

Steyning Parish Council



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

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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th JULY 2020 AT 7.30PM

Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

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

Clerk: John Fullbrook

Members of the Public in attendance: Five, including Cllrs Northam and Alexander.

Meeting commenced: 7:30pm

DRAFT MINUTES

ACTIONS

F&GP/20/15 **APOLOGIES FOR ABSENCE**
15.1 None

F&GP/20/16 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
16.1 None

F&GP/20/17 **CHAIRMAN'S ANNOUNCEMENT**
17.1 The Chair stated that given the importance of the items within the confidential session that he intended to move to those items at 9pm, and to move Agenda 5 to after Agenda item 9.

F&GP/20/18 **QUESTIONS FROM THE FLOOR (Summary of questions and answers)**
18.1.1 *Russell Barnes – Why is the Public Right of Way item is on this Agenda when previous Rights of Way items have been discussed under the Amenities Committee?*

18.1.2 *Chairman – This is a correspondence item, so can be dealt with at F&GP, rather than leave it to a busy Amenities meeting in a few weeks' time which might not have time to deal with it anyway.*

18.2.1 *Nick Muggridge – In these challenging times for all levels of local government and with the current precept set at 27% more than the previous year's figure why is Council considering Councillor Allowances as an extra non-budgeted cost, especially when previous councils did not seek allowances for Councillors.*

18.2.2 *Chairman and Vice Chairman – It will be discussed under Agenda item 6.3, but the item is intended more to cover recent out of pocket expenses, rather than as a new Councillor allowance*

F&GP/20/19 **MINUTES OF PREVIOUS MEETING**
19.1 Cllr Goldsmith **proposed**, and Cllr G. Sullivan **seconded** that the draft minutes for the meeting held on 9th June 2020 be accepted as a true and fair record of the proceedings. **Agreed**

F&GP/20/20
20.1

FINANCE MATTERS

To approve list of payments for June 2020. Cllr Goldsmith **proposed, seconded** by Cllr Cree to approve the June 2020 list of payments. **Agreed 8 For, 1 Abstained {PC}**

Clerk to confirm that VAT can be claimed back from Amazon

CLERK

Clerk to check Business stream payments are in order and send out invoice details.

CLERK

Deputy Clerk to check through Premises committee what new companies might be able to provide in terms of alternative service costings regards water supplies.

D.CLERK

20.2

Cllr Goldsmith **proposed, seconded** by Cllr Lloyd to agree the F&GP income and expenditure report for the month of June 2020. **Agreed 8 For, 1 Abstained {PC}**

Clerk asked to clarify 'budget' and 'actual income' figures for HDC Cleansing Grant

CLERK

Clerk asked to send to Cllrs 'projects' budget details

CLERK

20.3

To discuss and agree Councillor expenses reimbursements. Cllr Goldsmith **proposed, seconded** by Cllr Hanson that this item is deferred until the September F&GP meeting. **Agreed**

CLERK

20.4

Dormant Assets. Clerk to send out details again to Councillors regarding the current position from NALC and SPC.

CLERK

20.5

Asset Register – Clerk to continue to revalue Playground and Adult exercise equipment to update the register and bring back to F&GP. Cllr Goldsmith proposed this matter be deferred to next F&GP and stated he didn't want to be involved. Cllr Lloyd **proposed an amendment, seconded** by Cllr Cree that the Asset register is not correct and so the chair of F&GP and the chair of the Council and the Clerk should be delegated to work on it and bring this back to F&GP in September in a correct format. **Agreed 8 For, 1 Against {RG}**

CLERK

20.6

Three-year budget discussions. Cllr Goldsmith **proposed, seconded** by Cllr Cree that this is deferred and a full F&GP working party be set up after the next F&GP meeting in September to discuss the three-year budget. **Agreed**

CLERK

20.7

Committee discussed bank balances as of 30th June 2020 and potential losses due to Covid-19.

20.8

Committee informed - Two webinar courses were undertaken by clerk and deputy clerk – course cost per clerk £30

20.9

Options were to be discussed regarding the SPC web site development, following distribution of supporting papers. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that a working party be set up consisting of Cllr Alexander and Cllr Cree to work on this matter and to bring it back to the next F&GP meeting in September. **Agreed 4 For {RG,TR, DH, GS}, 5 Abstained {TL, JN, CY, PC, TC}**

Cllrs Cree & Alexander

20.10

Playground opening and Caretaker cleaning arrangements due to Covid-19.

CLERK

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

20.11

Cllr Cree **proposed, seconded** by Cllr Hanson that a budget of up to £600 be allocated for specialist input/mentoring from an independent council clerk for the SPC Clerk and advice to councillors in regard to their respective roles and responsibilities and in particular for the production of agenda and minutes. **Agreed 5 For {TL, JN, CY, TC, DH}, 4 Against {PC, GS, RG, TR}**

CLERK

The Chairman then stated that he would not deal with items headed under committee meetings; publicity and governance ; information and correspondence and matters arising but moving straight to the confidential session items as there was less than an hour of the meeting remaining.

CLERK

F&GP/20/21 21.1	CONFIDENTIAL SESSION To resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under Agenda item 11 would be inappropriate to put in the public domain. Cllr Goldsmith proposed, seconded by Cllr Cree that the meeting be taken into confidential session. Agreed	
F&GP/20/22 22.1	STAFFING MATTERS Staff payments working party. Cllr Lloyd reported on enhanced public toilet cleaning protocols being put in place; the two cleans per day of the playgrounds that was initiated; the delivery of retractable barriers to channel members of the public for events at the Steyning Centre to ensure social distancing maintained. Cllr Goldsmith stated that he no-longer wanted to be part of this working party. Cllr Norcross agreed to take his place.	CLERK
22.2	New staff contracts – templates for new contracts had been sent from HR services and Cllr Lloyd suggested they needed specific and in-depth scrutiny. Cllr Lloyd proposed, amended by Cllr Goldsmith, seconded by Cllr Campbell that a working party consisting of Cllrs Lloyd, Norcross and Hanson be set up to look at all staff contracts and make recommendations to F&GP at the September meeting or if not at the October F&GP committee meeting, and have delegated authority to instruct HR services up to the budget that has been agreed. Agreed	Cllrs Lloyd / Hanson & Norcross
22.3	Cllr Campbell proposed, seconded by Cllr Hanson that the Chair and Vice-Chair of the Council are delegated to take over the responsibility from Cllrs. Goldsmith and Campbell of instructing and liaising with HR Services on any employment related questions. This delegation is limited to obtaining advice and reporting that advice to the Committee and/or Full Council and does not permit any substantive decision-making which remains with the Committee and/or Full Council as per the decision made by the F&GP committee in November 2019. Agreed	Cllrs Cree & Young
22.4	Line Managers report. Cllrs Young and Norcross gave a verbal update on their strategy. They answered questions from councillors	
F&GP/20/23	DATE OF NEXT MEETING – 15th September 2020 @7.30pm. The Chair closed the meeting at 10.00pm	

Signed Date 14th September 2020

Chairman of F&GP Committee

Here is the link to the video recording of this meeting – Non confidential only.

Video - <https://archive.org/details/2020-07-14-steyning-parish-council-f-gp-meeting-1>

Date: 11/09/2020

Steyning Parish Council

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Bank Reconciliation up to 01/08/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/07/2020	DD	928.00		928.00		R ☒	HDC Rates
03/07/2020	488/20.21	291.92		291.92		R ☒	Business stream - Allotments
03/07/2020	489/20.21	252.00		252.00		R ☒	TC Maintenance - playgrounds
03/07/2020	490/20.21	14.99		14.99		R ☒	Steve Cobb - Hosepipe
03/07/2020	491/20.21	144.00		144.00		R ☒	SLCC
03/07/2020	492/20.21	24.00		24.00		R ☒	Green thumb
03/07/2020	493/20.21	18.23		18.23		R ☒	EDF - High street
03/07/2020	494/20.21	1,812.00		1,812.00		R ☒	Jack Lee cleaning - Street Cleaning
03/07/2020	495/20.21	540.00		540.00		R ☒	GDPR-Info - Data Protection
06/07/2020	VIS	103.93		103.93		R ☒	Amazon - Create & PPE
06/07/2020	VIS	81.96		81.96		R ☒	Amazon - PPE & Hammerite paint
06/07/2020	VIS	39.40		39.40		R ☒	Site lock
06/07/2020	DR	1.08		1.08		R ☒	HSBC
06/07/2020	VIS	28.78		28.78		R ☒	Zoom
07/07/2020	496/20.21	128.21		128.21		R ☒	Business stream - High Street
07/07/2020	497/20.21	407.80		407.80		R ☒	Business stream - Steyning Centre
07/07/2020	498/20.21	268.99		268.99		R ☒	Clare Austin
07/07/2020	499/20.21	47.58		47.58		R ☒	Clares
07/07/2020	500/20.21	15.00		15.00		R ☒	HALC - Waste Collection
07/07/2020	501/20.21	255.20		255.20		R ☒	PIP Services
07/07/2020	502/20.21	126.00		126.00		R ☒	Picking
07/07/2020	503/20.21	169.63		169.63		R ☒	overline
11/07/2020	CR		22.50	22.50		R ☒	Receipt(s) Banked
14/07/2020	504/20.21	295.00		295.00		R ☒	HDC
14/07/2020	505/20.21	156.05		156.05		R ☒	PIP Services
14/07/2020	506/20.21	76.73		76.73		R ☒	Business stream - C. Rooms
14/07/2020	507/20.21	193.71		193.71		R ☒	Business stream - Rubbers Allotments
14/07/2020	508/20.21	104.00		104.00		R ☒	Business stream - Canada "
14/07/2020	509/20.21	900.00		900.00		R ☒	Treedom - Bus relocation
14/07/2020	510/20.21	367.73		367.73		R ☒	Streeter
14/07/2020	511/20.21	11.08		11.08		R ☒	Amazon
16/07/2020	CR		2,339.12	2,339.12		R ☒	Receipt(s) Banked - C.I from SDNP
16/07/2020	CR		18.00	18.00		R ☒	Receipt(s) Banked
16/07/2020	CR		325.99	325.99		R ☒	Receipt(s) Banked
19/07/2020	CR		12.00	12.00		R ☒	Receipt(s) Banked
20/07/2020	16.85	16.85		16.85		R ☒	Amazon - Stain for Benches
21/07/2020	DR	9.59		9.59		R ☒	HSBC charges
23/07/2020	CR		42.90	42.90		R ☒	Receipt(s) Banked
26/07/2020	BP	7,320.92		7,320.92		R ☒	Salaries
27/07/2020	VIS	60.00		60.00		R ☒	Amazon - Wood Stain
27/07/2020	VIS	8.00		8.00		R ☒	Zoho
27/07/2020	CR		99.16	99.16		R ☒	Receipt(s) Banked
27/07/2020	CR		37.50	37.50		R ☒	Receipt(s) Banked
27/07/2020	CR		37.50	37.50		R ☒	Receipt(s) Banked
28/07/2020	CR		50.40	50.40		R ☒	Receipt(s) Banked
29/07/2020	512/20.21	426.00		426.00		R ☒	HR services
29/07/2020	513/20.21	967.12		967.12		R ☒	Clares - Covid Barriers
29/07/2020	514/20.21	1,690.07		1,690.07		R ☒	WSCC - Pensions

