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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 22nd APRIL 2021 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 and Goldsmith.

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

Members of the Public in attendance: **2**

Meeting commenced: **7:31 pm**

DRAFT MINUTES

ACTIONS

F&GP/20/90 **Point of order** - brought forward from Cllr Northam regards whether meeting properly called.
90.1 The Clerk stated that the Agenda had been advertised on notice boards and the Summons had gone out to Councillors within the statutory time. The meeting had therefore been Lawfully convened.

F&GP/20/91 **APOLOGIES FOR ABSENCE**
91.1 Apologies received from Cllr Alexander.

F&GP/20/92 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
92.1 Cllr Norcross declared an interest in item 96.17 – Steyning Festival enquiry.

F&GP/20/93 **QUESTIONS FROM THE FLOOR**
93.1 None received

F&GP/20/94 **MINUTES OF PREVIOUS MEETING**
94.1 Cllr Lloyd **proposed, seconded** by Cllr Northam that the minutes of the meeting held on 9th February 2021 be agreed as a true and fair record of the meeting . **Agreed**

F&GP/20/95 **MATTERS ARISING AND ACTIONS.**
95.1 £250 grant paid to Steyning and District Partnership **- Actioned**

95.2 Monthly signatory requirements for Finance and Minutes to be progressed – **Actioned /Ongoing.** Clerk reported Cllr Lloyd would assist with Finance signatories in the office when Covid restrictions allow. One committee chairman also needs to sign his agreed minutes. **Cllr Lloyd / CLERK & Cllr Goldsmith**

95.3 Clerk to send out 'Nominal Ledger' report after next 'End of Month' reconciliation **- Actioned**

95.4 Clerk to pay J. Corrigan invoice **- Actioned**

95.5 Clerk to send out advice from solicitor and bring back Swimming Pool item to next meeting **- Actioned**

95.6 Clerk to convene FOI panel and review FOI Case **– Actioned**

95.7 Cllr Lloyd to liaise with HALC to exert pressure to ensure graffiti service maintained or enhanced- Cllr Lloyd stated he would raise this matter at the next meeting - **Ongoing** **Cllr Lloyd**

95.8	Three Year Business Plan compilation taken to budget working party –**Actioned/See item 96.5**	
95.9	Scheme to allocate tablets to Cllrs to be discussed at Budget working party – **Actioned / See item 96.5**	
95.10	Project details to be prioritised at budget working party **– Actioned / See item 96.5**	
95.11	Arrange working party meeting to discuss internal audit letter questions – **See item 96.14**	
95.12	Clerk to seek confirmation that Swimming pool responded to a resident's complaint**- Actioned**	
95.13	Steyning in Bloom informed as to new finance arrangement **– Actioned**	
F&GP/20/96	**FINANCE MATTERS**	
96.1	To approve list of payments for February and March 2021. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the list of payments for February and March 2021 be approved. **Agreed**	
96.2	Cllr Lloyd **proposed, seconded** by Cllr Northam to agree the income and expenditure reports for January 2021. **Agreed**	
96.3	Clerk reported on 'End of Year 2020/21' finances as per supporting papers. With much still to be reconciled as invoices continue to arrive relating to the last financial year, he stated that thus far the Accrual figure would be approximately £76,800, with possible earmarked reserve figure at £27,900 leaving a small surplus for the year. He also stated that though it had been a very difficult year due to Covid restrictions leaving less income from the Steyning Centre alone in the region of £40,000, the office had saved money on many budget lines in an attempt to offset this issue, notably £17,000 less staffing costs and big savings against repairs and maintenance with caretakers being re-directed to complete work otherwise needing to be completed by contractors. Also, a major factor in turning around a major deficit had been the successful applications to HDC to cover less income with four grants totalling £24,000. Cllr Goldsmith raised a number of points and will email the F&GP Chair who will discuss with the Clerk.	**Cllr Goldsmith**
96.4	Proposed Earmarked Reserves for the Year 2021. The Clerk supplied a proposed list, and this will be discussed further at a future meeting.	**CLERK**
96.5	Recommendations from Budget working party. Cllr Lloyd had updated a previous SPC Business Plan. Clerk to check and resend to all F&GP Members well in advance of the next meeting. Members discussed future meeting protocols – further information from the Clerk to be forthcoming at the next Full Council Meeting. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the recommendations from the budget working party be put back for further discussion and to a future meeting when further information is available. **Agreed**	**CLERK** **CLERK**
96.6	Members received the monthly Cil report	
96.7	SPC payment obligations with regards to Steyning Swimming Pool. Cllr Lloyd **proposed, seconded** by Cllr Young that F&GP convene an all member working party to discuss payment obligations with regards to the Steyning Swimming pool. **Agreed**	**CLERK**
96.8	High street opening and closing. Mr Picking to stop his services shortly. The Clerk put forward a few alternative solutions to this cover issue including an automatic timed locking system. Cllr Lloyd **proposed, seconded** by Cllr Campbell that committee delegates the clerk's office to employ a resident to open and close {the High Street toilets} at the times previously agreed, and to discuss with them whether they will close at 9pm over the Summer months and in the meantime look at all the other options available including cleaning companies and locks etc and bring that back to the next meeting. **Agreed**	**CLERK**

96.9	To discuss a contractors pay increase request & possible variation to the Street Cleaning/ Bin Contract. Cllr Lloyd **proposed, seconded** by Cllr Northam that Council passes on a note of thanks to Jack Lee for using his initiative and taking pride in his work and emptying extra bins on the MPF even though he had no assurances that he would be paid, and retrospectively authorise payment for the extra work undertaken and that extra bin emptying rounds should be authorised in consultation with the Clerk's Office. **Agreed**	**CLERK**
96.10	Cllr Lloyd **proposed, seconded** by Cllr Northam that committee agrees to an extra payment of £25 per month {adding this to Jack Lee's Contract} commencing 1st April 2021. **Agreed**	**CLERK**
96.11	Cllr Lloyd **proposed, seconded** by Cllr Hanson that we ask Jack to do an additional litter pick after the bank holidays in consultation with the Clerk's office. **Agreed**	**CLERK**
96.12	To discuss a reduction from three to two cleans per day of the High Street Toilets. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that SPC does not reduce the cleans to two times per day but leave it at three, until sometime in the future. **Agreed**	**CLERK**
96.13	To discuss the payment and affiliation to the WSALC / NALC service providers. D. Clerk updated with some additional information. This item deferred to Full Council meeting.	**CLERK**
96.14	To discuss acceptance of the Internal Audit letter. Cllr Lloyd **proposed, seconded** by Cllr Northam that committee agrees to the internal auditor's letter and that the fidelity cover on the insurance is increased {already actioned} and that following this agreement that the Clerk and Cllr Lloyd will put together a response to Cllr Campbell's questions and that this is done by the June F&GP meeting. **Agreed**	**CLERK**
96.15	To discuss the arrangements and possible purchase of Steyning High Street Christmas decorations. Cllr Lloyd **proposed, seconded** by Cllr Hanson that the Clerk convene an all member working party {proposed under 96.7} to now also include a discussion about the High Street Christmas light decorations, and to make recommendation to a future F&GP meeting after a discussion on all SPC projects already prioritised on the list and that relevant third parties are invited to make presentations about the projects they are involved with after agreement from this committee, and that the Clerk will provide all the necessary end of year figures at that time. **Agreed**	**CLERK**
96.16	Request for Grant from Steyning Community Orchard as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the council agrees to the grant request from the Steyning Community Orchard to pay an amount to cover the cost of the insurance {£168}. **Agreed**	**CLERK**
96.17	The committee discussed briefly the proposed Queens Jubilee Celebrations / Street Party Event and look forward to more details to come.	
F&GP/20/97	**DATA PROTECTION AND FREEDOM OF INFORMATION**	
97.1	The Clerk informed that the FOI panel had convened to review a residents FOI request and also to discuss a response to the Information Commissioners Office letter asking that the Council reconsider a previous review response to this resident. This response will be published on the web site and will be circulated to the committee.	**CLERK**
F&GP/20/98	**REQUESTED MOTIONS (From Councillor Goldsmith)**	
98.1	Potential financial matters arising from the JPYC committee meeting on the 8th of Feb '21. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that F&GP committee members prepare questions to be put to the Youth Service Providers in advance of the June Full Council Meeting so that they {Sussex Youth Service} are able to make a presentation and answer questions raised at that time and that the Clerk and Deputy Clerk bring back a full report from the next JPYC meeting. **Agreed** Potential financial matters arising from the JPYC committee meeting	**CLERK**

98.2	To agree whether SPC should have a representative on the Steyning and District partnership. The suggestion was that SPC continue to work with the Partnership but not formalise a representational position at this point.	
F&GP/20/99	**PROGRESS REPORT**	
99.1	F&GP/20/41.3 - Asset register to be updated and brought to next F&GP meeting – **Ongoing**	**CLERK**
99.2	F&GP/20/48.15 - Clerk's outstanding list of actions to be discussed at personnel committee **– Ongoing.**	**CLERK**
99.3	F&GP/20/60.12 - Playground temporary laminated signage to include hard backing and then to be assessed – **Ongoing.**	**CLERK**
99.4	F&GP/20/81.3 - Resident's option to remain anonymous when posing questions to be discussed at Full Council **- Actioned**	
99.5	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**
99.6	F&GP/20/82.3 - HDC to be contacted to provide greater clarity in regards their terminology for S106 monies **- Actioned /Ongoing –** Clerk to further discuss with HDC	**CLERK**
99.7	F&GP/20/73.2 - SPC to investigate possibly establishing a Financial Reserves Policy **– Actioned / Ongoing –** To be discussed by the All-member F&GP Working party	**CLERK**
F&GP/20/100	**INFORMATION/CORRESPONDENCE ITEMS**	
100.1	Notification of SPC 'End of Year' Financial closedown with Rialtus – End of May, and Internal Audit on 4th June. Chair of F&GP invited to participate.	**CLERK**
100.2	Horsham District Community Climate Fund – applications now invited for the next round of funding. Clerk informed he would be bringing this back to Council in terms of asking that it considers supporting writing a letter of intent for a future application	**CLERK**
F&GP/20/100	**DATE OF NEXT MEETING – 15th June 2021 @7.30pm.**	

