Steyning Parish Council

The Steyning Centre, Fletcher's Croft, Steyning,
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REMOTE MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th JUNE 2020 AT 7.30PM
Via 'Zoom' platform and hosted by Deputy Clerk – Hazel Roxby

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

Clerk: John Fullbrook

Members of the Public in attendance: None, but Cllrs Northam and Alexander in attendance.

Meeting commenced: 7:30pm

DRAFT MINUTES

ACTIONS

F&GP/20/1 **APOLOGIES FOR ABSENCE**
1.1 None

F&GP/20/2 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
2.1 Cllr Campbell wanted it noted that in regards Agenda item 6.7, that after due consideration, he thought it not necessary for him to declare an interest.

F&GP/20/3 **CHAIRMANS ANNOUNCEMENT**
3.1 The Chair stated given the importance of the items within the confidential session that he intended to move to those items at 8.45pm

F&GP/20/4 **QUESTIONS FROM THE FLOOR**
4.1 None

F&GP/20/5 **MINUTES OF PREVIOUS MEETING**
5.1 Cllr Goldsmith **proposed,** and Cllr Campbell **seconded** that the draft minutes for the meeting held on 12th May 2020 be accepted as a true and fair record of the proceedings. **Agreed**

F&GP/20/6 **MATTERS ARISING**
6.1 F&GP/19/19.6 Financial matters training for councillors; further dates required **- Ongoing** ***CLERK***

6.2 F&GP/19/130.15 Consideration be given to a new Council logo – **See item 8.3**

6.3 F&GP/19/130.24 Whether residents having option to remain anonymous when asking questions at public meetings, to be discussed by Working Practices Group **- Ongoing** ***CLERK***

6.4 F&GP/19/130.26 CCTV coverage to be taken to Full Council for discussion **- Ongoing** ***CLERK***

6.5	F&GP/19/132.4 Cllr Hanson to organise and represent the Council at a working party to discuss Christmas decorations – Cllr Hanson reported that there had been meetings and progress was being made with the Steyning Business Chamber in favour of an investment in the Christmas lights. They are now to produce a proposal for Council to consider	***Cllr Hanson CLERK***
6.6	F&GP/19/130.14 Clerk to check other leases to prepare draft answers concerning ownership of the premises in readiness for future lease renewals **– Ongoing** – Target for next F&GP	***CLERK***
6.7	F&GP/19/137.1 SPC Complaints Policy to be taken to Full Council for agreement **- Actioned**	
6.8	F&GP/19/141.2 SPC Dignity at Work Policy to be taken to Full Council for agreement **- Actioned**	
6.9	F&GP/19/141.3 SPC Email Policy to be taken to Full Council for agreement **- Actioned**	
6.10	F&GP/19/147.3 Clerk to convene an all-committee member working party to discuss end of year **– Ongoing**	***CLERK***
6.11	F&GP/19/150.1 Clerk organises reimbursement for street cleaning contractor of higher level of insurance cover **– Actioned**	
6.12	F&GP/19/150.3 Clerk to check for insurance requirements regarding dust cart storage **- Ongoing**	***CLERK***
6.13	F&GP/19/158.1 Bus Shelter lease review working party to be deferred **- Ongoing**	***CLERK***
6.14	F&GP/19/158.2 Clerk to write to Bowls Club, and to instruct the solicitors and to conclude Bowls Club Lease arrangements **–** Cllr Campbell (Amended by Cllr Cree) **proposed, seconded** by Cllr Goldsmith that this action is done by the 16th June and that Committee Chair and Vice Chair and Chair of the Council receive copy of what is to go to the solicitor before it goes and a copy of what has already gone to the Bowls Club (Apology and minuted decision) so that Councillors know exactly what has been said. **Agreed**	***CLERK***
6.15	F&GP/19/158.5 Cllr Lloyd and Clerk to work together on the Steyning Swimming Pool agreement **–** Cllr Lloyd updated that after discussion with the Clerk they awaited communication from the HDC representative in regard to questions posed. **- Ongoing**	***CLERK / Cllr Lloyd***
6.16	F&GP/19/158.7 Cllrs Cree and Saunders report back to Committee regarding Facebook page development**–See item 8.2**	
6.17	F&GP/19/158.8 Clerk and Cllr Goldsmith to come back to F&GP with a developed newsletter proposal **- Ongoing**	***CLERK***
6.18	F&GP/19/158.9 Clerk to write to HDC regarding SPC support for body worn cameras **– Actioned**	
6.19	F&GP/19/159.2 Clerk to convene a working party for all F&GP members with regards to I&E Reports and finance reserves **- Ongoing**	***CLERK***
6.20	F&GP/19/159.3 Clerks office to pay invoice - Sussex Clubs for Young people Ltd and write to service provider to ensure extended service assured – **Actioned.** Cllr campbell **proposed, seconded** by Cllr Goldsmith that this email communication be sent to Committee members by the 11th June 2020. **Agreed 5 For, 3 Abstained (JN, CY, DN)**	***CLERK***
6.21	F&GP/19/159.4 Internal audit actions – Five actions identified and to be undertaken **– See item 7.3**	
6.22	F&GP/19/159.5 Clerk to organise working party to agree external auditors email reply **– Actioned**	