Time: 11:30

Bank Reconciliation up to 01/08/2020 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
29/07/2020	515/20.21	1,462.30		1,462.30		R ☐	HMRC tax
30/07/2020	CR		40.30	40.30		R ☐	Receipt(s) Banked
		<u>19,763.85</u>	<u>3,025.37</u>				

Date: 13/09/2020

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Bank Reconciliation up to 01/09/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/08/2020	516/20.21	82.46		82.46		R	Alexander
02/08/2020	517/20.21	50.32		50.32		R	PIP Services
02/08/2020	518/20.21	136.00		136.00		R	TC Maintenance
02/08/2020	519/20.21	90.00		90.00		R	kestral
02/08/2020	520/20.21	3,259.61		3,259.61		R	WSCC Highways - lamps <i>Maintenance</i>
02/08/2020	521/20.21	160.00		160.00		R	TSS legionalle
02/08/2020	522/20.21	505.68		505.68		R	Tom Packer IT support + <i>website renewal</i>
02/08/2020	523/20.21	471.60		471.60		R	Clares stationary - <i>PPE Screens</i>
03/08/2020	DD	928.00		928.00		R	HDC Rates
03/08/2020	DR	25.00		25.00		R	Petty Cash
03/08/2020	CR		199.92	199.92		R	Receipt(s) Banked
03/08/2020	CR		42.90	42.90		R	Receipt(s) Banked
04/08/2020	CR		82.46	82.46		R	Receipt(s) Banked
04/08/2020	CR		-82.46	-82.46		R	Receipt(s) Banked
05/08/2020	VIS	37.75		37.75		R	Sitelock web security
05/08/2020	DR	1.03		1.03		R	HSBC charges
06/08/2020	524/20.21	355.20		355.20		R	Rialtas
06/08/2020	525/20.21	288.00		288.00		R	HDC play inspections
06/08/2020	526/20.21	600.00		600.00		R	Corrigan
06/08/2020	527/20.21	1,683.00		1,683.00		R	Jack Lee cleaning <i>street cleaning</i>
06/08/2020	528/20.21	90.00		90.00		R	JD window cleaning
06/08/2020	539/20.21	351.00		351.00		R	Clare Austin
06/08/2020	20/8		309.00	309.00		R	Receipt(s) Banked
06/08/2020	20/7		56.00	56.00		R	Receipt(s) Banked
10/08/2020	VIS	8.57		8.57		R	Amazon
10/08/2020	VIS	9.59		9.59		R	Zen
10/08/2020	VIS	28.78		28.78		R	Zoom
11/08/2020	CR		255.41	255.41		R	Receipt(s) Banked
13/08/2020	540/20.21	164.24		164.24		R	Fire Protection Services
13/08/2020	541/20.21	19.92		19.92		R	PIP Services
13/08/2020	542/20.21	186.00		186.00		R	Picking
13/08/2020	543/20.21	336.75		336.75		R	HDC waste disposal
13/08/2020	544/20.21	400.24		400.24		R	TC Maintenance - <i>playground</i>
13/08/2020	545/20.21	936.46		936.46		R	British Gas - <i>Steyning Centre</i>
13/08/2020	546/20.21	200.00		200.00		R	Streeter
17/08/2020	CR		32.00	32.00		R	Receipt(s) Banked
18/08/2020	CR		42.90	42.90		R	Receipt(s) Banked
18/08/2020	CR		25.01	25.01		R	Receipt(s) Banked
18/08/2020	CR		416.61	416.61		R	Receipt(s) Banked
19/08/2020	CR		32.00	32.00		R	Receipt(s) Banked
19/08/2020	CR		32.00	32.00		R	Receipt(s) Banked
19/08/2020	CR		32.00	32.00		R	Receipt(s) Banked
19/08/2020	CR		64.00	64.00		R	Receipt(s) Banked
19/08/2020	CR		64.00	64.00		R	Receipt(s) Banked
20/08/2020	CR		15.00	15.00		R	Receipt(s) Banked
20/08/2020	CR		32.00	32.00		R	Receipt(s) Banked
20/08/2020	CR		15.00	15.00		R	Receipt(s) Banked
20/08/2020	CR		15.00	15.00		R	Receipt(s) Banked

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Bank Reconciliation up to 01/09/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/08/2020	CR		64.00	64.00		R ☒	Receipt(s) Banked
21/08/2020	DR	10.38		10.38		R ☒	HSBC charges
21/08/2020	CR		15.00	15.00		R ☒	Receipt(s) Banked
22/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
22/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
22/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
22/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
22/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
23/08/2020	547/20.21	243.36		243.36		R ☒	KCS
23/08/2020	548/20.21	225.00		225.00		R ☒	SCYP
23/08/2020	549/20.21	36.82		36.82		R ☒	PIP Services
23/08/2020	550/20.21	170.16		170.16		R ☒	overline
23/08/2020	551/20.21	269.00		269.00		R ☒	TC Minatenance
24/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
24/08/2020	CR		64.00	64.00		R ☒	Receipt(s) Banked
24/08/2020	CR		15.00	15.00		R ☒	Receipt(s) Banked
24/08/2020	CR		30.00	30.00		R ☒	Receipt(s) Banked
25/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
25/08/2020	CR		15.00	15.00		R ☒	Receipt(s) Banked
25/08/2020	CR		47.00	47.00		R ☒	Receipt(s) Banked
25/08/2020	CR		47.00	47.00		R ☒	Receipt(s) Banked
25/08/2020	CR		64.00	64.00		R ☒	Receipt(s) Banked
25/08/2020	CR		15.00	15.00		R ☒	Receipt(s) Banked
25/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
26/08/2020	VIS	8.00		8.00		R ☒	Zoho
27/08/2020	20/10		161.20	161.20		R ☒	Receipt(s) Banked
27/08/2020	20/12		32.00	32.00		R ☒	Receipt(s) Banked
28/08/2020	BP	7,604.57		7,604.57		R ☒	Salaries - various
28/08/2020	CR		15.00	15.00		R ☒	Receipt(s) Banked
28/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
28/08/2020	CR		64.00	64.00		R ☒	Receipt(s) Banked
28/08/2020	CR		32.00	32.00		R ☒	Receipt(s) Banked
28/08/2020	CR		0.09	0.09		R ☒	Receipt(s) Banked
31/08/2020	CR		47.00	47.00		R ☒	Receipt(s) Banked
		<u>19,972.49</u>	<u>2,696.04</u>				

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Detailed Income & Expenditure by Phased Budget Heading 01/08/2020

Month No: 4

Committee Report

Finance & General Purposes Ctt101 Administration

1000 Donations Received	2,339	1,132	(1,207)	3,400					
1004 Reimbursed Charges & donations	0	80	80	200					68.8%
1010 Miscellaneous income	0	368	368	1,100					0.0%
1076 Precept Received	161,153	161,153	0	322,305					0.0%
1090 Bank Interest Received	14	84	70	250					50.0%
	163,506	162,817	(689)	327,255					5.6%
Administration :- Income									
4000 Salaries	39,670	45,668	5,998	137,000			97,330		50.0%
4002 Printing, stationery, postage	698	1,068	370	3,200			2,502		29.0%
4003 Staff Ill Health Insurance	0	1,200	1,200	1,350			1,350		21.8%
4004 Telephones and Alarm	785	1,000	215	3,000			2,215		0.0%
4005 Insurance	0	0	0	5,800			5,800		26.2%
4006 Salaries Outsourcing	0	0	0	900			900		0.0%
4007 Data Protection	582	700	118	1,700			1,118		0.0%
4010 Audit Fees	(1,073)	400	1,473	1,750			2,823		34.2%
4016 Legal Fees/Elections	0	3,332	3,332	10,000			10,000		(61.3%)
4017 Bank Charges	84	216	132	650			566		0.0%
4021 General Grants	468	668	200	2,000			1,532		12.9%
4025 CCTV Maintenance	0	80	80	160			160		23.4%
4030 Steyning in Bloom	0	0	0	4,400			4,400		0.0%
4032 Royal British Legion	0	0	0	415			415		0.0%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/08/2020

