4063	Legionnaires	2,200	2,500	300	2,500		300	88.0%
4070	Software Packages	2,390	2,000	(390)	2,000		(390)	119.5%
4071	ICT Equipment	1,775	1,700	(75)	1,700		(75)	104.4%
4072	Website Development	1,107	1,000	(107)	1,000		(107)	110.7%
4073	Neighbourhood Plan Exp	0	1,050	1,050	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,762	3,000	1,238	3,000		1,238	58.7%
	Administration :- Indirect Expenditure	**152,252**	**198,050**	**45,798**	**198,050**	**0**	**45,798**	**76.9%**
	Net Income over Expenditure	**200,269**	**129,205**	**(71,064)**	**129,205**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	45,000	45,000	45,000		45,000	0.0%
4101	Swimming Pool	0	15,750	15,750	15,750		15,750	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**60,750**	**60,750**	**60,750**	**0**	**60,750**	**0.0%**
	Net Expenditure	**0**	**(60,750)**	**(60,750)**	**(60,750)**			

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/04/2021

Committee Report

MARCH.

		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	25,996	26,930	934	26,930		934	96.5%
	Youth Provision :- Indirect Expenditure	**25,996**	**26,930**	**934**	**26,930**	**0**	**934**	**96.5%**
	Net Expenditure	**(25,996)**	**(26,930)**	**(934)**	**(26,930)**			
	Finance & General Purposes Ctt :- Income	**352,522**	**327,255**	**(25,267)**	**327,255**			**107.7%**
	Expenditure	**178,248**	**285,730**	**107,482**	**285,730**	**0**	**107,482**	**62.4%**
	Movement to/(from) Gen Reserve	**174,273**						

Continued over page

NOTES FROM F&GP VIRTUAL WORKING PARTY 11.3.21 Item 6.5

Present: Cllrs. Lloyd (TL), Norcross (JN), Young (CY), Northam (SN) and Hanson (DH)

Apologies: Cllrs. Campbell, Goldsmith and Alexander

In attendance: John Fullbrook (Clerk)

1: BUSINESS PLAN

The 2015 Business Plan (BP) had not been reviewed since its inception, was in need of updating, and was considered to be too wordy. After discussion, it was agreed that an abbreviated plan should be put onto the website as a consultation document, to ask for residents' input as to what they believe are the Council's priorities going forward over the next 3 years. A 3-year financial plan was a recommendation from the Internal Auditor, but it was felt that there was information contained in the BP which was useful to residents. TL agreed to send round a shortened amended version for the group to look at and comment on to discuss at the next meeting and make a recommendation to the F&GP Committee. **Cllr Lloyd to action**

2: PROVISION OF LAPTOPS/TABLETS

It was felt by the WP that there was not the strength of support for the proposal to provide laptops/tablets to Cllrs. to contribute towards a paperless Council. During Covid all Cllrs. appeared to cope well with the IT equipment in their possession and it was now looking possible that 'live' meetings would re-start in May/June. **It was noted that papers were given out at the public meetings and it was agreed that the recommendation to F&GP would be that this should become the exception rather than the rule. It was also agreed that the cost of providing laptops/tablets at this time could not be justified and would prejudice other beneficial community projects from going ahead and that the WP would recommend this to F&GP**.

After discussing how documents could best be viewed interactively by both members and the public, at meetings, the Clerk was tasked with looking at how best this could be achieved by speaking to our IT consultant to create a specification to go out for pricing. SN offered to forward the IT interactive conferencing facilities used by his company. **This would be discussed at the next meeting**.

3: PROJECT FUNDING

The project list provided by the Clerk was discussed at length.

High Priority:

20mph speed limit project – TL reported that Geoff Barnard had received about 171 responses so far to the consultation with just over 70% in favour. He is hopeful to have significantly more responses in the next few weeks {Now 873 – dated 6th April}. This project will be largely funded by S106 funds. The project is probably 6-12 months away by the time the request is made to WSCC, they do their consultations and then go through the approval stage.