The Chair closed the meeting at 9.56 pm

Signed ………………………………………………… Date 15th June 2021

Here is the link to the video recording of this meeting:-
https://archive.org/details/2021-04-22-steyning-parish-council-f-gp-meeting-offical-copy

ITEM 6.1

Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Account

Expenditure Amounts are 'Net' Costs

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2021	DD	973.50		973.50		R	HDC Rates
01/04/2021	702/21.22	108.55		108.55		R	Rainbow Window Cleaning
01/04/2021	703/21.22	239.58		239.58		R	laser
01/04/2021	704/21.22	201.56		201.56		R	TC Maintenance
06/04/2021	VIS	0.99		0.99		R	Amazon
06/04/2021	VIS	-0.99		-0.99		R	Amazon payment
06/04/2021	DD	30.00		30.00		R	Cash for Petty Cash
06/04/2021	VIS	35.49		35.49		R	Site lock
06/04/2021	DD	0.97		0.97		R	HSBC transactions
08/04/2021	715/21.22	1.06		1.06		R	EDF
08/04/2021	712/21.22	1,709.02		1,709.02		R	WSCC pension
08/04/2021	714/21.22	1,455.08		1,455.08		R	HMRC — PAYE SALARIES
08/04/2021	712/21.22	70.00		70.00		R	TC Maintenance
08/04/2021	711/21.22	396.00		396.00		R	Clare Austin
08/04/2021	710/21.22	561.60		561.60		R	Rialtus — OFFICE FINANCE SOFTWARE PACKAGE.
08/04/2021	709/21.22	186.00		186.00		R	Brian picking
08/04/2021	708/21.22	564.00		564.00		R	Rabbit skips — FOR ALLOTMENTS.
08/04/2021	707/21.22	528.00		528.00		R	Ladywell accountancy — SALARIES ACCOUNTANTS
08/04/2021	706/21.22	1,651.00		1,651.00		R	Jack lee — STREET CLEANING.
08/04/2021	705/21.22	120.00		120.00		R	Tom Packer
09/04/2021	BP	10,000.00		10,000.00		R	wardens payment
12/04/2021	BP	10,000.00		10,000.00		R	Wardens
13/04/2021	BP	10,000.00		10,000.00		R	Wardens £42,570 TOTAL
14/04/2021	BP	10,000.00		10,000.00		R	Wardens MAXIMUM BACS
15/04/2021	BP	2,570.00		2,570.00		R	Wardens DAILY PAYMENT £10K
15/04/2021	DR	25.00		25.00		R	Petty Cash
15/04/2021	722/21.22	179.94		179.94		R	overline phones
15/04/2021	721/21.22	12.00		12.00		R	Function 28 web site
15/04/2021	720/21.22	304.95		304.95		R	HDC waste
15/04/2021	719/21.22	90.00		90.00		R	JD Windows
15/04/2021	718/21.22	1,445.70		1,445.70		R	PHS Group — ANNUAL SANITORY CLEANING SERVICE
15/04/2021	717/21.22	111.55		111.55		R	PiP Services
16/04/2021	DR	17.00		17.00		R	PO stamps
16/04/2021	VIS	28.78		28.78		R	Zoom
19/04/2021	21/01		3.72	3.72		R	Receipt(s) Banked
19/04/2021	CR		423.51	423.51		R	Receipt(s) Banked — HDC ROOM HIRE
20/04/2021	CR		50.00	50.00		R	Receipt(s) Banked
21/04/2021	DR	12.94		12.94		R	HSBC charges
21/04/2021	VIS	178.50		178.50		R	Amazon urinal blocs
21/04/2021	VIS	51.98		51.98		R	Amazon paint n condo book
21/04/2021	CR		71.48	71.48		R	Receipt(s) Banked
21/04/2021	CR		16.00	16.00		R	Receipt(s) Banked
22/04/2021	VIS	41.94		41.94		R	Amazon creocote
22/04/2021	001/21.22	457.20		457.20		R	Kenads printing
22/04/2021	002/21.22	1,334.40		1,334.40		R	Wellers Headley — SOLICITOR COSTS
26/04/2021	VIS	27.96		27.96		R	Amazon creocote
26/04/2021	VIS	8.00		8.00		R	Zoho
26/04/2021	BACS	6,777.10		6,777.10		R	Salary various

Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description	
26/04/2021	BP		219.60	219.60		R	Receipt(s) Banked	
26/04/2021	CR		262.51	262.51		R	Receipt(s) Banked	
28/04/2021	VIS	55.92		55.92		R	Amazon creocote	
28/04/2021	CR		161,152.50	161,152.50		R	Receipt(s) Banked	— PRECEPT
28/04/2021	CR		16.00	16.00		R	Receipt(s) Banked	
29/04/2021	CR		759.24	759.24		R	Receipt(s) Banked	— ST ANDREWS R. HIRE
30/04/2021	BACS	72.00		72.00		R	TC Maintenance	
30/04/2021	004/21.22	27.50		27.50		R	Chichester payroll	
30/04/2021	005/21.22	1,200.00		1,200.00		R	Moore ex. audit	
30/04/2021	006/21.22	1,585.81		1,585.81		R	WSCC pension	
30/04/2021	007/21.22	1,507.24		1,507.24		R	HMRC payment	
01/05/2021	21/03		50.00	50.00		R	Receipt(s) Banked	
04/05/2021	DD	1,029.41		1,029.41		R	HDC Rates	
04/05/2021	VIS	35.41		35.41		R	Site Lock	
04/05/2021	CR		5,959.38	5,959.38		R	Receipt(s) Banked	— S. CENTRE HDC OFFICE HIRE.
04/05/2021	CR		142.96	142.96		R	Receipt(s) Banked	
05/05/2021	DR	0.97		0.97		R	HDC TRansaction fee	
06/05/2021	VIS	23.75		23.75		R	Amazon First aid stuff	
07/05/2021	008/21.22	252.00		252.00		R	Clare Austin	
07/05/2021	009/21.22	2,391.24		2,391.24		R	idverde	— MPF CONCRETE REMOVALS
07/05/2021	010/21.22	1,963.00		1,963.00		R	Jack Lee	— STREET CLEANING
07/05/2021	030/21.22	1,770.68		1,770.68		R	WSALC/NALC subs	
07/05/2021	031/21.22	2,749.65		2,749.65		R	B. Gas	— STEYNING CENTRE
07/05/2021	032/21.22	295.75		295.75		R	KCS	
07/05/2021	033/21.22	3,396.67		3,396.67		R	WSCC - lighting	— STREET LIGHTS
07/05/2021	034/21.22	804.00		804.00		R	South Coast Electrical	— LED LIGHT REPLACEMENTS
07/05/2021	CR		12,000.00	12,000.00		R	Receipt(s) Banked	— HDC GRANT FOR INCOME LOST.
10/05/2021	CR		16.00	16.00		R	Receipt(s) Banked	
11/05/2021	DR	25.00		25.00		R	Petty Cash	
11/05/2021	CR		95.11	95.11		R	Receipt(s) Banked	
11/05/2021	CR		88.30	88.30		R	Receipt(s) Banked	
13/05/2021	VIS	20.53		20.53		R	Amazon overalls	
13/05/2021	CR		61.75	61.75		R	Receipt(s) Banked	
13/05/2021	BP		100.26	100.26		R	Receipt(s) Banked	
13/05/2021	BP		48.74	48.74		R	Receipt(s) Banked	
14/05/2021	011/21.22	275.00		275.00		R	TC Maintenance	
14/05/2021	011/21.221	353.00		353.00		R	TC Maintennce	
14/05/2021	012	168.00		168.00		R	Grant - SCO	
14/05/2021	013/21.22	160.00		160.00		R	TSS	
14/05/2021	014/21.22	165.47		165.47		R	PiP Services	
14/05/2021	015/21.22	183.80		183.80		R	rradar - solicitors	— INSURERS
14/05/2021	016/21.22	6,799.98		6,799.98		R	SCYP / Youth	— YOUTH SERVICE.
14/05/2021	017/21.22	1,320.00		1,320.00		R	Rabbit skips	— ALLOTMENTS.
14/05/2021	018/21.22	28.58		28.58		R	Clares	
14/05/2021	CR		84.18	84.18		R	Receipt(s) Banked	
17/05/2021	VIS	28.78		28.78		R	Zoom	
17/05/2021	CR		137.50	137.50		R	Receipt(s) Banked	
17/05/2021	CR		270.43	270.43		R	Receipt(s) Banked	

Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/05/2021	21/05		36.60	36.60		R	Receipt(s) Banked
18/05/2021	21/04		30.70	30.70		R	Receipt(s) Banked
18/05/2021	CR		54.92	54.92		R	Receipt(s) Banked
19/05/2021	DR	15.58		15.58		R	HSBC charges
19/05/2021	VIS	8.00		8.00		R	Zoho
20/05/2021	019/21.22	42.31		42.31		R	TC Maintenance
20/05/2021	020/21.22	213.16		213.16		R	Busness stream - water — CHANGING RMS
20/05/2021	021/21.22	134.97		134.97		R	Bus, stream allotments
20/05/2021	022/21.22	301.40		301.40		R	HDC bin collection
20/05/2021	025/21.22	150.00		150.00		R	Wellers/headley
20/05/2021	023/21.22	79.66		79.66		R	Clares
20/05/2021	024/21.22	12.00		12.00		R	Function 28
20/05/2021	026/21.22	162.00		162.00		R	Picking open n close
20/05/2021	027/21.22	179.34		179.34		R	Overline
20/05/2021	028/21.22	636.00		636.00		R	Rialtus — PHASED ACCOUNTANCY SOFTWARE.
20/05/2021	029/21.22	420.00		420.00		R	GDPR invoice
20/05/2021	CR		46.85	46.85		R	Receipt(s) Banked
20/05/2021	CR		262.51	262.51		R	Receipt(s) Banked
24/05/2021	BP		88.30	88.30		R	Receipt(s) Banked
25/05/2021	BP		14.40	14.40		R	Receipt(s) Banked
26/05/2021	CR		0.02	0.02		R	Receipt(s) Banked
27/05/2021	CR		1,313.26	1,313.26		R	Receipt(s) Banked — ST ANDREWS RM HIRE.
28/05/2021	VIS	31.00		31.00		R	HDC P Discs
28/05/2021	BP	7,491.77		7,491.77		R	Salaries various
		101,072.68	183,876.73				

ITEM 6.2.