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	0	750	750	3,000		3,000	0.0%
4040 Town Clock	0	80	80	450		450	0.0%
4045 Misc & Petty Cash	0	92	92	275		275	0.0%
4047 Training	120	500	380	1,500		1,380	8.0%
4049 Showcase	0	0	0	200		200	0.0%
4055 HR Services	1,775	1,668	(107)	5,000		3,225	35.5%
4060 Chairman's Function	0	0	0	500		500	0.0%
4061 Councillors' Allowances	0	32	32	100		100	0.0%
4063 Legionnaires	0	832	832	2,500		2,500	0.0%
4070 Software Packages	654	668	14	2,000		1,346	32.7%
4071 ICT Equipment	1,025	650	(375)	1,700		675	60.3%
4072 Website Development	50	750	701	1,000		951	5.0%
4073 Neighbourhood Plan Exp	0	700	700	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	1,000	(762)	3,000		1,238	58.7%
Administration :- Indirect Expenditure	48,487	63,804	15,317	198,050	0	149,563	24.5%
Net Income over Expenditure	115,018	99,013	(16,006)	129,205			
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	0	0	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	0	0	0	60,750	0	60,750	0.0%
Net Expenditure	0	0	0	(60,750)			

Detailed Income & Expenditure by Phased Budget Heading 01/08/2020

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 <u>Youth Provision</u>							
4023 Youth Service	12,343	12,000	(343)	26,930		14,587	45.8%
	<u>12,343</u>	<u>12,000</u>	<u>(343)</u>	<u>26,930</u>	<u>0</u>	<u>14,587</u>	<u>45.8%</u>
Youth Provision :- Indirect Expenditure							
Net Expenditure	<u>(12,343)</u>	<u>(12,000)</u>	<u>343</u>	<u>(26,930)</u>			
Finance & General Purposes Ctt :- Income	163,506	162,817	(689)	327,255			50.0%
Expenditure	60,830	75,804	14,974	285,730	0	224,900	21.3%
Movement to/(from) Gen Reserve	<u>102,675</u>						

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Steyning Parish Council

Page 1

Detailed Income & Expenditure by Phased Budget Heading 01/09/2020

Month No: 5

Committee Report

Finance & General Purposes Ctt101 Administration

1000 Donations Received	2,339	1,415	(924)	3,400			68.8%
1004 Reimbursed Charges & donations	0	80	80	200			0.0%
1010 Miscellaneous income	0	460	460	1,100			0.0%
1076 Precept Received	161,153	161,153	0	322,305			50.0%
1090 Bank Interest Received	14	105	91	250			5.6%

Administration :- Income

4000 Salaries	163,506	163,213	(293)	327,255			50.0%
4002 Printing, stationery, postage	47,274	57,085	9,811	137,000	89,726		34.5%
4003 Staff Ill Health Insurance	901	1,335	434	3,200	2,299		28.2%
4004 Telephones and Alarm	0	1,200	1,200	1,350	1,350		0.0%
4005 Insurance	927	1,000	73	3,000	2,073		30.9%
4006 Salaries Outsourcing	0	5,800	5,800	5,800	5,800		0.0%
4007 Data Protection	0	0	0	900	900		0.0%
4010 Audit Fees	613	700	87	1,700	1,087		36.1%
4016 Legal Fees/Elections	(1,073)	400	1,473	1,750	2,823		(61.3%)
4017 Bank Charges	0	4,165	4,165	10,000	10,000		0.0%
4021 General Grants	118	270	152	650	532		18.2%
4025 CCTV Maintenance	468	835	367	2,000	1,532		23.4%
4030 Steyning in Bloom	0	80	80	160	160		0.0%
4032 Royal British Legion	0	0	0	4,400	4,400		0.0%
	0	0	0	415	415		0.0%

Continued over page

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 01/09/2020

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033 Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036 SALC NALC Subs	1,888	1,750	(138)	1,950		62	96.8%
4039 Publicity and Advertising	0	750	750	3,000		3,000	0.0%
4040 Town Clock	0	80	80	450		450	0.0%
4045 Misc & Petty Cash	0	115	115	275		275	0.0%
4047 Training	120	625	505	1,500		1,380	8.0%
4049 Showcase	0	0	0	200		200	0.0%
4055 HR Services	2,275	2,085	(190)	5,000		2,725	45.5%
4060 Chairman's Function	0	0	0	500		500	0.0%
4061 Councillors' Allowances	0	40	40	100		100	0.0%
4063 Legionnaires	133	1,040	907	2,500		2,367	5.3%
4070 Software Packages	1,282	835	(447)	2,000		718	64.1%
4071 ICT Equipment	1,025	650	(375)	1,700		675	60.3%
4072 Website Development	177	750	573	1,000		823	17.7%
4073 Neighbourhood Plan Exp	0	700	700	1,050		1,050	0.0%
4075 Isolation and Loneliness	1,762	1,250	(512)	3,000		1,238	58.7%
Administration :- Indirect Expenditure	57,892	83,540	25,648	198,050	0	140,158	29.2%
Net Income over Expenditure	105,614	79,673	(25,942)	129,205			
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101 Swimming Pool	0	0	0	15,750		15,750	0.0%
Finance & Community Appendix :- Indirect Expenditure	0	0	0	60,750	0	60,750	0.0%
Net Expenditure	0	0	0	(60,750)			

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Steyning Parish Council

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Detailed Income & Expenditure by Phased Budget Heading 01/09/2020

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>103 Youth Provision</u>							
4023 Youth Service	12,531	12,000	(531)	26,930		14,399	46.5%
	<u>12,531</u>	<u>12,000</u>	<u>(531)</u>	<u>26,930</u>	<u>0</u>	<u>14,399</u>	<u>46.5%</u>
Youth Provision :- Indirect Expenditure	<u>(12,531)</u>	<u>(12,000)</u>	<u>531</u>	<u>(26,930)</u>			
Net Expenditure							
Finance & General Purposes Ctt :- Income	163,506	163,213	(293)	327,255			50.0%
Expenditure	70,422	95,540	25,118	285,730	0	215,308	24.6%
Movement to/(from) Gen Reserve	<u>93,083</u>						

Continued over page

Item 6.3.1

Allowances and Expenses Briefing note

There has been interest in agreeing an expenses and Allowance policy.

Please see the following information from NALC regards this matter.

The local Authorities (Members Allowance) (England) Regulations 2003 was first introduced for Parish Councils on 1st May 2003. (Members Allowance Policy is appendix 1)

It allows for Parish Council's to give elected (not Co-opted) Parish Councillors an annual remuneration figure as recommended by the District Councils independent Parish Remuneration Panel – the latest figure given for this is £477 per annum which is paid quarterly in arrears through the parish councils payroll system. This figure is 9.4% of the District Councils Members Basic Allowance. The latest report is appendix 2

Should the Parish Council vote to receive a Parish Basic Allowance they would need to adopt a Scheme of members' allowances. local government act 2000 - the local authorities (members' Allowances) (England) regulations 2003. An example advised to be viewed by SSALC is appendix 5

Regardless of whether or not a Parish Basic Allowance scheme is adopted a Parish travel and Subsistence expenses can be adopted as a stand-alone scheme and can be paid to elected and co-opted councillors. Travel and subsistence expenses can be paid to councillors for attending meetings and carrying out council duties outside of the parish boundaries. The allowance advised by SSALC is 45p per mile by car and what has been paid to councillors of this council in the past. Appendix 3 also has a good example of this scheme.

A Chairman's Allowance is also able to be paid to the Chairman to enable them to meet the expenses incurred whilst in office, for example the Chairman's Allowance has been used for many years in Steyning to pay for the Chairman's function which has been held in December of each year since 2000. A member elected as chairman is entitled to this allowance whether they are an elected councillor or a co-opted councillor.

The present rules for Parish and Town councils do not allow for councillors to claim a dependants or carer's Allowance.

Appendix 1

MEMBERS' ALLOWANCES POLICY

1. Introduction

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 came into force on 1 May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

2. Types of allowance

2.1 These regulations allow Town and Parish Councils to pay a **basic parish allowance** (Regulation 25) to its chairman only or to each of its elected members. Co-opted members do not qualify for the basic parish allowance. The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member.

2.2 The regulations also allow payment of a **parish travelling and subsistence allowance** (Regulation 26). Travel and subsistence allowance can be paid to elected and co-opted members. Parish and Town Council members are not entitled to claim a dependants' carer's allowance.

2.3 The Local Government Act 1972 s.15 (5) states a local council may pay a **chairman's allowance** for the purpose of enabling him to meet the expenses of his or her office. A co-opted member elected as the chairman is entitled to the chairman's allowance, but not the basic parish allowance.

2.4 The basic parish allowance and chairman's allowance are not salaries. They are figures calculated to cover expenses which are normally associated with the duties of being a local councillor. Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council.

3. Setting levels of allowances

3.1 Regulation 27 of The Local Authorities (Members' Allowances) (England) Regulations 2003 states that a parish remuneration panel may be established by a responsible authority, which is defined as a district or unitary authority.

3.2 When convened, a parish remuneration panel will produce a report making recommendations including:

- The amount of basic parish allowance payable to elected members
- The amount of chairman's allowance payable (if different to the basic parish allowance)
- The amount of travelling and subsistence allowance payable

3.3 Parish and Town Councils must take into account these recommendations when setting their levels for allowances.

4. Procedure and payment

4.1 Payment of participation allowances (basic parish allowance and chairman's allowance) will be made **[ENTER FREQUENCY]** to eligible members. Travel and subsistence allowances are treated as expenses and reclaimed via an expenses claim form.

4.2 When paying participation allowances to elected members, local councils are obliged by law to deduct income tax, where appropriate, under the PAYE system. It is unlikely National Insurance Contributions will need to be considered as the allowances are likely to be below the lower earnings limit.

4.3 At the end of the financial year, the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid for all Member allowances.