High St Christmas lights – after discussion and because of the Covid pandemic this project was considered to be a top priority by the group as it was the first Christmas post Covid and would be of great benefit to the well-being of the community – a feeling of normality – and to the business community by attracting visitors to the High Street. **DH would re-circulate the Christmas tree lights quotes already received, for discussion next meeting.**

Updating the décor at the Steyning centre – the Steyning Centre is the key contributor to the non-precept income and is looking 'tired'. The updating of the décor is essential if the SC is to get back to its previous income stream and that it must be seen as a prime location for events. The WP felt, after discussion, that this should become a priority and the Clerk was to provide estimates for the essential repainting – particularly the skirtings and windows – and that he should approach local 'designers' to see 'pro bono' advice on colour palettes. If there was possibly a surplus this year, the WP believed, this could be put in place before the end of the year, and funds allocated to it. **The Clerk would report back for next meeting.**

Chandlers Way and Abbey Road developments – Both require little investment, but the WP needs more costing information before it can discuss these projects and make any financial decisions. To be discussed.

High Priority for discussion:

Allotment water installation – The principle of the decision as to whether the Council is to approve the continuing use of hosepipes has yet to be made, but if approved, it was noted that the cost of delivery to both Rublees and Canada Gardens could be in the region of £20 -30,000. This is a significant expenditure and needed to be weighed against other community projects, which might be considered to have a greater benefit to the wider community. This is a decision for, firstly the Community Committee based on the costs that are currently being prepared and ultimately for Council to decide on the principle of the continued use/banning of hosepipes.

CCTV – This has largely been ignored over the last 18 months and the **Clerk will re-circulate the CCTV costs for discussion at the future F&GP meeting.**

Low priority:

Water Fountains – After discussion it was decided to ask the Greening Group to see if the had/could source funding for these at the Bus Shelter and MPF Changing Rooms. Clerk to write to GG and report back to next meeting.

Interactive whiteboards – these would be discussed as part of the interactive conferencing facilities.

Other projects – It was decided by the WP to recommend to discuss these at a later date and to concentrate on the high priority projects.

4: INTERNAL AUDITORS LETTER

The Internal Auditors letter contained one recommendation – to increase the fidelity insurance – which has been actioned, and after discussion members felt that the **issues raised by Cllr. Campbell were not relevant to the F&GP Committee signing off the audit and this recommendation would go forward to F&GP. The queries raised by Cllr. Campbell would be dealt with by the Clerk and TL when time allows.**

5: RESERVES

After discussion it was decided that TL and the Clerk would prepare an outline of the way reserves would be shown in future, to make it more understandable to members. **Cllr Lloyd and Clerk to action**

The Community Infrastructure Levy
Steyning Parish Council Report – 2020/21

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

The previous year's receipts (£2,694.86) have not been allocated as yet.

BALANCE SHEET FOR YEAR 2020/21 - To March '21

Balance from previous period	**2,694.86**
{To be spent by September 2024}	
Income in this period from HDC	**0**
Income in this period from SDNP	**2,339.12**
{Received – 16th July '20 / to be spent by June 2025}	
TOTAL CIL MONIES AVAILABLE - INCOME	**5,033.98**
	………………………………………………………………
Projects this Year using CIL funding –	
Nothing allocated	**0**
TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31st, 2021	**0**
BALANCE (Monies carried forward to next year 20/21)	**?**
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."…*

WSALC Limited
9 Pound Lane
Godalming
Surrey
GU7 1BX
United Kingdom

VAT Number:

Steyning Parish Council
Council Office, The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ
United Kingdom

Invoice

Number:
Date: 1st Apr '21
Due By: 29th Apr '21
Account: STEYNING
Purchase Order:

Qty	Description	Rate	Total
1	WSALC Subscription 2021/2022	1,425.20	1,425.20
1	NALC Subscription 2021/2022	345.48	345.48

Net: £1,770.68

TOTAL: £1,770.68

Please make payment by bacs as this is the swiftest and most secure method:

Account Name: West Sussex ALC Limited

Please reference your payment with the invoice number
If payments cannot be paid by bacs cheques should be made payable to West Sussex ALC Limited and posted to 9 Pound Lane, Godalming, Surrey, GU7 1BX.