6.23 F&GP/19/159.5 Joint agreement obtained from Clerk, Chair and Vice Chair regarding External Auditors response – **Actioned.**

6.24 F&GP/19/159.6 Organise working from home expenses for employee **- Actioned**

6.25 F&GP/19/159.7 Payment of Iron Works invoice – 'Welcome' sign project briefing required – **See item 7.5**

6.26 F&GP/19/161.1 Asset register to be updated and brought back to future F&GP meeting – Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan that by the 24th June the Asset Register is updated by and circulated to the F&GP committee**. Agreed 8 For, 1 Abstained (CY)** ***CLERK***

6.27 F&GP/19/164.2 Clerk to respond to FOI requests as per agreement **- Actioned**

6.28 F&GP/19/165.1 Clerk to take recommendation for three policy adoptions to Full Council **- Actioned**

6.29 F&GP/19/166.1 Payment arrangements and work schedule for staff for the month of May to be undertaken **- Actioned**

6.30 F&GP/19/166.2 Cllrs Norcross and Young to report to next meeting re ongoing strategies – **See item 13.2**

F&GP/20/7 FINANCE MATTERS

7.1 To approve list of payments for May 2020. Cllr Goldsmith **proposed, seconded** by Cllr G. Sullivan to approve the May 2020 list of payments. **Agreed**

7.2 Cllr Goldsmith **proposed, seconded** by Cllr Lloyd to agree the income and expenditure report for the month of May 2020. **Agreed**

7.3.1 Internal Audit Actions as recommended by the F and GP working party. – Cllr Campbell reported that the following five motions were agreed unanimously by the Working Party. ***CLERK***
Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee expresses its concern over errors and omissions in the Internal Audit Report of 24 April 2020 and directs the Clerk forthwith to write to Mulberry and Co giving appropriate information to ensure they can be rectified and to copy in all committee members. These relate to :-

- the correct position over the external auditors and the 2018/19 AGAR
- the date and other details concerning the lodging of the 2018/2019 AGAR
- the correct position over publication of draft minutes
- the correct position over the setting of the 2020/2021 budget and precept
- and the request that the Chairman of the Council and/or the chair of F and GP should be invited to attend future audit visits

Agreed.

7.3.2 Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee directs the Office to update and upload the Staff Organisational Chart with pay multiples by a date to be agreed with the line managers but in any event before the next meeting of F and GP. **Agreed** ***CLERK***

7.3.3 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Committee puts back consideration of a three-year budget to the next F and GP agenda. **Agreed** ***CLERK***

7.3.4 Cllr Campbell **proposed, seconded** by Cllr Cree that the Committee approves the Explanation as to Variance Document subject to the following amendments to remove emotive subjective value judgments ***CLERK***

Para 1 delete "… due to the extraordinary success of gaining grants and donations"

And substitute "… due to the gaining of grants and donations in 2018/2019…."
Para 4 delete "only"
Para 5 delete "large" - **Agreed**