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2 Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	12,000	466	(11,534)	2,800			428.6%
1004	Reimbursed Charges & donations	0	0	0	200			0.0%
1010	Miscellaneous income	0	0	0	250			0.0%
1075	CIL Receipts	0	0	0	2,000			0.0%
1076	Precept Received	161,153	161,153	1	322,305			50.0%
1090	Bank Interest Received	2	36	34	220			1.0%
	Administration :- Income	**173,155**	**161,655**	**(11,500)**	**327,775**			**52.8%**
4000	Salaries	17,362	18,984	1,622	116,300		98,938	14.9%
4002	Printing, stationery, postage	354	416	62	2,500		2,146	14.1%
4003	Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%
4004	Telephones and Alarm	149	450	301	2,700		2,551	5.5%
4005	Insurance	0	0	0	5,100		5,100	0.0%
4006	Salaries Outsourcing	(61)	0	61	900		961	(6.7%)
4007	Data Protection	409	200	(209)	1,200		791	34.1%
4010	Audit Fees	(2,760)	200	2,960	1,850		4,610	(149.2%)
4016	Legal Fees/Elections	(19)	1,666	1,685	10,000		10,019	(0.2%)
4017	Bank Charges	30	48	18	283		253	10.7%
4021	General Grants	0	167	167	2,000		2,000	0.0%
4025	CCTV Maintenance	0	0	0	160		160	0.0%
4030	Steyning in Bloom	0	0	0	4,600		4,600	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4032	Royal British Legion	0	0	0	412		412	0.0%
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	1,771	1,880	109	1,880		109	94.2%
4039	Publicity and Advertising	0	334	334	2,000		2,000	0.0%
4040	Town Clock	0	0	0	450		450	0.0%
4045	Misc & Petty Cash	80	46	(34)	275		195	29.1%
4047	Training	0	0	0	1,500		1,500	0.0%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	0	834	834	5,000		5,000	0.0%
4060	Chairman's Function	0	0	0	100		100	0.0%
4061	Councillors' Allowances	0	16	16	100		100	0.0%
4063	Legionnaires	133	416	283	2,500		2,367	5.3%
4070	Software Packages	1,061	400	(661)	2,400		1,339	44.2%
4071	ICT Equipment	0	0	0	1,700		1,700	0.0%
4072	Website Development	10	166	156	1,000		990	1.0%
4073	Neighbourhood Plan Exp	0	0	0	1,050		1,050	0.0%
4075	Isolation and Loneliness	0	0	0	3,000		3,000	0.0%
	Administration :- Indirect Expenditure	**18,520**	**26,223**	**7,703**	**174,010**	**0**	**155,490**	**10.6%**
	Net Income over Expenditure	**154,635**	**135,432**	**(19,203)**	**153,765**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,105		45,105	0.0%
4101	Swimming Pool	(20,550)	0	20,550	15,750		36,300	(130.5%)
	Finance & Community Appendix :- Indirect Expenditure	**(20,550)**	**0**	**20,550**	**60,855**	**0**	**81,405**	**(33.8%)**
	Net Expenditure	**20,550**	**0**	**(20,550)**	**(60,855)**			

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	6,800	6,700	(100)	27,200		20,400	25.0%
Youth Provision :- Indirect Expenditure	**6,800**	**6,700**	**(100)**	**27,200**	**0**	**20,400**	**25.0%**
Net Expenditure	**(6,800)**	**(6,700)**	**100**	**(27,200)**			
Finance & General Purposes Ctt :- Income	**173,155**	**161,655**	**(11,500)**	**327,775**			**52.8%**
Expenditure	**4,770**	**32,923**	**28,153**	**262,065**	**0**	**257,295**	**1.8%**
Movement to/(from) Gen Reserve	**168,385**						

Continued over page

END OF YEAR FINANCE FIGURES – BRIEFING PAPER Item 6.3

Bank balances as of 31st March 2021:

Current account	£105,787.91
Savings account	£115,658.94
Petty Cash	£ 32.00
General Reserves	£ 80,000.00
Total	£301,478.85

Income/Expenditure for 31st March 2021 :

{to nearest £1}

Budget:

Precept 20/21	£322,305.00
Other Income	£105,350.00
Total	£427,655.00

Actual:

Precept 20/21	£322,305.00	
Other Income	£ 82,404.00 -	(Due to Covid)
Total	£404,709.00	
Less Expenditure	£267,765.00	
Total	£136,945.00	
Less Creditors / Accruals	£83,657.00	See Appendix 1 below for details
# Total	**£53,288.00**	See Appendix 2 for details
* Less earmarked/ring-fenced reserves	(£25,418.00)	
Total Surplus for y/e 20/21	**£27,870.00**	

* Please also see the Proposed Earmarked/Ring-fenced Reserves for Projects which is to be discussed under Item 6.4.

Therefore, as per Box 7 in appendix 2 {Accounting Statements – 2020/21 AGAR} SPC new Balance and Reserves carried forward is **£166,194 + £53,288 = £219,482**

APPENDIX 1.

A/c Code 500 Creditors **Annual Budget** 0

Centre (none) **Committed** 0

Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance		**0.00**
12	31/03/2021	453	Journal	PIP Services		90.46
12	31/03/2021	453	Journal	Laser		153.01
12	31/03/2021	453	Journal	TC Maintenance		201.56
12	31/03/2021	453	Journal	Tom Packer		100.00
12	31/03/2021	453	Journal	Jack Lee gardening		195.00
12	31/03/2021	453	Journal	Jack Lee gardening		256.00
12	31/03/2021	453	Journal	Ladywell accountancy		528.00
12	31/03/2021	453	Journal	Rabbit skips		470.00
12	31/03/2021	453	Journal	BH Picking		186.00
12	31/03/2021	453	Journal	Clare Austin		396.00
12	31/03/2021	453	Journal	TC Maintenance		70.00
12	31/03/2021	453	Journal	WSCC Pension Mar 21		1,709.02
12	31/03/2021	453	Journal	HMRC Tax Mar 21		1,455.08
12	31/03/2021	453	Journal	EDF		1.06
12	31/03/2021	453	Journal	HDC Wardens		42,570.00
12	31/03/2021	453	Journal	PIP services		92.96
12	31/03/2021	453	Journal	PHS group		917.41
12	31/03/2021	453	Journal	PHS group		287.34
12	31/03/2021	453	Journal	JD Window cleaning		90.00
12	31/03/2021	453	Journal	HDC		176.95
12	31/03/2021	453	Journal	HDC		128.00
12	31/03/2021	453	Journal	Function 28		10.00
12	31/03/2021	453	Journal	Overline		149.95
12	31/03/2021	453	Journal	Kenads		381.00
12	31/03/2021	453	Journal	Wellers Hedkey		600.00
12	31/03/2021	453	Journal	Wellers Hedkey		500.00
12	31/03/2021	453	Journal	ID Verde		1,992.70
12	31/03/2021	453	Journal	TC Maintenance		275.00
12	31/03/2021	453	Journal	Community Orchard Grant		168.00
12	31/03/2021	453	Journal	Wellers Hedley		125.00
12	31/03/2021	453	Journal	British Gas		2,291.38
12	31/03/2021	453	Journal	Jack lee Gardening		210.00
12	31/03/2021	453	Journal	Rradar		183.80
12	31/03/2021	453	Journal	Rabbit Skip		1,100.00
12	31/03/2021	453	Journal	Laser		86.57
12	31/03/2021	453	Journal	Jack Lee gardening		1,200.00
12	31/03/2021	453	Journal	External Audit 2018/19		1,000.00
		Account	**Creditors**	**Account Totals**	**0.00**	**60,347.25**
		Centre		**Net Balance Month 12**		**60,347.25**

A/c Code	503 DO NOT USE				Annual Budget	0
Centre	(none)				Committed	0
Month	**Date**	**Reference**	**Source**	**Transaction Detail**	**Debit**	**Credit**
				Opening Balance		**0.00**
		Account	**DO NOT USE**	**Account Totals**	**0.00**	**0.00**
		Centre		**Net Balance Month 12**		**0.00**

A/c Code	510 Accruals				Annual Budget	0
Centre	(none)				Committed	0
Month	**Date**	**Reference**	**Source**	**Transaction Detail**	**Debit**	**Credit**
				Opening Balance		**46,724.03**
1	01/04/2020	440	Journal	electricity Steyning Center		12.44
1	01/04/2020	440	Journal	internal Audit 2019/20	46,736.47	
12	31/03/2021	454	Journal	External Audit 2019/20		1,000.00
12	31/03/2021	454	Journal	External Audit 2020/21		1,000.00
12	31/03/2021	454	Journal	Internal Audit 2020/21		200.00
12	31/03/2021	454	Journal	RBS Year end closedown 2020/21		560.00
12	31/03/2021	455	Journal	Swimming Pool 2019/20		15,734.00
12	31/03/2021	455	Journal	Swimming Pool 2020/21		4,816.00
		Account	**Accruals**	**Account Totals**	**46,736.47**	**70,046.47**
		Centre		**Net Balance Month 12**		**23,310.00**

APPENDIX 2.