Company Registration:

Dear Clerk

Reduction of WSALC Subscriptions 2021-2022

On the afternoon of Thursday 11th March the WSALC Board met under the stewardship of Vice President John Godfrey.

I have been elected as Chairman and Martin Beaton elected as Vice Chairman. This was the first opportunity for the six new directors to meet as your board representatives. The new Board members were unaware that subscription invoices for 2021-2022, based on the approval of the previous Board to increase by 2.5%, had already been sent to Town and Parish Councils.

The announced savings in overheads do not kick in until the middle of 2021-2022 year. With that in mind revised subscriptions reflecting a 10% reduction compared to 2020-2021 have been approved for 2021-2022, including the capped subscriptions for Town Councils. Invoices accompany this e-mail.

Past practice has been to review the budget including subscriptions for the forthcoming council year in July and formally agree these at a Board meeting in September. The new Board expects to be able to continue to reflect the benefit of the reduction in overheads in the first full year after the savings have been implemented and thereafter.

Trevor Leggo was formally appointed CEO & County Officer; Mulberry & Co were formally appointed as service provider.

After the recent period of lack of communication with members and issues of transparency, I ask all Town and Parish Councils in West Sussex to support the new Board as it pursues the strategy voted for so overwhelmingly through resolutions at the recent AGM. The more Town and Parish Councils that renew or continue their WSALC membership, the more the Board can do to assist and guide Councils and the more the reserves of WSALC can be used for the benefit of all WSALC members.

Kind regards

Douglas Denham St Pinnock
Chairman WSALC Ltd.

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

ITEM 6.12.

Our Ref:

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

23 October 2020

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on 23 October 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the interim visit we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk is experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

The council continues to use RBS as a day to day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used regularly to report on and record the financial transactions of the council.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is not VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of June 2020 and showed a refund position of £4,353.41. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 have not yet been returned by the external auditor. There is evidence within the minutes of the Finance & general Purposes Committee of review of the internal audit report.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor alongside their contact information.

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of all the required information in a clear and transparent way. I note the addition of the staff organisational chart and pay multiple which were missing at the date of the last audit.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice, Data Protection Policy and Subject Access Request Policy on its website. All of which have been reviewed and adopted since May 2020. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure, and a diary of meetings is published on the council website. The council has a scheme of delegation which was last reviewed by council in October 2020.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is included as a hyper-links on the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website and subsequently replaced by final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. They were last reviewed and adopted by council in May 2020. The council website also includes details of the legislative changes made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. They were last reviewed and adopted by council in May 2020. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation for each account. These are reported to council along with deatilas of

To approve list of payments for September 2020 6.2 To agree Income & Expenditure reports for September 2020

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council for all items over £5,000
- prior approval by delegated committee for items - £1,000 to £5,000
- Clerk can order goods and services before speaking with Chairman but making Chairman of committee or Finance & General Purposes aware of this decision for items - £500 - £1,000
- Clerk has authority to spend within the budget heading for items - £0 - £500.

It was noted that the emergency authorisation level for the Clerk is £1,000.

Receipts and payments are reported to the Finance & general Purposes Committee along with updated income and expenditure reports, and these are reported in the minutes.

I checked a sample of payments randomly chosen from the list presented to the October meeting. Copies of invoices were provided and confirmed to amounts authorised.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.
The council has no section 137 expenditure.

Confirm that checks of the accounts are made by a councillor.
The system noted above details internal review takes place. I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)

Internal audit requirement
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council has a risk assessment, which includes risk management and financial controls and procedures. The minutes of the Finance & General Purposes Committee meeting in October 2020 show this was updated and adopted.

The council has a valid insurance policy in place with AXA. This is a long-term agreement which expires in August 2020. The policy includes Public Liability and Employers Liability cover of £10 million and a Fidelity Guarantee (Employee Dishonesty) cover of £150,000. Based on the balances held by the council, **I recommend the Fidelity Guarantee level is reviewed to cover the maximum balances held during the year.**

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

I confirmed that the 2020-21 budget and precept setting process is about to commence. A timetable for the process was agreed at the Finance & General Purposes Committee meeting in October, with the precept scheduled to be agreed by council in January 2021.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and reviewed and this is documented in the minutes of meetings.