7.3.5 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Committee approves the 2019/2020 AGAR (all six pages) and the Notice of Public Rights and approves the following explanation for the "No" at box L on page 3 of the AGAR - ***CLERK***
"The 2018/19 AGAR approval by SPC was long-delayed and thus the notice of public rights was also delayed. This was because councillors had significant concerns about the 2018/19 AGAR. They needed evidential documents from the Clerk's office which was delayed with the result that the 2018/2019 was not signed off until 11 February 2020. It was lodged on 14 February 2020. There were caveats. There remain questions raised by the external auditors on 3 March 2020 relating to those caveats with the first draft of the response prepared by the Clerk produced to the F and GP Committee on 12 May 2020."
A working party of the F&GP committee met on 3rd June 2020 to agree a final version which the Committee directed at its meeting of 9th June 2020; the Clerk should forthwith send to the external auditor. **Agreed**

7.4 External Audit Response from Clerk – Cllr Campbell **proposed, seconded** by Cllr Goldsmith that F&GP approves the draft response set out in the confidential briefing paper circulated in connection with 6.4 and 5.23 on the agenda of 9th June 2020 subject to the Clerk by Tuesday 16th June having produced and the Chair and Vice- Chair of this committee having approved the outstanding items which the working party of 3rd June 2020 asked the clerk to provide namely;- ***CLERK***

- a more detailed paragraph re the BACs payment;-
- cross references to the relevant minutes concerning where issues raised in internal and external audit reports had been considered by the Council; and
- cross references within the response to the supporting documents being sent to the auditor

and in case of defaulting that date being complied with an EOM of F&GP be convened for Wednesday 17th June at 11am on the basis that it can be cancelled if not required. **Agreed**

7.5 Payment of invoice to Sussex Iron Works regarding silhouette – Cllr Campbell questioned whether all permissions had been obtained from WSCC, why the invoice had no VAT number and whether the amount could be paid as the invoice was a 'draft invoice'. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the invoice of £1,320 be paid, subject to the Clerk first satisfying himself that it's a proper invoice with proper VAT details on it and the other matters be put back to the next F&GP meeting. **Agreed** ***CLERK***

7.6 Purchase of screens to enable social distancing at the Steyning Centre – The possible purchase had been discussed at the Staffing Working Party. Cllr Goldsmith **proposed, seconded** by Cllr Lloyd that the Committee approves the purchase of these items (two desk top screens and free-standing screen or screens as per supporting papers) up to a figure of £1500 excluding VAT and the Clerk to be delegated to proceed accordingly. **Agreed, 7 For, 1 Against (PC)** ***CLERK***

7.7 Councillor expenses policy. Cllr Campbell, **proposed, seconded** by Cllr Goldsmith that this is put back for a working party of two people (Chair and Vice Chair of this committee) to come back next month with a draft expenses policy for approval. **Agreed** ***Cllrs Campbell & Goldsmith***

7.8 To discuss - In light of the exceptional demand on bin emptying on the MPF that there are further bonus payments made to contractor in addition to the contractual amounts agreed for the bin empties themselves. Cllr Campbell **proposed, seconded** by Cllr G. Sullivan that the (Street cleaning) contractor receives an ex-gratia payment to reflect the extra unsocial hours he did at short notice outside the terms of his contract for £100. **Not Agreed**
4 For (PC, RG, GSu, TR), 5 Against (TL, JN, CY, TC, DH)