Section 2 – Accounting Statements 2020/21 for

Steyning Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	176,366	166,194	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	254,680	322,305	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	112,452	82,404	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	128,209	123,153	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	249,065	228,268	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	166,194	219,482	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	188,061	301,479	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	2,649,115	2,709,115	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
		✓	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Item 6.4

Proposed Earmarked Reserves for Projects

{Set aside for 2021/22}

Neighbourhood Plan	**£4,463** {19/20 Earmarked} **+ £1,050** {unspent 20/21 budget}	**- £5,513**
HR Services / Corrigan	**£2,818** {19/20 Earmarked} **+ £925** {unspent 20/21 budget}	**- £3,743**
LED Lighting upgrades	**£4,650** {19/20 Grant Earmarked} **+ £2,240** {unspent 20/21 budget}	**- £6,890**
Notice Boards (or Murals or lights)	**£1,000** {unspent 20/21 budget}	**- £1,000**
MPF / Allot Access	**£2,000** {unspent 20/21 budget}	**- £2,000**
Vintage Years Grant	**£1,238** {unspent 20/21 budget}	**- £1,238**
Cil Monies	**£2,695** {unallocated 19/20} **+ £2,340** {unallocated 20/21}	**- £5,034**

TOTAL PROPOSED EARMARKED RESERVES FOR 2021 / 2022 - £25,418

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 – 2021/22

Guidance on Parish Council's responsibilities include the following.

(i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
   (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
   (b) anything else that is concerned with addressing the demands that development places on an area

(ii) Spending the CIL within 5 years of receipt.

(iii) Producing and publishing an annual report on any CIL received in a financial year

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

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

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

Projects this Year using CIL funding –

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

Appendix 1 – Guide to Spending S106 Monies

There are useful explanations of s106 finance management here
https://www.eastcambs.gov.uk/finance/section-106-grant-funding
and here
https://www.e-lindsey.gov.uk/media/10014/Section-106-Contributions-Facts-and-Questions/pdf/Section_106_Contributions_Facts_and_Questions.pdf

1. *"… The funding must be spent on facilities that can be demonstrated to be required because of the new development taking place….*

2. *…..Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed*."

3. "*….It is important to note that S106 monies may therefore only be spent on facilities where the new development has, **at least in part,** contributed to the need for the facilities. S106 funding is available **for capital projects** only. Revenue funding towards on-going running costs is not available*. …"

4. *"… S106 payments relate directly to the development with which they are associated, and can only be spent as specified in the S106 agreement agreed by all relevant parties"…*

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

ITEM 6.7

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

9 Pound Lane
Godalming
Surrey, GU7 1BX

Our Ref: MARK/STE005

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

4 June 2021

Dear John

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

Executive summary
Following completion of our interim internal audit on 23 October 2020 and final audit on 4 June 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in red and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

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.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and 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 effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. 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 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council 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 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 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.

Table of contents

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Internal audit requirement

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

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

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.

Section conclusion

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.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

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 details 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.

Final Audit
I am of the opinion the council is following its own regulations and that any changes are to be considered minor and not indicative of errors in the system.

Section conclusion

I am 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 AND FINAL AUDIT)

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

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit
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.**

Final audit

It was noted that the Fidelity Guarantee level on the council's insurance policy has been increased to £400,000 following the recommendation at the interim audit.

We discussed assertion 8 of the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that he was not aware of any such liability at the year end.

Section conclusion

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.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

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.

Final audit

At the year-end, the council held circa £25,000 in a number of clearly identifiable earmarked reserves. This leaves a balance of circa £194,000 in the general reserve which falls within the recommended threshold of 3-12 months' equivalent to precept, as adjusted for local conditions.

Section conclusion

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.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

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.

Final audit

I independently verified the precept amount received during the year and confirmed this to the total entered into box 2 on the AGAR.

The council's other income has been recorded clearly in the accounts and I was able to confirm the total entered into box 3 of the AGAR matches the information provided.

Section conclusion

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.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a "not applicable" response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Interim audit

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.

Section conclusion

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.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

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.

Final audit

A review of the detailed expenditure included within box 4 of the AGAR shows the correct calculation for allowable income for salaries, associated HMRC payments and pension contributions only.

Section conclusion

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.

Recommended minimum testing:

Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

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.

Final Audit

The asset register was updated for the year-end, and I was able to trace additions and disposals throughout the year. The assert register total matches the figure entered into box 9 on the AGAR and is sufficiently detailed for a council of this size.

I confirmed the council has no PWLB borrowing.

Section conclusion

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.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

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

Final audit

At the year end, the council had a reconciled position on its accounts, and I was able to confirm the balances against year-end bank statements. The Barclays account has become dormant, due to inactivity, and the Clerk is in the process of resolving this. Progress will be reviewed at the interim audit.

It was noted that the council holds in excess of £85,000 with the same financial institution and it would benefit from the protection available to it from the Financial Services Compensation Scheme (FSCS) whilst it retains an annual budget below 500,000 euros.

Section conclusion

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.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. **THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.**

Section 1 – Annual Governance Statement

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – where matters are raised, action taken by council is recorded

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** – the council has no trusts.

Section 2 – Accounting Statements

AGAR box number		2019/20	2020/21	Auditor notes
1	Balances brought forward	176,336	166,194	Agrees to 2019/20 carry forward (box 7)
2	Precept or rates and levies	254,680	322,305	Figure confirmed to central records
3	Total other receipts	112,452	82,404	Agrees to underlying records
4	Staff costs	128,209	123,153	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	249,065	228,268	Agrees to underlying records
7	Balances carried forward	166,194	219,482	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	188,061	301,479	Agrees to bank reconciliation
9	Total fixed assets plus long term investments and assets	2,469,115	2,709,115	Matches asset register
10	Total borrowings	0	0	Council has no borrowing
11	For Local Councils only - Disclosure note re Trust funds (including charitable)	**YES**	**NO** √	Council has no trusts

Final audit

The year-end accounts have been correctly prepared on an income and expenditure basis, with the box 7 and 8 reconciliation accurately completed. There were creditors of £60,347 at the year-end, although £42,570 of this related to Horsham District Council Warden Scheme, and the Clerk confirmed this has subsequently been cleared. The AGAR comparatives have been correctly copied over from the 2019/20 AGAR.

The variance analysis is required because there is a variance greater than 15% for boxes 2, 3, 7 and 8, and this has been filled out with sufficient numerical detail to explain the variances from the previous year.

The council plans to sign the Annual Governance Statement and Accounting Statements at its meeting scheduled for 21 June 2021.

Section conclusion
I am of the opinion that the control objective of "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" has

been met.

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")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Final audit

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

Section conclusion

I am of the opinion that the control assertion of "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" has been met. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

L: TRANSPARENCY (INTERIM AND FINAL AUDIT)

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Final audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of *"If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities."* has been met.

M: 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.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final audit
Due to the Covid 19 outbreak, the statutory deadlines for publication during 2019/20 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	22 June 2021
Inspection period begins	18 June 2020	23 June 2021
Inspection period ends	31 July 2020	23 August 2021
Correct length	Yes	Yes
Common period included?	n/a	Yes

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.

Section conclusion

I am of the opinion the control objective of "The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)" has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AND FINAL AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2019/20. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the authority's records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
• Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit
This testing requirement was not in place at the time of the interim audit.

Final audit
The Clerk was able to demonstrate that the council has met the publication requirements.

Section conclusion
I am of the opinion that the control assertion of "the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage" has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

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

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit
The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" has been met.