4.4 A member is able to elect in writing to the Clerk that he or she wishes to forgo all or part of their entitlement to the allowances.

4.5 The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish or town without payment of a fee upon giving reasonable notice. Copies must be provided if so requested, for which a reasonable fee can be charged.

Steyping Parish Council Street Lighting Inventory @ 31st March 2020

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

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

Total KWH(16.29p) 4743.854

Total Units: 48

Sub Total £ 772.68

3 % Admin £ 23.18

Total £ 795.86

Bank Balances and other financial details as of 31st August regards the SPC Accounts

Account 1 – Current Account	- £127,050.56
Account 2 – Savings Account	- £25,651.21
Account 3 – Emergency Reserves	- £80,000.00
Total	- £232,701.77

- **Outstanding Earmarked reserves** - N plan £4,463 + HR Services £2,818 = £7,281
- **Outstanding expected Income** - 2nd precept and 2nd cleansing grant payments = £172,650
- **Lost revenue as of August 31st approx.- £28,000** (mostly Steyning Centre room hire, Club lease rentals, Coffee machine, Film night)
- **Less expense as of August 31st approx. - £9,800** (mostly less staff expenses)
- **As of 31st August SPC, recorded Losses related to Covid of Approx. £18,200**
- **Estimation of Year End Losses related to Covid – Approx. £30,000**

Briefing Note for F&GP Committee as part of the Financial update for Agenda item 6.5

Following email correspondence from HDC to the Clerk's office and subsequent information which is represented in the HDC newsletter received on the 14th August – seen below, the Clerk's Office pursued (with the blessing of the Chair of Council) a grant application to help recoup some of the financial losses brought about by the Covid crisis.

Set out below for your information is the original HDC circular followed by the Heading script of the application sent off on the 26th August on the Council's behalf.

This is then followed by the recently received response from HDC

1. HDC Newsletter

Voluntary Sector Support

in the Horsham District

Government Grants closing 28 August

Please consider carefully if your organisation is eligible to apply for the below grants.

- Has your non-profit organisation experienced a loss of income as a direct result of COVID-19.
- Do you have a venue, for example, that you've been unable to open for leisure activities or hire out due to Covid?
- Do you run a community café that has been unable to open due to covid?

If the answer is yes to any or all of the above questions, you may be eligible for a grant under one of the following schemes:

1. Small Business Grant – if you have a building that has a rateable value of under £10,000.
2. Retail, Leisure & Hospitality Grant – if you have a building that has a rateable value of between £10,001 and £51,000 and the Valuation Office describes your premises as being for retail, leisure or hospitality activities. For example you might be a sports club or a hall you let out for classes and leisure activities.
3. Discretionary Fund Grant – if you don't have a building but are involved in charitable activities or retail, leisure and hospitality; or if you have a building and the Valuation Office describes it as something else such as "storage" but your activities are charitable and/or retail, leisure and hospitality.



You can access these grants from the District Council's business rates webpages: <https://www.lgss-revs-bens.com/horsham/business-rates/>

Visit the webpage to read more, **EVEN IF YOU DON'T PAY BUSINESS RATES**. Some charities and not for profit organisations are still eligible to apply irrespective of whether they business rates or not.

If you are in doubt, our advice is simply to apply.

There is no guarantee you will be awarded a grant, but there is nothing to lose in submitting an application.

The Government has told the District Council to close the above various grant funds on 28 August. So, if you haven't yet received a Government grant and have lost money during the COVID lockdown **you need to apply now!**

[Read more here](#)



2. SPC Retail, Leisure and Hospitality Grant Fund Application Header Page

August 2020

Proof of Decreased Income at the Steyning Centre

The following pages are taken from the finance package that is used to monitor Income and Expenditure for the whole of the Council. Each month these income and expenditure accounts are presented at committees and checked and agreed by Councillors at these meetings, then by both an internal and external auditing process.

To make this easier to understand, I have specifically looked at one line from these accounts (it being the most significant by far when looking at overall income to the Council bar District Council Annual Precept), which shows the income expected on a monthly and annual basis via Room Hire revenue from the Steyning Community Centre.

To explain :-

Page 1 – Shows End of February figures 2020 and shows £54,345 Room hire revenue against £57,750 expected at that point – a variance of £3,405 down on expected income for the year to date and set against an annual expected income of £63,000. It looked at this stage that by end of year 2020 we would be approx. £2.5 - 3K down on Year end estimate as March is normally a good Month for income. – Covid-19 had not at this stage had any significant effect with only some Hirers suggesting they may cancel future bookings.

Page 2 – Shows End of March figures 2020 and shows £57,679 Room hire revenue against £63,000 expected at that point – a variance of £5,321 down on expected income for the year to date and set against an annual expected income of £63,000. The expected catch up of income did not happen with some groups cancelling events and room hires within the Month and most cancelling future room hires / events until further notice by the end of the month. **Actual Loss on Room Hires by end of March 2020 therefore approx. £2,500**

Page 3 – Shows End of April figures 2020 and shows £287 Room hire revenue against £5,250 expected for this month – a variance of £4,963 down on expected income for the month and year to date and set against an annual expected income of £63,000. Income mostly from Annual storage (cupboard) Hire from certain organisations. **Actual Loss on Room Hires by end of April 2020 therefore approx. £5,000. Cumulative loss - £7,500**

Page 4 – Shows End of May figures 2020 and shows £458 Room hire revenue against £10,500 expected for year to date – a variance of £10,042 down on expected income for the year to date and set against an annual expected income of £63,000. Income continues to be mostly from Annual storage (cupboard) Hire from certain organisations. **Actual Loss on Room Hires by end of May 2020 for this financial year to date therefore approx. £10,000. Cumulative loss - £12,500**

Page 5 – Shows End of June figures 2020 and shows £822 Room hire revenue against £15,750 expected for year to date – a variance of £14,928 down on expected income for the year to date and set against an annual expected income of £63,000. Main income source for this month was a one-off booking from the NHS as an emergency Blood Donor session (Room Hire). **Actual Loss on Room Hires by end of June 2020 for this financial year to date therefore approx. £15,000. Cumulative loss - £17,500**

Page 6 – Shows End of June figures for 2019. I include this page to show a direct comparison with the year to date figure from the previous year which shows by end of June 2019 income from Room Hire was £13,047

In Conclusion

As we are making the application to you for financial assistance for the period up to the end of June 2020, we believe our cumulative losses to be in the region of £17,500 to cover this period.

We have begun to welcome back appropriate Room Hirers / Events and anticipate that assuming everything is back to relative normality in terms of participation levels at the Steyning Centre, by year end our overall losses could be estimated at being in the region of £30,000. The reason for this estimation is due to continued large scale losses through July and to a lesser extent August, and it should be noted that a number of long term Hirers have cancelled their bookings for a period up to and including December 2020 as their club membership consists largely of senior citizens still very concerned with where the pandemic is heading and are lacking the confidence to commit to any future bookings at this stage.

Please find attached copies of the 6 Pages of Accounts as per reference to the explanation noted above

This ends the SPC Submission by the Clerk' Office to HDC on August 2020

3. Response to SPC Grant Application

Message from Horsham District Council: *I am pleased to advise that your application for a discretionary grant has been approved and you should receive payment in your nominated bank account within the next 5 working days. The value of the grant awarded is £10,000. Please note that the grant applications may be subject to post payment assurance checks and we may contact you in the future if further verification of your application is required.*

Received by email 4th September 2020

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

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

– In September 15th F&GP Meeting

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

– By November 10th F&GP Meeting

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

– By 8th December F&GP Meeting

4. Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2021/22 financial year with F&GP prioritising and sanctioning of any Earmarked reserves to be recommended to Full Council

– By 12th January F&GP Meeting

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

– 18th Jan' Full Council Meeting

Christmas Lights for Steyning 2020

Item 6.7

Briefing Note

Introduction

Deborah was charged with liaising with the Steyning Business Chamber to come up with a proposal for lighting options. The actual decision noted below.

High Street Christmas decorations. Cllr Hanson suggested the Business Chamber get in touch with Storrington Council to discuss. Cllr Campbell **proposed, seconded** by Cllr S. Sullivan to set up a working party with Cllr Hanson representing the committee to liaise with the Business Chamber to come back to F&GP with recommendations. **Agreed**

Deborah will be providing additional briefing notes.

However, to ensure you have the benefit of as much time to read and digest this information as possible I have attached quotes and representations as put together by the Business Chamber for us.

Project details

There follows a brief summary from the prospective supplier:-

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

To give a varying look of designs, I have put together 7 for your consideration, at this point these are proposals and we do have more designs for you to choose from, as shown in the catalogue I gave you on Wednesday.

The cost sheet attached shows varying costs over the 7 designs, some are based on New (made to order) and the ones with a R S at the end of the product code are from our existing stock shelf (please be advised that stock shelf motifs do move fast this time of year so an early decision would be beneficial).

With New Motifs please allow a lead time of 8 to 10 weeks as these are made to order.

Costs have been based on a 3 year hire with installation and takedown.

All our Installation Crews are HERs registered.

RAMs and Insurance details will be supplied if we are successful in your business.

In respect to the Lamppost requiring Electrical Infrastructure as discussed the Electricians costs are as follows (this would be done directly between the Electrical Contractor and yourselves so to keep costs down – this is also dependant on SSE if they are to allow 3rd Party to fit this required infrastructure.

Install 1 x 16a ip44 surface angled mounted socket above 3 Mts to suit decoration and a weatherproof ip44 enclosure within the base of the street lighting column all cabling will be arctic grade cable enclosure will be to a minimum of ip44 housed within this will be a 16a 30ma RCBO protection and a digital 7 day timer. If there is no room available on cut out back board then the enclosure will be left use cured but compression weatherproof glands will be used on all cable outlets £193.00 each + vat per street lighting column.