7.9	Dormant Assets – Deferred by the Chairman	***CLERK***
F&GP/20/8	**PUBLICITY, PARKING AND GOVERNANCE ITEMS**	
8.1	**Policies and Protocols – following recommendations to F&GP from the Working Practices Group.** Cllr Campbell **proposed, seconded** by Cllr Lloyd that the Committee recommends the adoption by Full Council of the new and amended policies and terms of reference forming supporting papers for F and GP on 9 June 2020, namely:- 01 Email Policy dated 6 June 03 Unacceptable Behaviour Policy dated 4 June 2020 04 Dignity at Work Policy dated 4 June 2020 05 Social Media Policy dated 6 June 2020 06 Overarching Protocol dated 4 June 2020 Planning Committee Terms of Reference dated 4 June 2020 **Agreed**	***CLERK***
8.2	SPC Facebook development - Cllr Cree updated he and Cllr Saunders were working towards attempting to get the page up and live by the 1st July 2020	***Cllrs Cree & Saunders***
8.3	New Council Logo. Cllr Cree suggested the discussion on Council logo be deferred until after Covid -19 . Cllr Goldsmith **proposed, seconded** by Cllr Campbell that Council delegate the Clerk's office to purchase Hi Vis jackets with Steyning Parish Council on the back, up to a sum of £200, and the Staff Working Party can take this up at their working party meeting on Friday (12th June). **Agreed**	***CLERK***
8.4	Request from Upper Beeding Parish Clerk to use SPC for a case study as part of her 'Level 4 Local Governance course'. Cllr Campbell proposed the clerk write back to encourage her to attend.	***CLERK***
8.5 / 8.6	Parking at Steyning Library, and South Ash Play Area safety concerns – The Chairman who asked that these items be placed on the agenda because he wanted them logged because of possible liability, suggested that they be deferred to the Amenities meeting.	***CLERK***
8.7	To discuss and agree Zoom protocols – This item deferred to the next meeting	***CLERK***
F&GP/20/9	**INFORMATION/CORRESPONDENCE ITEMS**	
9.1	Parking charges to recommence on Monday 15th June	
9.2	Widening of the High Street or one-way pedestrian traffic management of the Steyning High Street – grant application by Steyning Partnership and the Steyning Business Chamber. This to be discussed at Full Council. Cllr Campbell **proposed, seconded** by Cllr Goldsmith that a working party consisting the whole F&GP Committee meet to discuss this item for as soon as possible. **Agreed.** Cllr Goldsmith agreed to convene the meeting	***CLERK*** ***Cllr Goldsmith***
F&GP/20/10	**ANY ITEMS FROM COMMITTEE MEETINGS** Items requiring financial approval or actions from this committee	
10.1	**Premises Committee** – Meetings dated 7th April and 5th May '20. – None reported	
10.2	**Amenities Committee** – Meeting dated 28th April '20. – Clerk pointed out the bin relocation item at this meeting	
F&GP/20/11	**CONFIDENTIAL SESSION**	
11.1.1	**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 items 11 and 12 would be prejudicial to the public interest.** Cllr Goldsmith **proposed, seconded** by Cllr Campbell that the meeting be taken into confidential session. **Agreed 8 For, 1 Abstained (JN)**	

11.1.2 *Cllr Northam and Alexander were asked to leave the meeting. Cllr Northam challenged this request and wanted to know the reason. Cllr Campbell pointed out previous breaches of confidentiality by Cllr Alexander and neither councillor stood on this committee, and that the transaction of business would otherwise be obstructed. Cllr Northam stated that he would not leave of his own volition*

11.1.3 Cllr Goldsmith **proposed, seconded** by Cllr Campbell that both Cllrs Northam and Alexander be excluded from the meeting under Standing Order 2b. **Agreed. 5 For (GSu, PC, TC, RG, PC), 4 Against (JN, DH, TL, CY)**

F&GP/20/12 DATA PROTECTION AND FREEDOM OF INFORMATION

12.1 To discuss and agree the recommendations from the FOI panel that met on the 14th May 2020.

12.2 Cllr Campbell **proposed, seconded** by Cllr Goldsmith that the Clerk is instructed to respond within seven days from today (9th June) to the FOI review request from Mr Muggridge as per the draft letter agreed the on 14th May 2020 by the FOI Panel and that the letter is then uploaded onto the web site. **Agreed 7 For, 2 Abstained (JN, DH)** ***CLERK***

12.3 Cllr Campbell **proposed, seconded** by Cllr Cree that the Clerk is instructed to respond within seven days from today (9th June) to the FOI review request from Mr Whitchurch as per the draft letter agreed on 14th May 2020 by the FOI Panel and that the letter is then uploaded onto the web site. **Agreed 7 For, 2 Abstained (JN, DH)**

F&GP/20/13 STAFFING MATTERS

13.1 Cllr Goldsmith reported matters from the weekly meetings undertaken with himself, Cllr Lloyd and the Clerk and Deputy Clerk, and how the reopening process was being managed at the Steyning Centre, and also he relayed the task list being undertaken by the caretakers. Also, that the public toilets were being reopened on the 10th June with new safety measures and Personal Protective Equipment being in place and provided.

13.2 Report from Cllrs Norcross and Young - The line managers gave their report and received feedback from councillors.

F&GP/20/14 DATE OF NEXT MEETING – 14th July 2020 @7.30pm.