At the interim audit date, a review of the council's budget (as at the end of August) showed income as 42.1% of budget (with the second half of the precept yet to be received) and expenditure as 25.2% of budget.

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Internal audit requirement
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Apart from the precept, the council's other income sources are from the hire of the Steyning Centre, allotment fees, grants and CIL/s.106 income.

The precept accounts for approximately 75% of the council's budgeted income. The council conducted a thorough review of their projected year0end budget at the Finance & General Purposes Committee meeting in October, and due to a reduction in spending and receipt of a grant for £10,000 from the District Council, have mitigated much of the impact of Covid-19 on the reduced income form the Steyning Centre.

It is clear the council is keeping under close review their financial positions, and at the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)

Internal audit requirement
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council has a petty cash float of £30. This is used for incidental expenses and is reconciled on a quarterly basis. A review of the information provided for the interim audit show copies of receipts match the written records.

At the interim audit date, I am of the opinion the control objective of "Petty cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for" has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Internal audit requirement
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The council uses an external company to process payroll. Payments are made by the council and approved in the same way as other expenditure. A review of the payroll summaries and payslips provided for the interim audit show PAYE and NI deductions have been correctly calculated.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement
Asset and investments registers were complete and accurate and properly maintained.

The council has a detailed fixed asset register in place in Excel format, which includes cost/proxy cost and insurance values. Assets are correctly stated at historic or proxy cost. A review of the asset register was compared with the insurance documents and appear consistent with the detail on the insurance schedule. and appeared to be consistent.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

At the interim audit date, the sample reconciliations were reviewed for each bank account and there were no errors identified.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table below.

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	16 June 2020	To be reviewed at year end
Inspection period begins	18 June 2020	To be reviewed at year end
Inspection period ends	31 July 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

<u>**Andy Beams**</u>
For Mulberry & Co

Christmas Lights for Steyning 2021 Item 6.13.1

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.

We will not be in a position at this F&GP meeting to make a decision on which of these or other options to agree, but it is important to begin discussions for this year so that we have an early plan in place.

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.

Other Comments

Our former Chairman’s (Trevor) comments to Dean from the Business Chamber when these were passed by him were as follows:-

The lead time for new lights is stated to be 8 -10 weeks and so time is short for this year. I had not realised that the cost is for a three year hire rather than purchase but perhaps that is fairly standard practice. We will probably require an additional quotation(s) but perhaps it is a specialist business.
My personal preference is for Design 1 but a dash of red is always good,

Deans response was as follows:-

I've approached various other Parish Councils that arrange over street lighting (including Storrington, Lancing and Henfield) and this is the preferred option as everything is dealt with by one contractor.
The alternative is to purchase new lights and then liaise with SEE for installation, an electrical contractor for maintenance and connection and another contractor for installation.
There is also the issue of storage too.
The company were recommended by Storrington PC but the contractor has national agreements with various authorities so are expert and experienced in this particular area.
I quite like 1 too so we'll have to have a vote for people's favourite!

Please now refer to the quotes attached

John Fullbrook

Subject: Steyning Christmas lights Update Item 6.13.2.

Subject: Re: Steyning Christmas lights Update

Hello all,

The prices will be the same- for the lights - as last year!
A new catalogue will be coming out soon, so we may have more of a choice.
I'll forward it as soon as it arrives.
But we can work on what I've sent, but the cost of inspection/upgrading the lamp posts may have changed.

Deborah

Subject: Steyning Update

Good Afternoon Deborah

Thank you for speaking with me earlier today.

Further to our conversation and as advised, I have attached a cost sheet with pictures of the designs we can offer this year if the confirmation comes in October, your earliest decision is recommended as the stock does move fast this time of year.,
As advised if all has been secured by end of September any of the previous designs shown can be ordered as new.