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

Other Comments

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

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

My personal preference is for Design 1 but a dash of red is always good,

Deans response was as follows:-

I've approached various other Parish Councils that arrange over street lighting (including Storrington, Lancing and Henfield) and this is the preferred option as everything is dealt with by one contractor.

The alternative is to purchase new lights and then liaise with SEE for installation, an electrical contractor for maintenance and connection and another contractor for installation. There is also the issue of storage too.

The company were recommended by Storrington PC but the contractor has national agreements with various authorities so are expert and experienced in this particular area. I quite like 1 too so we'll have to have a vote for people's favourite!

Please now refer to the quotes attached under supporting paper 6.7.2 Visual displays and 6.7.3 – The costs involved

Steyning Chamber of Commerce



Steyning & District
Business Chamber

CHRISTMAS LIGHTING PROPOSAL

PRODUCED BY
VERNON PEAKE - REGIONAL ACCOUNT MANAGER

 **THE**
festivelighting
COMPANY



Various Design Options

CHRISTMAS LIGHTING PROPOSAL

f★
festivelighting
THE
COMPANY



**Steyning & District
Business Chamber**

f
festivelighting
COMPANY

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 1



**Steyning & District
Business Chamber**

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 2



**Steyning & District
Business Chamber**

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 3



**Steyning & District
Business Chamber**

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 4



**Steyning & District
Business Chamber**

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 5



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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 6



**Steyning & District
Business Chamber**

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STEYNING HIGH STREET
18 LAMPPOSTS
DESIGN 7

CHRISTMAS LIGHTING PROPOSAL

PRODUCED BY
VERNON PEAKE - REGIONAL ACCOUNT MANAGER

M: 07808 654405 | vernon@festivelighting.co.uk

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Blackmoor, West Buckland, Wellington, Somerset TA21 9LQ
T: 01823 667788 | www.festivelighting.co.uk



Customer Name:	Steyning Business Chamber	Quotation No:	Various Designs
Contact Name:	Dean Haysom	Quotation Date:	VAR/22072020/VP/1
Account Manager:	Vernon Peake	Contact No:	07808 654405

Lighting Scheme Products										
Area	Code	Product Description	Power (watts)	Quantity	Unit Price	Total Cost		Year 1 Hire Charge	Year 2 Hire Charge	Year 3 Hire Charge
		Various Design Options								
Steyning High Street		Design 1								
18 Lampposts	15148 B2 210	3 Star Burst with LED Rope Light and Minibulbs - Warm White and White - 2.1m x0.9m	33	18	£350.00	£6,300.00		£2,835.00	£2,835.00	£2,835.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.								
								£1,700.00	£1,700.00	£1,700.00
					Totals			£4,794.20	£4,794.20	£4,794.20
		Design 2								
	124020 B2 200 R S	Stars and Crosses Wave - Warm White - 2m x0.6m - Animated minibulbs	49	18	£278.25	£5,008.50		£2,253.83	£2,253.83	£2,253.83
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.								
								£1,700.00	£1,700.00	£1,700.00
					Totals			£4,213.03	£4,213.03	£4,213.03
		Design 3								
	12833 B2 155	Lantern with Holly and Berries - 1.5m x 1m - LED Rope Light	68	18	£477.00	£8,586.00		£3,863.70	£3,863.70	£3,863.70
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.								
								£1,700.00	£1,700.00	£1,700.00
					Totals			£5,822.90	£5,822.90	£5,822.90



		Design 4								
	12839 B2 200	Tree silhouette and Snowfalls - White and Warm White LEDs - 2m x 0.5m - animated	46	18	£367.50	£6,615.00		£2,976.75	£2,976.75	£2,976.75
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
						Totals		£4,935.95	£4,935.95	£4,935.95
		Design 5								
	18205 B2 130	Cone and Branch -LED Ropelight and Animated Minibulbs - 1.3m x0.8m - Aluminium Gold Insert for the Cone	30	18	£384.00	£6,912.00		£3,110.40	£3,110.40	£3,110.40
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
						Totals		£5,069.60	£5,069.60	£5,069.60
		Design 6								
	123539 B2 190 R S	Holly and Berries 2m x 0.7m - LED Rope Light and animated Minibulbs	28	18	£236.25	£4,252.50		£1,913.63	£1,913.63	£1,913.63
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
						Totals		£3,872.83	£3,872.83	£3,872.83
		Design 7								
	123573 B2 200 R1 S2F	Star Edge with White LED Rope Lights and Red LED animated Minibulbs - 2m x 0.7m	36	18	£200.00	£3,600.00		£1,620.00	£1,620.00	£1,620.00
	TAM130	Tamtorque Stainless Steel Banding - 100mm-130mm		36	£4.00	£144.00		£64.80	£64.80	£64.80
	FLC2206	Column Mounting Bracket		36	£12.00	£432.00		£194.40	£194.40	£194.40
		Installation and Takedown.						£1,700.00	£1,700.00	£1,700.00
						Totals		£3,579.20	£3,579.20	£3,579.20

Quotation Assumptions

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

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

Steyping Christmas Lights

Briefing Note II

Comments from Deborah

I have been working with Dean Haysom, the Chair of the Business Chamber, over several months to find a way forward regarding the Christmas Lights. The Business Chamber have funded these - with a grant from SPC and donations from the public for many years. They no longer wish to continue to provide them, as it is a very onerous difficult task and especially as it appears that we are the only Council in our area who do not organise and pay for the lights from within our precept. We need to update the Christmas Lights as the old ones that the Chamber supplied have outlived their life by a couple of years and are no longer safe to use. They were not LED and do not conform to modern safety standards nor to our policy for climate change. The hanging of lights across the high street is more expensive than using the lamp posts (once they have had the suitable electric infrastructure installed) - it would also mean that it would be better lit, especially with LED bulbs. As you can see from the other briefing, the costs include erection, taking down and storage, all handled by the same contractor. Much more efficient!

I would like to propose that we take on this task, choose an acceptable decoration and the three year quote from the festive lighting company and proceed with the applications to ensure that the lampposts are ready for the installation of the new lights.

Additional Comments from the R.F.O.

You will note that we have a budget side aside to cover an annual grant for Christmas light provision. This being £1,500. It is possible to redirect these funds towards the part-purchase of Christmas lights and their installation.

In order to find the remaining cash we would need to either consider agreeing new Earmarked reserves, or if I might suggest look at our Special Project Fund (£12,700) and make the argument that Christmas light provision will be a worthy higher priority than one or two of the other projects that we had previously agreed.

The other issue is that normally we attempt to obtain three quotes or estimates for this type of service / expenditure. Our Finance Regs note as follows –

All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.

We only have one quote. Given the circumstances and timescale and also being aware that first it would be very difficult or perhaps impossible to find like for like quotes in the timescale leading up to the next Christmas, or even given a greater length of time. However, this company has been chosen by other nearby Councils and we have good verbal references from the likes of Storrington PC for their service. This committee therefore needs to agree or to recommend to full Council or not whether it considers issuing an order based on it being both reasonable or practicable to do so given only one quote obtained

Grant application from the Steyning and District Community Partnership

Briefing Notes

Introduction

The Steyning and District Partnership have requested a grant for up to £250. This was discussed at the Amenities committee and the following was proposed and agreed at that meeting: -

Steyning and District Partnership requested a grant to go towards their upcoming Food and Drink Festival. Cllr Lloyd **proposed, seconded** by Cllr Goldsmith that the Amenities committee being mindful of the fact that the request is outside of their remit, however because of the urgency, recommends to F&GP that they give the £250 that they gave in the previous year, and that if the Clerk is satisfied that it does fall within our (Amenities Committee) remit then it is authorised.

Agreed

It is for F&GP committee to authorise grant payments therefore it is to be discussed at this F&GP meeting

Initial request from the Partnership

Dear John,

Even in this highly difficult and challenging year, the Steyning & District Community Partnership - Visitor & Tourism Group - are working hard to repeat the annual Steyning & District Food & Drink Festival. This year is being organised in a slightly different manner to fit in with social distancing and other directives. Special offers from the shops will be available from 5th September and at the moment we expect events to run from 19th September – both completing on 3rd October with the Farmers Market. We have cut events to 2 weeks instead of the usual four, because with our indoor events bound to be hit by the social distance scenario, we are concentrating on outdoor & online events, but feel it is better to contain these into a shorter timeframe. Our offers will continue, as usual for the 4 weeks, giving our businesses as long a time as possible to attract customers to their premises. 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. However, as one of the only events to be run this year, we also have another major aim: to bring some cheer to what has been a distressing time and also to give an even bigger economic boost to all businesses within our area.

The Festival is run by 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 grows each year. The October Farmers Market will close the event with live cooking demos, music, sloe gin tastings, the Halloween pumpkin weigh and special stall offers. Each year the Festival also receives a superb widespread of press coverage together with what is becoming more and more important, great Social Media coverage. The latter is headed up by one of the Festival Committee, who dedicates a vast amount of her time making sure Facebook and Twitter operates successfully. All good economic news for Steyning.

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 advertising on Facebook & Twitter, which again is ultra-successful, but yet another essential expense, if we are to keep promoting the Festival in a professional manner.

This is our ninth 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. Last year we received funding from LEADER to re-design our Food & Drink Festival website, which has now given us a site that is attractive, professional and extremely website friendly.

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 £1291.28 in hand from last year, which will quickly disappear as we start to purchase items. Expense sheet attached. Please note that as a one-off last year, HDC gave us £1000 to pay for printing the guide. This will not be forthcoming this year, as it was only given as a "sweetner" in 2019, as they decided, very late in the day, to withdraw from being involved in local F & D festivals.