The Chair closed the meeting at 10.00pm

Signed ………………………………………………. Date 14th July 2020

Chairman of F&GP Committee

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

Audio - https://archive.org/details/2020-06-09-spc-fand-gp-audio

Video - https://archive.org/details/2020-06-09-spc-f-and-gp-video

Bank Reconciliation up to 30/06/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2020	452/20.21	309.50		309.50		R	Laser changing room elec
01/06/2020	453/20.21	635.00		635.00		R	TC Maintenance
01/06/2020	454/20.21	780.00		780.00		R	Rowan Tree works
01/06/2020	455/20.21	80.83		80.83		R	Business stream
01/06/2020	DD	928.00		928.00		R	HDC General Rates
01/06/2020	VIS	56.00		56.00		R	Amazon
01/06/2020	VIS	30.75		30.75		R	Wish.com
01/06/2020	VIS	17.37		17.37		R	Wish.com
01/06/2020	VIS	59.40		59.40		R	Zen web
01/06/2020	VIS	39.21		39.21		R	Site lock
01/06/2020	DR	1.07		1.07		R	HSBC
04/06/2020	456/20.21	90.00		90.00		R	JD windows
04/06/2020	457/20.21	144.04		144.04		R	PiP Services
04/06/2020	458/20.21	1,465.00		1,465.00		R	Jack Lee
04/06/2020	459/20.21	80.83		80.83		R	Business stream
04/06/2020	459/20.21	208.57		208.57		R	Business stream
06/06/2020	VIS	22.94		22.94		R	Amazon
08/06/2020	460/20.21	720.00		720.00		R	Rabbit skips
08/06/2020	CR	-720.00		-720.00		R	Rabbit
08/06/2020	461/20.21	76.04		76.04		R	Supreme Hygience
08/06/2020	462/20.21	248.77		248.77		R	TC Maintenance
08/06/2020	463/20.21	470.01		470.01		R	Jack Lee
08/06/2020	464/20.21	183.20		183.20		R	HDC - waste
08/06/2020	465/20.21	554.45		554.45		R	Clare Austin
08/06/2020	466/20.21	141.98		141.98		R	EDF enrgy
08/06/2020	467/20.21	167.85		167.85		R	overline - phones
08/06/2020	468/20.21	-120.00		-120.00		R	Room hire - refund
08/06/2020	469/20.21	56.00		56.00		R	Hazel - wood stain
08/06/2020	468/20.21	120.00		120.00		R	Room hire refund
08/06/2020	468/20.21		-120.00	-120.00		R	Receipt(s) Banked
11/06/2020	VIS	94.44		94.44		R	Amazon
15/06/2020	471/20.21	426.00		426.00		R	HR Services
15/06/2020	472/20.21	215.90		215.90		R	PiP Services
15/06/2020	473/20.21	78.90		78.90		R	Harry stebbing workshop
15/06/2020	474/20.21	1,872.83		1,872.83		R	WSALC subs
15/06/2020	475/20.21	1,320.00		1,320.00		R	Sussex iron works
15/06/2020	476/20.21	80.83		80.83		R	business stream
15/06/2020	477/20.21	26.92		26.92		R	Clares office
16/06/2020	BP	471.60		471.60		R	Clares office supplies
16/06/2020	VIS	28.78		28.78		R	zoom
16/06/2020	CR		80.83	80.83		R	Receipt(s) Banked
21/06/2020	DR	18.80		18.80		R	HSBC
22/06/2020	478/20.21	426.00		426.00		R	HR services
22/06/2020	479/20.21	720.00		720.00		R	Rabbit - skips
22/06/2020	480/20.21	252.95		252.95		R	KCS printing
22/06/2020	481/20.21	230.99		230.99		R	Business stream
22/06/2020	481/20.21	-70.17		-70.17		R	business stream - water
22/06/2020	482/20.21	164.26		164.26		R	Business stream - water