Just to confirm that we can offer to change motifs in each year, but this is dependent on our shelf stock availability each year.

In respect of the electrical infrastructure for each lamppost, I did quote for this of which was sent to Dean – the below was supplied

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.

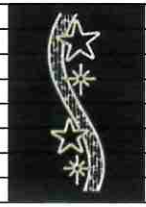
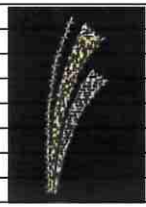
Please be advised the above cost is a one off cost in year 1 and please times the £193 + vat by 18 for total cost.

Kind regards

Regional Account Manager
festive lighting.

Customer Name:	Steyning Business Chamber	Quotation No:	Various Designs
Contact Name:	Dean Haysom	Quotation Date:	VAR/22072020/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	124036 B2 200 R S	Minibulb Chandelier - 2m x0.65m White LEDs 	21	18	£190.00	£3,420.00		£1,539.00	£1,539.00	£1,539.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£3,498.20**	**£3,498.20**	**£3,498.20**
		Design 2								
	124020 B2 200 R S	Stars and Crosses Wave - Warm White - 2m x0.6m - Animated minibulbs 	49	18	£265.00	£4,770.00		£2,146.50	£2,146.50	£2,146.50
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£4,105.70**	**£4,105.70**	**£4,105.70**
		Design 3								
	12739 B2 225 R S12	Minibulb Spray white and warm white - 2.2m x0.7m 	26	18	£190.00	£3,420.00		£1,539.00	£1,539.00	£1,539.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£3,498.20**	**£3,498.20**	**£3,498.20**

		Design 4								
	123573 B2 200 R1 S2F	Star Edge with White LED Rope Lights and Red LED animated Minibulbs - 2m x 0.7m 	36	18	£200.00	£3,600.00		£1,620.00	£1,620.00	£1,620.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
					Totals			**£3,579.20**	**£3,579.20**	**£3,579.20**
		This would be in all wh								

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.

Request for Grant from Steyning Community Orchard **Item 6.14**

Briefing Note

Due to Covid19, the Zurich Insurance extended the cover for the SCO until the 1st of march free of charge.

The new annual fee to be paid for 2021/22 is £168.00.

They ask annually for SPC to pay this grant to cover this expense for them.

They will send a receipt of payment when they have it as well as Group account details and the level of cover the insurance supplies to the Clerk for verification purposes.

We need to discuss and agree support and grant payment or otherwise please

Request for Support and Grant for Jubilee celebrations   Item 6.15

Briefing Note

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

We have two requests to put to Steyning Parish Council:

Hire of portable toilets
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.

Cleaning the High Street
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 10.2

Horsham District Community Climate Fund – applications now invited for the next round of funding

In July 2020 Horsham District Council launched a Horsham District Community Climate Fund. This fund was set up to enable voluntary and community groups to work on projects to help reduce carbon levels locally, reduce the use of resources such as energy and water, and to encourage the minimisation of waste.

After a successful first round of applications, several groups were awarded funding including **Greening Steyning** for the Greening Steyning 2030 Project, Horsham's **Springboard** who purchased Smart radiator valves to improve the energy efficiency of their building**; St Mark's Church,** Holbrook, **Sustainable Henfield** who are introducing Zero waste bins around Henfield, and **Transition Horsham Community Allotment**.

The next round of applications are open from 5 April to 14 May 2021 and is your chance to stand out from the crowd and get involved in this vital climate change work.

Fund applications can be related to any of the following themes:

- **Energy** – such as reducing consumption and increasing the use of renewable energy
- **Water** – such as reducing consumption and reducing the threats from flooding
- **Waste minimisation** – including reusing and recycling resources, for example using composting bins
- **Biodiversity** – increasing wildlife, such as the creation of pocket parks and community orchards
- **Sustainable transport** – such as encouraging cycling and walking.

Find out more and apply for funding at www.horsham.gov.uk/climate-and-environment/community-climate-fund
Or email your enquiries to Horsham District Council at community.development@horsham.gov.uk