Obviously, we would appreciate any funding that the Parish Council felt they could offer. We know that your top limit is usually £200, but if for some reason this funding level has increased for 2020, as much as possible would be really welcome 😊 The £250 you very kindly gave to us last year, was really very, very much appreciated.

Reina

Reina Alston (Mrs)
Steyning & District Community Partnership - Director

There follows, for Councillors only, further supporting papers showing evidence of the Partnerships accounts under papers 6.8.2

New SPC Web Site Agreement

Briefing Paper

Following last July's F&GP meeting whereby the following decision was made, Councillors Cree and Alexander have been working with the Clerk's office to provide more details to inform committee as to which Web site provider SPC should choose in order to update the site and for it to become Accessibility compliant.

July F&GP Meeting decision

Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that a working party be set up consisting of Cllr Alexander and Cllr Cree to work on this matter and to bring it back to the next F&GP meeting in September. **Agreed**

Cllr Cree's comments

I have no individual choice as long as it is a provider who has direct experience of creating websites for parish councils. All of the existing SPC website files should remain accessible online as an archive and storing that information as Zip files alone would not be acceptable in my opinion

Working party notes

Cllr Alexander had come up with many ideas as to what a new web site could include, having extensive knowledge in this area, and this we can continue to discuss in terms of how the final 'look' of the site will be determined. These ideas as to what a web site could incorporate are noted below. There then follows the SPC office opinion and a set of appendices which note all the companies that had been investigated by the office before coming to a preferred option as noted in the July Meeting (These have been distributed to councillors twice before). Simon has gained another very worthwhile Service provider option from 'Precision Systems' and when the details of this quote are fully compiled by Simon then they will be distributed to all councillors (in the next 24hrs – by Friday 11th September). I would suggest that the decision needs to be taken by committee between the 'Function 28' service provider and 'Precision Systems'. Simon will speak to this at the committee meeting on Tuesday evening.

New Web Site Functionality

Cllr Alexanders Suggestions

- I would avoid any WordPress based sites – these tend to be built based on templates, they are very basic, and they are also prone to the most hackings

See these links

<https://www.zdnet.com/article/wordpress-accounted-for-90-percent-of-all-hacked-cms-sites-in-2018/#:~:text=Roughly%2090%20percent%20of%20all,report%20the%20company%20published%20>

[yesterday.](#)

and

<https://securityboulevard.com/2020/05/8-vulnerable-wordpress-plugins-attacked-recently/#:~:text=In%20February%202020%2C%20a%20critical,complete%20control%20of%20the%20site.>

and

<https://www.webbarxsecurity.com/vulnerable-plugins-january-2020/>

and worse by far from May 20

<https://www.welivesecurity.com/2020/05/06/almost-million-wordpress-websites-targeted-campaign/>

- I would suggest we need a fresh modern feel with key focuses on
 - Community
 - Tourism
 - Leisure
 - What's on
- Clear links to
 - Current links on existing site and then enhanced links to
 - Business Chamber
 - Steyning partnership
 - Steyning Grammar School

The above of core elements to our town and we should be supporting them all
- We could have a business directory of local business – alphabetically and also in industry the basic text listing could be free to any Steyning based business but then we have an opportunity to upsell to the local businesses to have a large pictorial listing (This back to the days of the Yellow Pages) The fee could be minimal but it could also be another source of revenue for the council
- A report a fault service whereby the completion of an online form and selection from a drop-down list fault and issues can be reported and emailed direct to the relevant teams
 - Suggested drop down list
 - Waste and refuse
 - Crime
 - Damage and degradation
 - Toilets
 - I am sure there are others we can also add but we could also set this up so this if an issue is reported that we don't handle it signposts the user to the relevant authority i.e. HDC or WSCC

- A room hire calendar to show availability for each of the rooms – we can set up each room via Microsoft exchange so that when you book it out on the calendar in the office it will automatically update the website
- Perhaps we could have a staff and councillor section with an image of each and a little bit about them. This helps humanise us all and may help the local community. We can include caretakers/Jake too so that people know who each are if they see them out and about in the town.
- Clear links to all social media to include:
 - Facebook
 - Instagram
 - Twitter
- A clear and easy area for full council and committee meetings with easy access to download the relevant documents
- Most important of all it MUST BE MOBILE FRIENDLY
- Google analytics or another web tracking tool would also make sense – we can see the viewers of the web are (are they local or further afield)
- We also need to ensure that that whichever platform this is built in then there is a clear and easy use admin panel for all office staff the uploading of agendas etc could be done as an SFTP

SPC Office Comments

We have been looking at upgrading our web site for a number of years and have made small progression but have reached the limit as to what our current platform can provide, unless having to allow for a complete overhaul, and some quotes to cover this type of overhaul are attached for your information (Following Appendices) and to give you an indication of how expensive this particular option is.

The important factor now is that we need to be compliant in terms of web site accessibility by 23rd September or at least have an upgrade ordered to be undertaken, and which is why we hope to agree this item on Tuesday evening.

The Office's preferred option in regards to those options investigated pre July meeting, for your information would be Function 28, for two reasons – Very user friendly and also a very good local reference from Sompting Parish Council who have recently asked them to complete their own overhaul – {feel free to go on line to check it out for yourself}. – The cost being marginally higher as a capital cost than other options but much cheaper over time in terms of maintenance monthly charge.

Websites to be Made Accessible by 23rd September.

Item 6.9

Contact has been made with several website providers for quotes to update the parish council's website to comply with the regulations to be Accessible by 23rd September 2020.

As our website is now 9 years old the companies have said it would need to be redesigned and rebuilt.

Four quotes have been received

Function 28 – have built and hosted many parish council websites they have quoted to design a website and transfer the current content where required and applicable. They will also provide a document and assistance with guidance if required with adding/amending and updating the website.

Cost to Redesign and build is £675.00 plus VAT (a one off charge) and Hosting is charged at £10.00 plus VAT per month for an inclusive SSL certificate. They are also licenced to deal with our .gov emails should there be a need for assistance with them.

Parish Council Websites - have built many parish council websites and have quoted to redesign, build and transfer the content of our existing website They provide hosting services which include regular back up, disaster recovery a SSL certificate. They are licenced to deal with .gov domains.

Cost to redesign and build is £649.00 plus VAT (one off charge) and Hosting is charged £19.00 per month.

Vision ICT – work with many parish councils and with NALC, KALC and SLCC. The quote gives a great deal of information.

Cost to design, develop, host and support for 1 yr is £2,170.00 thereafter is an annual fee of £250 . if in house training is required it is charge at £225 per half day or £395 plus expenses for a full day.

Pier 9 - are a local company recommended by The Business Chamber they have quoted to redesign our current existing website and to ensure it is Accessible. Pages 1 to 4 give the review of our current website and report on the user experience. On the bottom of page 4 there are the companies' recommendations and page 5 is what they would need to do and the cost. Cost to design and build website is approximately £2, 250.00

Report by Hazel Roxby

Function 28

New design/build including compliancy:

We have built and host dozens of Parish websites, alongside hundreds of other business websites, the vast majority of which we have built into WordPress which is globally the most commonly used CMS and it is very straightforward for non-technical people to use and update/amend their website without having to pay for additional support from a development team, that said, at Function 28 we are very proud of our support levels and will always go the extra mile to help where we can, so you do not have to worry about being left out on a limb once the website is built.

With all our websites, they are designed to be fully responsive and work on all browser platforms, where appropriate accessibility features are included with the website, as you are aware this is required by yourselves so provision is included in our costs, the content of the accessibility statements etc will be down to yourselves with our guidance.

Special features such as manageable calendar are included in the quote, we could not see any further “Bells or Whistles” to consider at this point

The content from your current website will be brought across into the newly revamped website (where required and applicable) will be transferred.

We will provide you with a document to show the fundamentals of how to add/amend/update the website. We also provide help and guidance on using the administration area and will always be available on the phone of needed. With the existing website we are happy to help transferring the information across to the new website if required.

Website Costs:

Redesign and build into new CMS = **£675.00 + VAT one off charge**

Hosting: inclusive of SSL certificate (HTTPS) = **£10 + VAT per month**

We are licensed to deal with .gov domains so we can either transfer that over so we can manage on your behalf or you will need to amend the nameservers to point to our hosting facilities

Emails We employ a military grade email system which is very robust, reliable, has superb spam and virus filtering technology and can be used with any email client once set up as well as access via webmail if required.

With our email service we can import all your current emails if applicable from any other email account so long as we have full access and it is an IMAP account so that we can ensure you keep all your historic email and the email accounts remain active throughout the transfer process.

Email costs

The table below explains the charges for the email account brackets.

Monthly Costs
2- 5 email accounts - £12.50 (£2.50 per user/month) 6 - 10 email accounts - £20.00 (£2.00 per user/month) 11- 25 email accounts - £37.50 (£1.50 per user/month) 26 - 50 email accounts - £55.00 (£1.10 per user/month) Over 50 email accounts - Please call us to discuss

I hope that all makes sense and look forward to hearing back from you in due course, if you do have any queries or need any clarification please do not hesitate in contacting me.

Example sites : All of which are self-managed and may have changed considerably in look and feel since we put the original design in place

<https://www.llantrisant-cc.gov.wales/> - this was more expensive as it was quite bespoke

<https://www.wynyard-pc.org.uk/> - this is off of the standard template system we have which is at the base cost

<https://www.tonyrefail-cc.gov.wales/> - this was more expensive as it was quite bespoke

<https://www.nettlebed-pc.org.uk/> - this is off of the standard template system we have which is at the base cost

I hope that is all Ok for you , but please do not hesitate in getting in contact if you require further clarification

Kind regards,

Russell Murch

Quote 2 - Parish Council websites

I've spent some time looking over the current site this evening and I would suggest that our 'Complete package' at a provisional cost of **£649** would be suitable to cover the costs involved in designing, building and transferring all content over to a new WordPress based website **providing we are able to export the current posts, pages and media files from the existing site**. The current site has around 1,740 pages at the time of writing ([according to Google](#) including documents) and it would be difficult for us to transfer this manually within this price. Documentation would all be manually uploaded into our formats and pages would be updated to suit the new layout, however we would really need confirmation from within the current WordPress admin area before confirming this.