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

Yours sincerely

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)	Cost or proxy cost	Reinstatement building valuation	Insured values	Lease expiry dates	Insured By:
	Buildings						As at March 21	As at May 2019	As at August 2020		
	Steyning Centre	Fletcher's Croft	Good	SPC	Daily /Annually	Maintained	£ 1,852,811.12	£ 1,900,000.00	£ 2,100,000.00		SPC
	Marley Shed Recreation Gnd	MPF	Average	Cricket Club	Annually	Maintained	£ 8,358.26		£ -		Cricket Club
	Bowling Green Pavilion	MPF	Average	Bowls Club	In 2018	Next 10 Years	£ 124,630.00	£ 155,000.00	£ -	2020 - 2027	Bowling Club
	Changing Rooms	MPF	Good	SPC	Fortnightly	Maintained	£ 192,757.04	£ 190,000.00	£ 210,000.00		SPC
	Clock Tower	High Street	Average	SPC	Unknown	Maintained	£ 124,258.12		£ 158,859.79		SPC
	Clock	High Street	Good	SPC	Annually	Maintained	£ 17,823.12		£ 22,786.25		SPC
	St. Cuthman's statue	Fletcher's Croft	Good	SPC	In 2015	Maintained	£ 23,420.91		£ 29,942.84		SPC
	Cricket Club building	MPF	Good	Cricket Club	In 2018	Next 10 years		£ 350,000.00	£ -	2008-2028	Cricket Club
	Tennis Club building, courts and floodlights	MPF	Good	Tennis Club	In 2018	(Last replaced 2018)		£ 230,000.00	£ -	2010-2035	Tennis Club
	Steyning Town Pump and Trough	High Street	Average	SPC	Unknown	Maintained	?		£ -		
	Total building Costs						£ 2,344,058.57		£ 2,521,588.88		
	Contents										SPC
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	SPC	Fortnightly and annually	Some Due	£ 121,549.70		£ 145,600.00		
Various	Safety Surfacing various locations	Various	Good / Poor	SPC	Fortnightly and annually	Some Due	£ 89,229.23		£ 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										
	Office Contents*	Steyning Centre	Good	SPC	Annually		£ 7,043.77		£ 10,400.00		
	General contents**						£ 88,958.00		£ 196,673.87		
	Outside equipment						£ 47,211.69		£ 8,500.00		
	Steet furniture***	Various	Good / Fair	SPC	Annually				£ 48,750.00		
	Gates & Fences	Various	Good	SPC	Monthly		£ 1,350.00		£ 1,841.32		
	Mowers & Machinery****						£ 964.10		£ 2,360.32		
Year 2019	Sports Equip Basketball stand	MPF	Excellent	SPC	Monthly		£ 750.00		£ 1,020.58		
21.05.15	War Memorial								£ 45,058.10		
	Total contents					Total	£ 357,056.49		£ 557,047.73		
	* OFFICE CONTENTS INCLUDES			SPC							
	fax machine						£ 120.63		£ -		
	Telephones						£ 180.25		£ 1,000.00		
	Zoostorm computers and equip						£ 2,128.98		£ -		
	Lenovo B5400 Laptop								£ 2,000.00		
Year 2020	New Lap Top										
Year 2021	New Lap Top										
Year 2019	New network computers / monitors						£ 600.00		£ 3,250.00		
	photocopier						£ 4,013.91		£ 4,150.00		
						Total	£ 7,043.77		£ 10,400.00		
	**GENERAL CONTENTS INCLUDES			SPC							
	Steyning Centre - General						£ 25,080.00				
added 2019	Piano & stool						£ 800.00				
	Phillips Audion system						£ 571.00				
	Various Kitchen equip						£ 35,000.00				
	Sound system main hall						£ 8,450.00				
	Film screens main hall & Saxon room						£ 3,287.00				
	Sound equip speakers and amplifyer						£ 2,450.00				
	Cinema equip.screen,DVD & ampplifyer						£ 10,525.00				
	Television trolley						£ 140.00				
	Overhead projector						£ 175.00				
	Panasonic projector						£ 1,250.00				
	Sony TV						£ 230.00				
	Sony DVD						£ 100.00				
	Sony VCR						£ 100.00				
	Chairmans Badge of office						£ 800.00				
Nov-15	Water colour painting by J Binns (Gift to PC)								£ 450.00		
						Total	£ 88,958.00		£ 196,673.87		
	***STREET FURNITURE			SPC							
	Street lights (49 lamps) - See separate sheet	Various	Fair				£ 26,793.00		£ 26,800.00		
2000	Poem on the stone	Mouse Lane	Good				£ 2,924.00		£ 2,924.00		
Various	Seats / Benches	Various	Excellent / Fair				£ 2,703.00		£ 5,326.00		
2 x Added '20	Notice Board	Allotments/High St	Good				£ 1,091.69		£ 2,000.00		
	CCTV	Various	Good / Poor				£ 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		
							£ 47,211.69		£ 48,750.00		
	****MOWERS & MACHINERY			SPC							
	Maint. tools						£ 575.00				
	4xgoalmouth irons & large roller						£ 389.10				
2018 /2019	Strimmers										
2020	Dust Cart										
						Total	£ 964.10		£ 2,360.32		
Totals							£ 2,709,115.06		£ 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 owned by the Bowls Club, hence it being removed from 2020 August insured value 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		Aug-19	Zoostorm	computers and equipment	£ 2,128.98
Jun-15	Fax - no longer used Disposed 2020	£ 120.63					
Sep-18	Telephones	£ 180.25					

Please also note that Steyning Parish Council owns land at the Memorial playing field , Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments and Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register.

Steyning Parish Council Street Lighting Inventory @ 31st March 2021

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
1	On Footbridge	Goring Road Footpath	11	LED	11	0.25	Part Night	2195	2.195	151.7	153.895
									Total KWH(16.16p)		4897.749
										Sub Total	**£ 791.44**
										3% Admin	**£ 23.74**
										Total	**£ 815.19**

Total Units: 49

Grant request from Steyning & District Partnership Item 6.9

Dear John,

Here we are again – our committee is up and running again and organising the annual Steyning & District Food and Drink Festival. I do so hope it will be less of a challenge than it was last year, when Covid directives were flying about and forcing changes to our best laid plans on a weekly basis. As you know we did adapt the Festival by shortening the time scale for events from 4 weeks to 2 weeks, and also taking in more on-line and outdoor events, which did us proud. We, of course, missed the indoor events, especially as this is where we usually collect some good donations for our Festival Charity – however, even with those challenges we collected just under £1,000 for St Barnabas, which was – I have to admit – more than I ever thought we would be able to manage. Our special offers were not affected by the social distancing problems and ran for the full 4 weeks of September; that was good news and gave our local businesses some much needed advertising and support both within our festival guide and on our website, plus wider district media exposure, covering both the printed & social medias. All good economic news for Steyning. All this served to encourage both residents and visitors to get out there shopping/eating/drinking and taking advantage of this happy event.

Last year we had more offers than usual, so looking forward to continuing that trend. Our event format will still continue to build on the on-line presentations, but truly hope that we will be able to slot in more of our normal bigger indoor lunch & dinner dates, to run alongside al fresco offerings. The Festival will be in action from 4th September through to 2nd October. As you will know the Festival is an outstanding date in the district calendar, where our aim is to promote our district; attract as many new faces to our area as possible - bringing valuable business to our traders - together with bringing enjoyment to our residents. We have to be positive about the times ahead, and also keep to our main aims: Promote Steyning and bring happiness to all, at the same time as giving an economic boost to all our businesses.

The Festival is run by a hard-working team of Partnership volunteers with the fantastic support of the "foodie" outlets in our district, who come up with both events to be held during the month, and special offers for the Festival duration. Because of Steyning's outstanding business support, our Festival now celebrates its 10th year ! The September & October Farmers Markets both open and close the event with live cooking demos, music, sloe gin tastings, the Halloween pumpkin weigh and special stall offers.

Of course, all this promotion/advertising is expensive, plus we also need to produce/purchase promotional literature/materials to give additional exposure to the event and, of course, print our all-important Festival Guide. Posters on stakes, are erected in areas further away from the immediate district and set alongside many road junctions etc. These have proved very successful, and although expensive broadens the horizon of Steyning's exposure. We also pay for extra advertising on social media; ultra-successful, so yet another essential expense, if we are to keep promoting the Festival in a professional manner.

As we have stated, this is our 10th Festival, but as for our first years, our reserves remain low and as we continue to grow, we expect to take hits from the need for additional/replacement banners, posters, window clingers, etc., etc. as well as expenses listed above. Our dedicated website, www.steyningdistrictfooddrinkfestival.co.uk is a wonderful window to the world and we "link up" with many other festival related/tourism sites to spread the word as far as field as possible. Last year I was particularly pleased as Visit Brighton linked into our site; they are not usually that welcoming to events outside Brighton, so this was real good news !

Our request, as in years gone past, is to ask if Steyning Parish Council could consider helping us by awarding us a grant. We have no official accounts, but have approximately £1611.88 in hand from last year, which will quickly disappear as we start to purchase items. Expense sheet attached. One of our major expenses is the Food & Drink Festival guide, and every year securing the funding to cover this printing is a challenge. Last year, after a lot of haggling, we did manage to secure monies to cover this from the HDC Community Pot, but not guarantees that this will happen again for 2021. The guides, however, are an essential part of our event and copies get snapped up as soon as they go on display in various venues within our area.

Obviously, we would appreciate any funding that the Parish Council felt they could offer. You have been extremely generous over the past two years allowing us £250 rather than £200. If you could manage this amount again, it would be absolutely fantastic, but we know we cannot rely on it, so just hope for the best☺

If you need anything else from me, please let me know, and I will do my best to provide. I believe it is the Community Committee that looks after requests such as ours nowadays, so hopefully their next meeting will not be too long away. Could you let me know the date of their next get-together ?

With best wishes and fingers crossed !

Reina

Reina Alston (Mrs)

Business Plan Briefing Note Item 6.10.1

There follows a brief description of the associated attachments.

6.10.2 – *Previous Business Plan from 2015 with amendments from Cllr Lloyd*

6.10.3 – *Compilation of notes made by Councillors who attended the SSALC organised Team-building session in Autumn 2019*

6.10.4 – *Clerk's draft of new Business plan for initial consideration*

The object of this item on the Agenda is to try to properly kick start this Council's discussion as to organizing a plan for what it hopes to achieve in the next two years, and beyond.

Together with this we will consider the three-year Finance plan and the prioritization of Projects for this period which in a sense go hand in hand.

The May Fair – Steyning High Street

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

STEYNING PARISH COUNCIL

OUTLINE COUNCIL BUSINESS PLAN

1.00 INTRODUCTION

1.01 The Intent

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

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

We have based the Business Plan on our understanding of our community's needs gathered from our day-to-day involvement with residents and other documents such as the Neighbourhood Plan, Community Plan, Conservation Plan and the Steyning Business Plan developed by the Steyning and District Partnership. The Business Plan will provide a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, and to be proactive rather than reactive in its decision-making. At the same time, it will help our local community to have a better understanding of what the Parish Council does and to clarify what it doesn't do; to explain what issues fall under the responsibility of other bodies such as Horsham District Council (HDC) and West Sussex County Council (WSCC).