We use WordPress for all of our websites, as WordPress is so widely used we have invested our time into making WordPress work for us and for you, as it gives all the flexibility required for a fully functional website (it can be moved over easily, it's always supported, WordPress developers can pick up the system quickly etc), with that said; a standard version of WordPress may not be perfectly suited to the needs of a parish council 'out of the box'. We have identified some of the 'pain points' that come from trying to use WordPress in a way that a PC would want, the limitations we found were;

- Poor flexibility for document upload
- Poor formatting for document display
- Difficult to use page layout editing
- The need to know some basic HTML
- Illogical methods for displaying information (Councillor details/Documents etc)

We set out to address the above points and create a better option for parish council websites, we're very proud of the products we provide. Our system is still WordPress, but the plugins we have developed take the core WordPress functionality and build on that to create a working system for councils. If you have a moment, please take a look at the following video (and please keep this link confidential) <https://youtu.be/HkV1BnMpuTs> - this shows in some detail how we upload agendas and minutes to easily create a document page. We have the same functionality for other documents, too.

You can see our systems in use on the following websites;

- <https://www.astonrowantparishcouncil.gov.uk/>
 - This is our most popular design at this point in time but we are working on a new design idea (attached) - this is not yet viewable on a live website (you can see it on a development here; <http://mottram.pcwpreview.co.uk/>) and can be something we build for Steyning if you so wished, we have a lot of different colour variations to suit.
- <https://bartonvillage.org/>
- <https://greatham-hants.org.uk/>
- <https://wanstrowparishcouncil.gov.uk/>
- <https://www.upperdeverills.co.uk/>
- <https://atherstone-tc.gov.uk/>
- <https://www.abberleyparish.org.uk/>
- <https://northtawtontowncouncil.gov.uk/>
- <https://harlastonvillage.co.uk/>
- <https://westtichenorparishcouncil.org>
- <https://www.ovingcommunity.org.uk/>

The above sites are all WordPress based, using our own theme designs. The designs themselves are something we are always happy to work with a council on to ensure the site looks as they would prefer and are in the process of creating a few more design options. All are accessibility and GDPR compliant.

Many of our competitors also use WordPress, some are very fond of using this website theme; <https://preview.lsvr.sk/townpress/> which is something that can be purchased off the shelf so we too can offer websites that look like this and still use our document functionality if desired.

We also provide website hosting and support (**£19 per month**) which includes regular (daily, weekly) backup, disaster recovery and SSL certificate. We provide additional WordPress/website security, plugin and core WordPress updates as they become available and 'unlimited' email accounts - this would cover all the accounts you may need, however I believe you are using Microsoft Office/365 for email and I would recommend you continue to do so as this is an excellent solution for email. Our hosting is UK based with a 99.99% up-time. This hosting charge and the website cost mentioned above are the only costs required - there are no hidden costs or fees. Second year website costs are for hosting only (£19 per month)

We are registrars of [.gov.uk](https://www.gov.uk) domain names and can migrate the current domain to our control if you so wished, many of our clients like to keep everything in one place. We wouldn't need to speak with Zen Internet Ltd to do this as it can be done with a simple letter of authority from yourself.

In terms of time to get a new website set up; we look to start and complete a site build within 4 weeks.



Website Design | Graphic Design | 360° Visuals | Data Backup | Surveys

Tender Submission: Steyning Parish Council

Vision ICT is delighted to put in a tender for the potential new council website development.

Vision ICT Ltd is a well-established and trusted website company working with over 700 local councils. We are now recognised as the most experienced website provider to your sector and work closely with both NALC, KALC and the SLCC. Our fully responsive websites go beyond a functional, basic method of publishing information online, and offers an interactive, multi-faceted websites that will inform and inspire your Council and community.

How would we wish to achieve this? Through our desire to work in full partnership with you to ensure that working as a team, your new website will meet all your expectations and achieve the required outcomes. Our graphic designer will explore ideas and offer options for you to consider and our technical team will build the website that will ensure excellent navigation for users of the site and a robust CMS which will be easy and quick for your team to edit.

Your Vision Website will provide you with a totally internet-based web design tool that requires no additional software to be purchased or to be placed on your computers. Vision Websites can be edited from any computer that has an internet connection.

Some Example Sites to View

- www.loughton-tc.gov.uk
- www.sevenoakstown.gov.uk
- www.cranleigh-pc.gov.uk
- www.dorset-aptc.gov.uk

Notes

- **Copyright:** Ownership of all materials on your website including domain name belongs to and remains with you.
- **DDA compliance:** Your website will be designed and programmed in a manner that ensures accessibility to those with disabilities. We will work with you to produce your Accessibility Statement as required by the new accessibility regulations.
- **Website optimisation:** When sent live your website will be launched on all the major search engines. We will work with you at all times to support your websites position within search engines.

Website Hosting, Emails and Security: Vision ICT Ltd. uses Rackspace Managed Cloud Solutions to maximise uptime and security. The version that your new site will be running has never been hacked with over years it been running. This is all hosted within a secure data centre environment that provides:

- Industry leading 1-Hour Hardware Replacement
- Unlimited access to 24x7x365 dedicated support team including Level 3 Technical Support
- Instant Emergency Response
- Fully resilient DNS infrastructure
- Automated Microsoft Security Patching
- Dedicated firewall
- Weekly Full Back-ups with Daily Differentials, 2-week on-site retention 128 bit encrypted SSL secured log in and website editing.

Website Functionality

The following website functionality will be designed and built into the website.

- The underpinning value of our website system is that we create websites that are robust and adaptable. They are extremely reliable and able to grow and develop to meet your changing needs into the future.
- Our website hosting is reliable and trustworthy. Over the past three months our websites have had an uptime of 99.98%
- Your website will be developed in a design and style to meet your aspirations and this will be carried out in full co-operation with you.
- We will provide a clear graphic navigation system to ensure the maximum ease of use for visitors to the website.

Website facilities to be included in your new site.

- Fully responsive website.
- All design work and webpages set up by us approx. 40 webpages approximately.
- A high level of design with a modern finish
- Unlimited web sections and web pages (you have the ability to add further pages as required)
- Easy to use Content Management System for all pages of the website.
- A site map (if required).
- Search Facility
- A gallery
- Enquiry form

- Latest News feed which can be shown on the website in various ways.
- Link to Social Media as required.
- SSL Certificate for added security through full encryption and your site 'padlocked'.
- An accessibility statement
- 2 hours telephone training. (Training Manual and Training Videos on Vision ICT website <https://support.visionict.com/>).
- Ongoing help and support whenever required.
- Google Analytics to monitor site usage.
- Full Website warranty.

Please note: Images and content to be supplied by you.

Costs of Design, Development, Website Hosting & Support Yr 1

Designing, development and populating the town council website as detailed above would be £2,170.

Year 2 and onwards Annual fee £250 cover:

- Website hosting.
- Ability to add additional sections, pages, pictures and files.
- SSL Certificate.
- Website warranty
- Ongoing help and support as required.

Additional Options if Required

Email accounts: Our email accounts have a 25gb mailbox with anti-span and virus protection. You can connect via IMAP for synchronisation between outlook and mobile devices and are charged £18 per account per year.

Training: If further training required in-house training can be provided at a cost £225 for half day or £395 for whole day + expenses.

Payment Details

On agreeing to purchase an initial invoice for 50% of the fee will be sent and 30 working days later we will invoice you for the final 50% when your website should be ready to go live subject to Vision having received all content and images.

VAT Registration

We are registered for VAT and all prices quoted exclude VAT.

Technical and other Support Mechanisms.

Vision ICT Ltd is proud of the level of service, support and advice that is on offer to all our clients. We are a phone call away 24/7 and will provide you with all the practical or technical support that you may need. We will be responsible for all areas of your website facilities, hosting and email requirements and if you have any problems you only have one call to make to talk to our Support Team or our Technical Director.

Website Warranty

Vision ICT Ltd offers all websites within the Vision Website system an ongoing warranty. Vision ICT Ltd can be contacted at any time on 01392 669497. If the office is not staffed the business line is always transferred to a mobile phone connection.

Ongoing Support

Vision ICT Ltd prides itself on the high level of support we provide to all our clients and you can be assured that this will continue to be available at all stages in our relationship with you.

Conclusion

Vision ICT Ltd enjoys a close working relationship with all our clients and we believe that we have an excellent relationship with them. We are pleased to be able to provide you with a tender for your new website and hope that you will give us the opportunity to work in full partnership with you. Your new website will be developed on time, on budget and fully set up to achieve your aspirations.

Additional information such as accounts, client references is available on request.

Samstar Button
Vision ICT Ltd.

Proposal to:

Steypning Parish Council

22-05-2020

Piernine Limited



Client: Steyning Parish Council

To: Hazel Roxby, Deputy Clerk

Date: 22nd May 2020

Author: John Griffin

Piernine Ref: Version 1

Website review - Steyning Parish Council

We have reviewed the current website and run some basic technical and usability analysis - this helps identify areas that could be improved for 1. Accessibility 2. Optimisation 3. User Experience

Website Accessibility

Details of accessibility requirements for public sector website can be found here <https://accessibility.campaign.gov.uk/>. The recommendations below are based on these guidelines and layout a plan of action to ensure the website's compliance.