The Business Plan is a statement of intent. However, Steyning Parish Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary. Any changes will, however, be reflected in an updated Business Plan.

1.02 Community Involvement

To ensure this Business Plan is consistent with residents' wishes, we will consult on its contents with residents through our web site, the local media, Your Steyning and key stakeholders. We shall also consult with HDC, WSCC and the Steyning Community Partnership to ensure that it is consistent with their goals. The final plan will be available on the website and any comments on the plan will be considered.

2.00 The Council's Mission Statement

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

3.00 Overview of the Parish Council

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

3.02 Horsham District Council (HDC) is the second tier and is responsible for services including housing and environmental services. HDC is also responsible for strategic planning policies for all development (including housing and employment sites).

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

3.04 The Council runs its business through committees and working groups. Working groups comprising councillors and, if needed, members of the public, support the work of committees and any recommendations made by the working groups go forward to be debated at committee or, full Council. There are 3 committees: Finance & General Purposes, Community, and Personnel.

3.05 The Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct our business. We have based our Standing Orders on a model prepared by the National Association of Local Councils (NALC). We also expect Parish Councillors to adhere to the Council's Code of Conduct also adopted from NALC. Committees and working groups work to terms of reference agreed in Council or in executive committees.

3.06 The Parish Council is represented on the Joint Parishes Burial Board, Local Action Team (LAT), Patients Participation Group (PPG), Steyning and District Community Partnership, Horsham Area Local Councils (HALC), Steyning Area Youth Service, Neighbourhood Wardens Committee, Allotments Association, and Steyning Leisure Centre.

3.07 The Neighbourhood Wardens together with the Youth Worker are financially supported by Steyning Parish Council in partnership with Bramber, Upper Beeding and Ashurst in order to create a safer and more inclusive community.

3.08 The Parish Council continues to maintain good relations with the both Steyning Grammar and Primary Schools and has strong links with the neighbouring parishes of Bramber, Upper Beeding, Wiston and Ashurst.

3.09 Situated in the Steyning Centre in the heart of Steyning, the Parish Council offices are well placed to encourage the public to drop in for information or to discuss issues.

3.10 The Parish had 5990 residents as at the 2011 census.

4.00 Responsibilities of the Council

4.01 Currently, the Parish Council has responsibility for:

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

□ Services that meet the needs and expectations of its residents, businesses and, visitors to the town.

We also spend a time on planning issues and dealing with general queries from members of the public and often liaise with other tiers of local government. As with all public bodies, we have to deal with all tasks such as dealing with incoming correspondence, supervising contractors, and monitoring budgets effectively and ensure we keep residents informed of decisions and proposals that may affect them. We experience peaks of activity when we are running specific projects.

4.02 Community buildings and assets as of 2015:

The Councils holds certain assets on behalf of the community and these are listed in Appendix 2.

4.03 The Steyning Centre

The Steyning Centre houses the clerk and deputy clerks' offices, two large halls with a professional kitchen, two committee rooms, public toilets and an office rented to HDC. The Centre is managed by the Clerks' office and by a team of dedicated caretakers. The Steyning Centre is the community hub, providing rooms for hire to groups both from within and from outside the community and the rental income it generates provides an invaluable contribution to the running costs.

4.05 Financial Information

4.05.1 Income

The Town Council is mainly funded by the residents of Steyning, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Horsham District Council as part of the Council Tax bill.

Except for the contingency sum, the annual budget is fully allocated. Therefore, unless the Parish Council is able to secure new grant funding, which is only available for certain activities, any new activities or facilities which require additional resources would either have to replace an existing activity, be funded from reserves, or be funded via an increase in the precept.

4.06 Reserves

Steyning Parish Council is advised to hold in general reserve 50% of its working budget.

4.07 Allowances

Councillors have previously voted not to accept the Councillors' annual allowance and are consequently unpaid volunteers. Provision of a Chairman's Allowance is made, which covers the cost of the annual Millennium Community Award ceremony.

4.08 Volunteers

The Parish Council members are volunteers and we could not complete the work we have committed to without the help of other volunteers from the community, for which the Council is very grateful.

4.09 Parish Council Governance and Communications

Steyning Parish Council aims to be a professional, competent and caring Parish Council, to be open and accountable in all it does and to ensure the sound financial management of Parish Council resources.

The objectives of the Council are to:

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

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

4.10 Governance

To achieve the objectives detailed above, the Council will:

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

Council Activities and Actions

5.00 The Steyning Centre

The Steyning Centre is the community hub, providing clerks' offices, two large halls and two committee rooms to hire. There is also a full professional kitchen. To keep repair costs low the caretakers and other volunteers do as much maintenance as possible. There are constant changes to Health & Safety regulations and those need to be accommodated. The Centre runs at a small loss each year and the Council endeavours to find innovative ways to increase income, such as the hugely successful Community Cinema, to mitigate any losses. To ensure that the Centre continues to be attractive to both local community groups and to outside potential hirers, it is essential that it is well maintained and that equipment and facilities are regularly inspected in accordance with regulations.

5.01 Memorial Playing

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

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

Actions:

To keep the MPF open at all times for residents of the 'locality'

To maintain the field and changing facilities for the different sports activities

To ensure that as many sports/activities as possible can take place to encourage residents of all ages to engage in non-organised outdoor activities

5.03 Tree Survey and Tree Warden

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

Action:

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

5.04 Village Green

At this time Steyning has a village green which is the Memorial Playing Field. Anyone who lives or, works, in the administrative district of Steyning (the 'locality') may use the village green for sport and recreational pastimes. There are restrictions on using the green eg: on driving on the green, alcohol, restricting access and building. We would advise members of the public to keep clear of any area designated for a particular sport when clubs are using the allotted space.

Actions:

To erect suitable signs to indicate how the green may be used and by whom

To manage the green within the law and to ensure that all the clubs using the green continue to thrive and prosper

5.05 Allotments

The Council manages two allotments – Rublees and Canada Gardens with 138 whole plots. Both are situated on the Western side of the MPF. Approximately 50% of allotment holders are members of the Allotments Association. The Council recently brought in new allotment regulations which also take into consideration that the allotments are in the South Downs National Park. At the time of printing, there is no waiting list. The allotments are generally well managed by the allotment holders and are inspected monthly by the Council.

Action:

To ensure that the rental income from the allotments covers the costs of maintenance and that there is no impact on council tax payers

5.06 Clubhouses/Tennis Courts

The Council owns the tennis, bowls and cricket clubs and leases them to the clubs and the leases are full repairing leases. The clubhouses are valuable assets and we undertake an annual inspection to ensure that the clubs maintain their premises to an acceptable level. Under the law for village greens, the clubs must allow free reasonable access to anyone within the 'locality' of Steyning but this does not include any days that the clubs have for club games, practice or, matches.

Actions:

To ensure that the clubhouses are maintained to an acceptable level

5.07 Play areas

The Council has seven children's play areas:

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

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

Actions:

To continue to provide children's play areas and to keep them well maintained

To continue to inspect all children's play equipment regularly

5.08 Activities for young people

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

Action:

To work with the Youth Worker and others such as the Steyning Downland Scheme to encourage youngsters to take part in non-organised outdoor activities

5.09 Open Spaces, Countryside and South Downs National Park

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

Actions:

To maintain for each of our open spaces, as listed in Appendix 1, a current management plan balancing public access, visual appeal and the needs of wildlife, promoting and protecting biodiversity in carrying out their functions.

To work with key organisations to help with our management plans to maintain these sites as best we can given the resources available to us.

To keep our open spaces open to all members of the community at all times regardless of any events that may take place on the land.

5.10 Signage

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

Action:

To ensure that all street signs are updated and meaningful

5.11 Grants received

The Council has been very successful in gaining a number of important grants over the last few years. Recent grants included funding for the flooding in Mouse Lane and Dog Lane from Operation Watershed and WSCC.

Action:

To continue to seek grants and match funding as projects arise

5.12 Grants given

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

Action:

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

6.00 Community Events/Community Groups

6.01 Community Events

Steyning has a number of key community led events that not only bring the community together but are valuable in promoting the town to visitors. The Council supports these events wherever it can and is grateful for the work that these dedicated volunteers put into events such as:

The Steyning Festival and Summer Fair both held biennially, the annual Christmas late night shopping event, the Steyning Food and Wine Festival and, the farmers' and Italian markets.

6.02 Community Groups

Steyning is fortunate in having over many diverse sports and social clubs and there is something for everyone. For sport; apart from the cricket, tennis and bowls clubs, there are athletics, table tennis, swimming, walking and football clubs for example and, you can even learn to scuba dive! For social clubs there is a wide choice from art to music, films to literature and dancing to keep fit. All these clubs are run by volunteers from the community and we thank them for their hard work and for the enjoyment that they give. A list of community sports and social clubs is available in appendix 3.

6.02.1 The Steyning and District Community Partnership

The Steyning and District Partnership is a group of volunteers dedicated to delivering projects to enhance the well-being of Steyning and the district. Its members are residents, representatives of various local organisations and local, district or county councillors. The varied projects that they undertake require funding and the involvement of local, district and county councillors facilitates the delivery of these projects.

6.02.2 The Steyning Business Chamber

The Steyning Business Chamber currently represents the interests of over 60 member businesses. Its principle objective is; *"to promote, protect and develop the interests of the business community of Steyning and District area".*

The Business Chamber is also responsible for the Christmas lights which are an attractive feature of the High Street during the run up to Christmas.

6.02.3 Steyning In Bloom

The volunteers that make up Steyning in Bloom are responsible for the varied flower displays in the High Street.

7.00 Steyning Heritage and Planning

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

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

The Council is mindful that the socio-economic future of the town will mean that the town cannot stand still but whenever new development is proposed in or, close to, the centre of the town, the Council will ensure that it is sympathetic to our cultural heritage.

As part of the statutory planning process, HDC has to consult the Parish Council on planning applications. Our Planning Committee scrutinises hundreds of applications each year providing feedback to the District Council. We give a local view of any proposed building work and our feedback can be broad ranging. Interested residents frequently ask us for our views on a proposed development and developers will often seek our input before they submit their application.

Actions:

To oppose any plans to alter the 'historic street scene' of Steyning

To encourage house owners and shop owners alike to be sympathetic to our cultural heritage so that it can be enjoyed by generations to come

To resist overdevelopment of sites in the town

8.00 Town Environment

8.01 Litter Picking, Pavement Sweeping and Bin Emptying

The Council pays a contractor to empty our litterbins three times per week as well as sweeping the pavements and litter picking daily in the High Street from Church Street to Mouse Lane, from Church Street to St Andrew's Church and in the twitten from the High Street to Newman's Gardens Car Park . WSCC are responsible for all other road/pavement sweeping and bin emptying. Our contractor also empties the litter bins in the MPF three times per week.

This costs us in the region of £17,142 per annum. However, if it were not for the efforts of our volunteer litter pickers who regularly litter pick the twittens and other roads, the cost would be a lot higher and possibly unaffordable.

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

Action:

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

8.02 Dog Fouling

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

Action:

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

8.03 Flooding

The town has two key parts that annually flood; Mouse Lane and Dog Lane. Dog Lane: We have worked with WSCC to provide a solution and the broken culvert under the road has been replaced which appears to have solved the problem. Mouse Lane: This is a much larger problem as it involves natural springs and water run-off from the adjacent fields. We have had funding approved through Operation Watershed to start work on trying to reduce the flooding and work should start in mid-2015. However, there is still an issue with water pouring down the Horsham Road during persistent heavy rain, which drains into the storm drain at the bottom of Mouse Lane. Horsham Road opposite the Leisure Centre also floods but this is due mainly to a persistently blocked drain. The Council is mindful that any development of the field opposite the Leisure Centre would have to include a sustainable drainage plan.

The Council is aware that climate change, however, has increase the chance of localised flooding on roads. Existing drainage systems struggle to cope but we hope that the recent works will reduce flooding in the recognised black spots.

Actions:

To work with HDC/WSCC to ensure that clearing of the key drains is prioritised

To ensure that the flood works in Mouse Lane are completed in 2015

To monitor any proposed development of the Horsham Road site to prevent any increase in water run-off

9.00 Public Safety

The Parish Council has built a good relationship with the local police but the town is facing a different type of policing. The police station is due to close in the next few years and policing will be on a prioritised 'call-out' basis. The Council is working with the police to find alternative accommodation within Steyning to retain the police presence in the town.

The town has a Police Community Support Officer (PCSO), but are aware that they should consider the impact of their decisions, on reducing crime and disorder in their area.

Steyning continues to have a relatively low crime level but we do occasionally have peaks of anti-social behaviour. To combat this we financially support two Wardens who work closely with the youth in the town and have been very successful in reducing anti-social behaviour. In addition the town partly funds a youth worker who has been offering counselling and advice to youngsters who have perhaps, lacked in parental guidance and who, given time, may have moved into anti-social behaviour.

Actions:

To continue funding the wardens and youth worker

To consider setting up Community Safety Meetings to include the Police, Fire Service, Community Group, Churches Together, Neighbourhood Watch and other village groups to discuss matters affecting public safety

10.00 Local Transport, Access, Parking and Roads

10.01 Transport

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

Neither the District nor, County Council, has control of the local bus services and, bus companies are free to choose where and when services run. At the moment Steyning has the following bus services: 2, 2b, 59 & 60 (school days and school holidays), 100, 106 and 108.

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

The Steyning and District Partnership, in their Community Plan, recognised the problem and suggested the setting up of a Community Transport Group to coordinate and improve local transport services. The Council will support the Partnership in developing this.

Actions:

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

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

10.02 Access

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

Action:

To support the partnership to develop the 'gateways' to Steyning

10.03 Parking

The town has three free car parks; Fletchers Croft (98 spaces + 4 disabled bays including grasscrete area), Newman's Gardens (131 spaces + 4 disabled bays) and the High Street (42 spaces + 2 disabled bays) – a total of 281 spaces. Both Fletchers Croft and Newman's Gardens are easily accessible from the High Street. We are aware that HDC are looking at offsetting the costs of running the car parks by introducing parking charges, but will work with HDC to ensure that car parking in Steyning remains free. The Council believes that the economy of Steyning would be seriously damaged by the introduction of parking charges, as has happened in other towns.

Parking illegally in the High Street still remains a problem.

There are a large number of cars parked on the side roads. These parking issues arise because many new properties have insufficient parking associated with them. The Council through its local knowledge, scrutinises all plans to ensure that there is sufficient parking for each house or, development to relieve on-street parking.

Actions:

To lobby HDC for the continuation of free car parking

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

10.04 Roads

Steyning is ideally situated being only a few miles off the A27 and from the A272. It is served by a very busy by-pass, the A283, which takes traffic away from the centre of town. The High Street is busy most days and with illegal parking on the yellow lines, traffic flow is slowed down. Church Street and Shooting Field have heavy traffic flow between 8.00 and 8.45am and 3.15 and 3.45pm during term time. Horsham Road and Clays Hill as the two key access roads to Steyning are busy at most times during the day, but both roads flow well. The Grammar School bus in some 1,200 children in each day via the Horsham Road but is a well-practiced routine that does not cause any congestion.

Action:

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

10.05 Snow and Ice and Gritting

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

Actions:

To continue to maintain the grit bins

To continue to ensure snow and ice is cleared from the High Street where possible

To continue to update the winter action plan as necessary

10.06 Reporting Faults

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

Actions:

To act promptly on all fault complaints and to work with WSCC to ensure the work is completed

To take a proactive role in keeping businesses informed of planned road works

11.00 Steyning Economy and Development

11.01 Economy and Development

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

- **Working in Partnership with local traders, the Steyning and District Community Partnership and the Business Chamber on how to sustain the current retail offering that gives the High Street its vibrancy and to support them in;**
    - **Promoting a wider mix of non-retail businesses – including developing a strategy to make these businesses interact more with each other**
    - **Encouraging new businesses to re-locate to Steyning**
    - **Using local stakeholders to develop a strong creative and cultural offer and to provide young people with leisure opportunities, on-the-job learning skills and long-term employment which are vitally important to the future economic sustainability of rural communities like Steyning.**

The Council will work with other stakeholders such as the Steyning and District Community Partnership, Neighbourhood Community Planning Group and, the Steyning District Business Chamber, to develop both community and council led action plans to support local businesses, create new business opportunities as well as building new tourism opportunities and infrastructure. The aim is to sustain a diverse economy for the next 20 years and to sustain and improve long-term employment for local people.

With little land available in Steyning to develop new business opportunities, the council recognises that it must work with its neighbouring parishes of Bramber, Ashurst & Upper Beeding to look at revitalising existing business parks in their parishes, through private investment initiatives, to help drive and build the local economy.

Steyning is situated on the edge of the South Downs National Park which could provide increased tourism opportunities.

Actions:

To seek to promote the town as a place to do business and encourage tourism and local visitors whenever we have the opportunity

To support the Steyning and District Partnership and Business Chamber and other stakeholders to realise the key actions outlined in the Partnership's business plan

11.02 The South Downs National Park

Steyning is situated on the boundary of the South Downs National Park (SDNP) and parts of the town are actually in it – a section on the western side of the MPF and the Rublees and Canada Garden allotments. There is a general statutory duty on all relevant authorities to have regard to the SDNP's two purposes and it is a statutory consultee. This ensures that the relevant authorities take account of these purposes when coming to decisions or carrying out activities relating to or affecting land within these areas.

The two purposes are:

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

The area surrounding Steyning that is in the SDNP is widely used by walkers and cyclists. As a National Park 'gateway' town, we believe that Steyning can benefit from tourists coming to the park and will support the Steyning and District Partnership, the Business Chamber and other stakeholders in developing more tourism opportunities by promoting and developing an interest in and, exploration of, the wider area and the South Downs themselves.

Actions:

To support local community groups to develop the tourism opportunities of the SDNP to bring business into the town and to engage with local people on the benefits of the SDNP

To take note of the SDNP purposes on all developments in and adjacent to the SDNP

12.00 HOUSING, HEALTH AND EDUCATION

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

12.01 Housing

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

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

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

The Neighbourhood Plan (NP) which is due to be completed in 2015 will bring some clarity to the need for development within Steyning and will be supported by the Horsham District Planning Framework (HDPF) which is part of HDC's 5 year Land Supply. The NP which although a joint venture initiative by Steyning, Bramber, Ashurst and Upper Beeding parish councils is being entirely run by over 70 residents from the four parishes and following a survey to which 25% of homes responded, there is a clear picture of what the people in the four parishes want both in terms of housing and other socio-economic issues.

We hope that as a result of the NP, which has to go to a referendum for approval, there will be sufficient development of housing to meet all the local needs for the immediate future.