Policies

- Needs Accessibility Statement (see [example Accessibility Statement](#))
- Needs cookie confirmation on first visit
- Needs Privacy Policy
- Links available to policies available on all pages (best to add to footer)

Devices

- Check useable using one finger on tablets & phone (very poor as not mobile responsive)
- Can it be navigated using just keyboard (limited)
- Can content be viewed in zoom/magnified mode (yes)

The current site is not mobile optimised, which means that it does not adapt how content is displayed when viewed on tablets or mobile devices. Instead the layout shrinks, making navigation & reading extremely limited. The current site does not allow for this to be remedied without transferring the site to more modern code.

Tags

Much of this text is not visible, but is added for visually impaired using screen readers and is used by Google to recognise & order content on a page.

The following actions need to be taken:

- Add H1 Heading tag to homepage
- Format page URLs (many poorly formatted, using random numbers & letters instead of descriptive)
- Not all link text makes sense (must make it clear of action following click)
- Check all pages have good titles (descriptive and clearly understood)
- Correct 'title tags' used (H1, H2 etc)
- Ensure all images have 'alt text' (hidden label briefly describing image)
- Add descriptions to all images (fully explanation of image & context)
- Ensure useful information is ordered correctly (eg useful numbers & links page)
- PDFs should have clear sections using correct styles headings (H1, H2 etc.)

Client: Steyning Parish Council
To: Hazel Roxby, Deputy Clerk
Date: 22nd May 2020
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Website Optimisation & User Experience

Mobile friendly

The current website is not mobile friendly which means that users trying to find information on smaller devices may have difficulty in navigating to, and viewing, content (this can be seen by reviewing the site using Google's mobile friendly test tool).

Website analytics

Analytics are essential for tracking how a site is being used, how people are finding it, what pages & content are being visited, what actions people are taking. This data can then inform future changes / improvements and development of additional content or services

Search engine optimisation (Google, Bing)

- Onsite code could be better optimised for search - getting the basic hidden structure of the site correctly set up is essential to ensure maximum visibility by the search engines. It also helps users find the most relevant pages to their search and aids accessibility to people with visual impairments, disabilities or restricted movement.
- The website URLs don't use natural language - not user friendly / optimised (the new site does use natural language links)

Home Page lacking clarity

The Home Page should act as a quick introductory page to reassure users that they're on the right website for their needs & to help them find the information they're after as easily as possible. Currently the user has to search in several different places to get a picture of what SCC does / who it's for / how it help them.

Dead-end pages

Many of the options a visitor can follow lead to great pages, but then they hit a dead end (lots of PDFs = orphaned pages). There is a lack of signposting to point them to the most relevant information to that page and this is not very useful to users, gives a poor mobile experience & isn't great for SEO. It can also cause a high level of exits from a site. Simple remedies - create web pages (with pdf version to download/print) & add clear direction of what action they should take next (highly visible button or link)

Single navigation option

This point is linked to the comment above: there is only a single navigation option available on most main pages - this being the main menu e.g. when 'Parish Council' is selected on main menu a dropdown is shown with 12 options, but when you go to the Parish Council Page there are only 2 text links on the page to guide users. The only way of accessing the other options is to select the main menu again = poor user experience

Client: Steyning Parish Council
To: Hazel Roxby, Deputy Clerk
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Website Optimisation & User Experience (cont.)

Lack of contact/social media links across the site

It is good practice for improved user experience & search engine optimisation to include visible contact and social media links (if used) across a site. Adding them not only contributes to the site's visibility in Google over time, it also increases the ways in which people can stay in contact with latest news.

Footer lacks information

The footer is a really useful area of the site & could be better used to reiterate the main navigation, contact & social details etc.

Lack of content hierarchy

Although the site has lots of useful information, improvements could be made to match this content to potential user intent. By this I mean creating groups of content that sit together and are easily understood by different types of website users, such as residents, tourists, businesses or people wanting to get involved.

Currently the site's navigation & content lacks clarity - having Steyning Neighbourhood Plan and Neighbourhood Plan as two menu options creates confusion.

Recommendations

New website design

- Create a new site using a modern responsive Wordpress theme or design, which means it will display information & layout correctly on all devices (desktop, tablet & mobile).
- Redesign main page for better clarity, actions & menu layout
- What we do - a visitor should be able to tell this within 5 seconds of arriving on site
- Main areas of activity - they're there already, but could be highlighted / designed differently
- Get rid of dead end user journeys by adding CTAs (call to actions) & links to relevant content
- Create specific user journeys to help group content & guide visitors to contextually relevant next steps by defining who the site is for & what they will want from the site.
- Set priorities for the information & group together. A useful way of identifying contextually relevant content can be done by thinking about the types of users and the questions these people might ask when they are trying to find out about different information.
- Fix basic onsite issues - ensure the site is created in a way that maximises it's visibility to search engines & usability for all on desktop, tablet & mobile devices
- Connect up social media accounts to site (if applicable)
- Direct people to external sources of information where relevant (partner organisations, additional information sources).
- Make it easy for non-techy people to add new content & amend existing content
- Explore ways to pull in, or link to, common information, such as events & news from partner sites.

Client: Steyning Parish Council

To: Hazel Roxby, Deputy Clerk

Date: 22nd May 2020

Author: John Griffin

Piernine Ref: Version 1

New Website Development

With a timeline to have work completed by the 23rd September 2020, we would look to update the current site theme and structure.

Main focuses will be on:

- Simplifying the homepage
- Updating the mobile experience
- Updating the site structure
- Ensuring accessibility compliance in areas stated above

We'll maintain the site's identity, so it still looks & feels like The SPC site, while updating the styling of the navigation, colours, page layouts, contact forms etc.

All work on the new site will be carried out on a separate development site, which we will share access to once the core part of the design work has been completed and it's ready for review. We will only push the new site live once you are happy and we have run all the checks to ensure it's fully responsive and accessible on all devices.

Proposed Timeline

June

- Review and agree requirements & functionality of new site
- Map current site - structure, pages, content, links
- Set up development site
- Plan & design new layout

July

- Present and agree new website design
- Add new theme, migrate content
- Optimise structure, make updates (images / graphics / copy etc.)
- Apply & test accessibility
- Get feedback from SPC team

August

- Make final changes based on feedback
- Make the new site live and run checks (links, mobile, performance, tracking)

Cost

Approx. £2250 (dependent on final requirements / functionality)

Playground opening and Antiviral cleaning

Briefing Note

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

1. Health of our community and our duty of care as a service provider to offer as safe an environment as possible given the current Covid crisis, but taking into account what would be regarded as a reasoned and responsible best value solution given the costs involved. The residents affected by this decision include youngsters using outside play equipment, and their parents or guardians in attendance, and all ages using the Exercise equipment at Fletchers croft.
 2. The Cost of this service
 - The Playgrounds and exercise area are cleaned twice a day currently. This takes approx. 2 hours to cover all play areas at £8.72 per hour.
 - The Cost per day therefore is £34.88 or £244.16 per week
 - There is a cost to cover materials including sanitiser used of approx. £3.20 per day
 - The Cost therefore per week is approx. £266.16 excepting we do not complete a clean if it is raining or about to rain as it is somewhat pointless.
 - Therefore, allowing for wet days it is costing us approx. £1100 per month
 3. We have had a number of favourable comments from residents who approve of our policy to cleanse the play equipment, but it is not a service offered by many, or as far as I can see, any other Parish Councils locally it seems (I could be wrong). Certainly, HDC are not cleaning play equipment and not done so for the entire Covid period. When councils have opened their facilities and most now have, they have put up signs disclaiming any responsibility for ill health possibly caused by the use of their facilities. – Please see attached a copy of the Notice we have put up at Play areas.
 4. As we are opening the Steyning Centre up to hirers once more (it is hoped) we are needing the services of our Caretakers to perform their more usual duties. Previously we have funded this service as a redirection of resources (Caretaking hours) but we are already having to extend their hours beyond the minimum per week it has taken to facilitate this operation so this is why we must revisit this decision – as noted below at the July meeting
- Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Caretakers are required to clean the play equipment at least twice a day and that the Clerk is delegated responsibility to ensure that happens within their existing job commitments. **Agreed**
5. In effect the Clerk's office needs to know if Council wants to maintain the twice per day cleaning regime at the costs noted above, or reduce it by half to once per day times seven days a week, or to discontinue the service.

Guidance for Families using this Play Area

FOR YOUR OWN SAFETY AND THE SAFETY OF OTHERS

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

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

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

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

Steyning Parish Council Newsletter Report.

Item 7.1

Quote based on 3000 x A3 folded to 4pp A4 newsletter printed colour on 150 gsm gloss.

Printing Costs

A local Printer (alp group) - £265.00

Ocean Press - £308.00

Stafford Press - £263

Kenads - £267.00

Insert in 'Your Steyning' Magazine – No delivery cost with this one as delivered with Magazine.

'Your Steyning' deal with design and layout

Cost for a full page in the digital version is £60 and in the printed (every quarter starting in September) will be £120.

Delivery Costs

Letterbox Logistics – Quoted for 2700 homes as per the Neighbourhood Plan. –

For a 'one off' distribution = 25p per letterbox = £675 (if x4 = £2700)

For quarterly distribution = 22.5p per letterbox = £607.50 (x4 = £2430)

NB: The reduced figure would be applied to the year's final quarterly invoice i.e. 3 x £675 followed by 1 x £405 = £2430

M and D Marketing deliver the newsletter along with other items/leaflets (maximum of 5 publications) at 11p per home. £330 for 3000 homes.

Printing and Delivery Costs

West's - £1,380 to include design, layout and printing of newsletter, delivery by an established distribution company to the settlement areas of Steyning, plus delivering to the rural households in the Parish of Steyning via Royal Mail.

All prices exclude VAT

Briefing note – The alternative to West's would include separate printing costs plus established delivery company

The alternative printers would not include design and layout services, and other delivery costs do not have Royal Mail delivery service.