Actions:

To influence planning policy and practice so that the District Council ensures Steyning meets its housing needs

To support the results of the NP if approved in the referendum and to support limited housing development in the parish

To ensure that provision is made for additional infrastructure if development is approved

12.02 Education

The population in Horsham District is growing and this is putting pressure on our education system at both primary and secondary level. Steyning is fortunate in having a two well-regarded schools situated in the town; Steyning Grammar and Steyning Primary Schools. Steyning Grammar has a national and international reputation and has over 2,500 pupils with one of the largest state boarding schools in the country. In 2015 they are going to be embarking on a major rebuilding programme.

Action:

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

12.04 Health

Steyning is very fortunate to have a large health centre situated in the centre of town that serves Steyning and outlying villages. However, there is pressure on providing frontline emergency services in rural communities due to budget cuts and we are aware that this could become a major issue in the years to come, particularly with an ageing population. The town is very fortunate to have a dedicated team of volunteer First Responders who give vital primary care when incidents arise, but there will be a necessity for the Council to ensure that ambulance response times are maintained within acceptable limits.

HDC have started an 'Isolation and Loneliness' initiative, which will gather momentum in 2015, to tackle the growing problem of people living in isolation in the town. We support this initiative.

The Council has no specific responsibility for health and wellbeing. However, we do contribute through the provision of sports and leisure facilities, and by supporting the local tennis, bowls, cricket and football clubs. We have also put a 'fitness trail' into the MPF although this is not well-used.

Actions:

To monitor the provision of emergency care support and all health provision for residents in the town

To support the 'Loneliness and Isolation' initiative

To continue to support activities which promote the health and wellbeing of the residents

12.05 Fire Service

There are no known plans to close the Steyning fire station but the Council will continue to monitor the situation.

Action:

To monitor the continuation of the local fire service

13.00 Action Plans

The Council agreed a 0% increase in the precept in 2015 and this will restrict what projects can be delivered in 2015 unless alternative funding is found. This will also be the case in future years if there is no increase in the precept. The town has received much support from its County Councillor who is supporting the Council on delivering major projects like the flood works in Mouse and Dog Lanes, through either funding from WSCC or, outside agencies. The Council is working on a list of potential funding sources to help get other projects delivered eg: the new urinals for the High Street toilets.

We have also had to become creative in trying to find additional sources of income, such as the very successful Community Cinema, which is not only a benefit to local residents but brings in an additional £6,000-£7,000 of gross income per year. We are often asked about providing more benches in the MPF but there is no money to provide them or, to maintain them, so the Council has decided that any benches must be 'donated' and that the donor must deposit £100 into the Council to fund future maintenance of the donated bench. These are just two examples of our efforts to increase our income.

It is unlikely in the current climate that any major projects will take place in the next five years without outside funding.

Published by Steyning Parish Council, The Steyning Centre, Fletchers Croft, Steyning BN44 3XZ
Tel: 01903 812042 Email: spcclerk@btconnect.com

APPENDIX ONE

Steyning Parish Council assets:

The Steyning Centre
Marley Shed Recreation Ground
Bowling Green Pavilion
Cricket Pavilion and car park
Tennis Pavilion, courts and floodlights
Changing Room Pavilion in the Memorial Playing Field
Clock Tower
Clock
St. Cuthman's statue
Memorial Playing Field (including play areas)
Memorial Garden
Rublees and Canada gardens allotments
Norman Way Play Area
Chandlers Way Play Area
Play equipment in Fletchers croft play Area
Notice Board in the High Street
Abbey Road Play area and open space
Godstall's Lane land
Lamp posts
The values of the Council's assets is approximately £2,990,000 (as per the Parish Council insurance schedule of July 2015).

Cllr Comments from Team Building / Pre-Business planning Meeting

Council

Item 6.10.2

Build up teambuilding

The wider community actively engaging with the council to enable decisions in Steyning's best interest.

To make Steyning Parish Council a model for others to follow.

Higher visibility for parish council (branding)

Respect all residents and welcome/publicise meetings via own audio recordings of SPC meetings.

Communicate to our residents – social media and newsletters

Improved SPC publicity

Environment

A campaign led by council to remove the use of plastics

Protection and awareness for wildlife/Hedgerow

When trees are cut down it should be policy that more are planted somewhere else in Steyning.

Amenities

Drinking water fountain and electric car points

Buy a new up to date minibus with lift for wheelchair users.

Basic services done to a high standard (toilets ,bins, highway cleansing)

Have a litter bin/and high cleansing to be proud of - currently not acceptable

Cricket pavilion given a make over.

Projects - MPF and Pavilion

Greater use of our open spaces

Upgrade Public toilets for residence, Visitors

Second ATM

Encourage high street shops

Ensure Steyning retains post office and ATM access

Business

Keep Tourism

Keep businesses

Advertising for community and local shops and independent trades people

Facilities for Youth

Achieve goals and projects that are set throughout the Parish Council (Youth)

Provide services/things for children and young adults to do.

Youth provisions. Improved clubs, juice bar, skatepark in area

Build a skatepark

Skateboard Park

Projects

Continue with projects

Housing

Neighbourhood plan brought to fruition

Public genuinely engaged with Parish Council and housing aspirations met.

More affordable housing supported by additional facilities and access

Policing

Greater police presence

More Policing

Item 6.11

Request from Street Cleaning Contractor for SPC to pay for their insurance Cover

Briefing Note :

Last year SPC agreed to pay for the contractor's insurance cover.
This was not agreed within the contract terms, but it was considered a reasonable request at the time as the quote for the service from our current provider (successful tender) was, even with this extra item included, still much cheaper than the next lowest service contractor's quote.
Please see the redacted invoice request below.
We need to agree or otherwise to cover this additional cost please.

JACK LEE GARDENING

CHANDLERS WAY
STEYNING

BN44 3NG 30.4.21

Invoice NO 16: for insurance cover for second party

£470.01

PAYMENT please to MR JACK M LEE

Steyning Parish Council Bank Mandate Item 6.12

Briefing Note

The Mandate was last updated in May 2019 and was agreed to be the Chairman, Vice Chairman of Council and the Chairs and Vice Chairs of committees the Clerk and Deputy Clerk.

As some of these signatories have now left the council and most are now not Chairs and Vice Chairs the mandate requires to be updated.

The signatories in accordance with the previous agreement, of Chairman, and vice Chairman of Council and Chairs and Vice Chairs of committees, will now be Cllrs Norcross, Young, Lloyd (already on the list from 2019), Northam, I. Alexander, Trundle and the Clerk and Deputy Clerk (already on the mandate from 2019)

The names to be removed from the mandate are Mr Bissett-Powell, Mr Cree, Cllrs Campbell, Goldsmith, G Sullivan and S Sullivan.

H. Roxby

Request for £120 Grant to cover Defibrillator movement **Item 6.15**

Dear council members,

I am a trustee of the Steyning Area First Responders (SAFeR) responsible for public access defibrillator sites within the catchment of the Steyning Health Centre.
There are two sides to our charity. The first is funding and supporting our team of first responders who attend 999 calls and assist SECAmb.
The second is providing publicly accessible defibrillators within our area.

We currently have 7 sites where we either provided the defibrillators and/or manage them. We perform monthly checks and replace consumable or out of date supplies, check the functionality of the defibrillator and its cabinet. If we find problems we also arrange for maintenance and, where necessary, provide temporary replacement defibrillators whilst the original is sent away for repair. All of these sites are listed on the SECAmb system so their call takers can direct people to the nearest defibrillator.
During the covid pandemic the defibrillator in the Steyning Centre has been inaccessible to the public and during normal times it is only available when the centre is open.
We would like to propose a small change that will allow the defibrillator to be available to the public as well as the people using the Steyning Centre 24x7.
Our trust would like to purchase a new lockable cabinet that can be placed on the outside of the centre by the doors; the defibrillator would then be relocated into this unit to increase its availability to the public.
The SAFeR trustees have approved the £560 purchase of the cabinet and the only cost to be covered by the council would be £100+VAT to mount defibrillator cabinet to right hand side of the main entrance with connection point/isolator located in office. The electrician who has quoted for the work will supply the relevant test and certification to the centre upon completion. There is an internal light that comes on when the door is opened and a heater that keeps the battery warm during very cold periods which use minimal power.
The proposed cabinet requires a digital code to unlock it which the 999 call takers give out as required. We can supply this code to the Steyning Centre staff although 999 should always be called if a defibrillator is required.

We would like the council to approve the project at their next meeting and agree to cover the associated electrical costs of £100+ VAT (£120.00). We will manage all works in collaboration with the staff at the centre to ensure it is completed quickly and with minimal impact on the running of the centre.

Finally, the trustees would greatly appreciate any further donation towards our charity's costs that the council may like to make, although this project is not contingent on that. Our objective is to make the area covered by the Steyning Health Centre as safe as possible for its residents and visitors. We would greatly appreciate your assistance in helping us to increase the availability of defibrillators in our community.

Kind Regards

Ken Peters

Request for grant to cover £250 Hall Hire Fees Item 6.16

From: ken Peters **Date:** 10 June 2021 at 12:24:10 BST
To: Hazel ROXBY <
Subject: Hiring the Steyning Centre

Dear council members,

The Steyning Area First Responders (SAFer) currently hold monthly training meetings at the Steyning fire station but have outgrown the building and are looking for a new venue for these sessions.

I am writing to ask if you would consider donating £250 towards the charity's annual costs of hiring the Steyning Centre for our monthly training meetings. These sessions are mandated by the ambulance service to ensure all responders continuously train to hone their skills as well as receiving updates from the SECAmb on new techniques, protocols, and equipment. All responders must attend these sessions as part of an ongoing personal development programme.

We would appreciate it if you could discuss this at your next session so we can keep our meetings in the Steyning area.

Kind Regards

ken Peters (Trustee)