Bank Reconciliation up to 30/06/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/06/2020	483/20.21	36.75		36.75		R	PiP Services
22/06/2020	484/20.21	96.00		96.00		R	South coast electrical
22/06/2020	485/20.21	6,732.65		6,732.65		R	SCYP
22/06/2020	CR		11,867.51	11,867.51		R	Receipt(s) Banked
23/06/2020	DD	405.14		405.14		R	Siemens phones
23/06/2020	CR		300.97	300.97		R	Receipt(s) Banked
23/06/2020	CR		110.00	110.00		R	Receipt(s) Banked
26/06/2020	VIS	79.95		79.95		R	Amazon
26/06/2020	VIS	8.00		8.00		R	Zoho
29/06/2020	BP	6,945.69		6,945.69		R	Salary - various
29/06/2020	CR		147.93	147.93		R	Receipt(s) Banked
30/06/2020	VIS	123.93		123.93		R	Amazon
30/06/2020	477/20.21	5.38		5.38		R	Clares
30/06/2020	486/20.21	1,726.03		1,726.03		R	WSCC - pensions
30/06/2020	487/20.21	1,494.88		1,494.88		R	HMRC - PAYE
30/06/2020	CR		255.41	255.41		R	Receipt(s) Banked
		30,860.24	12,642.65				

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01/06/2020	452/20.21	309.50		309.50		R	Laser changing room elec
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21/06/2020	DR	18.80		18.80		R	HSBC
22/06/2020	478/20.21	426.00		426.00		R	HR services
22/06/2020	479/20.21	720.00		720.00		R	Rabbit - skips
22/06/2020	480/20.21	252.95		252.95		R	KCS printing
22/06/2020	481/20.21	230.99		230.99		R	Business stream
22/06/2020	481/20.21	-70.17		-70.17		R	business stream - water
22/06/2020	482/20.21	164.26		164.26		R	Business stream - water

Bank Reconciliation up to 30/06/2020 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/06/2020	483/20.21	36.75		36.75		R	PiP Services
22/06/2020	484/20.21	96.00		96.00		R	South coast electrical
22/06/2020	485/20.21	6,732.65		6,732.65		R	SCYP
22/06/2020	CR		11,867.51	11,867.51		R	Receipt(s) Banked
23/06/2020	DD	405.14		405.14		R	Siemens phones
23/06/2020	CR		300.97	300.97		R	Receipt(s) Banked
23/06/2020	CR		110.00	110.00		R	Receipt(s) Banked
26/06/2020	VIS	79.95		79.95		R	Amazon
26/06/2020	VIS	8.00		8.00		R	Zoho
29/06/2020	BP	6,945.69		6,945.69		R	Salary - various
29/06/2020	CR		147.93	147.93		R	Receipt(s) Banked
30/06/2020	VIS	123.93		123.93		R	Amazon
30/06/2020	477/20.21	5.38		5.38		R	Clares
30/06/2020	486/20.21	1,726.03		1,726.03		R	WSCC - pensions
30/06/2020	487/20.21	1,494.88		1,494.88		R	HMRC - PAYE
30/06/2020	CR		255.41	255.41		R	Receipt(s) Banked
		30,860.24	12,642.65				

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Administration							
1000	Donations Received	0	849	849	3,400			0.0%
1004	Reimbursed Charges & donations	0	40	40	200			0.0%
1010	Miscellaneous income	0	276	276	1,100			0.0%
1076	Precept Received	161,153	161,153	0	322,305			50.0%
1090	Bank Interest Received	14	63	49	250			5.5%
	Administration :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
4000	Salaries	29,196	34,251	5,055	137,000		107,804	21.3%
4002	Printing, stationery, postage	469	801	332	3,200		2,731	14.7%
4003	Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%
4004	Telephones and Alarm	785	500	(285)	3,000		2,215	26.2%
4005	Insurance	0	0	0	5,800		5,800	0.0%
4006	Salaries Outsourcing	0	0	0	900		900	0.0%
4007	Data Protection	99	400	301	1,700		1,601	5.8%
4010	Audit Fees	(1,073)	400	1,473	1,750		2,823	(61.3%)
4016	Legal Fees/Elections	0	2,499	2,499	10,000		10,000	0.0%
4017	Bank Charges	75	162	87	650		575	11.5%
4021	General Grants	468	501	33	2,000		1,532	23.4%
4025	CCTV Maintenance	0	0	0	160		160	0.0%
4030	Steyning in Bloom	0	0	0	4,400		4,400	0.0%
4032	Royal British Legion	0	0	0	415		415	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	0	1,750	1,750	1,950		1,950	0.0%
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	69	69	275		275	0.0%
4047	Training	0	375	375	1,500		1,500	0.0%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	1,420	1,251	(169)	5,000		3,580	28.4%
4060	Chairman's Function	0	0	0	500		500	0.0%
4061	Councillors' Allowances	0	24	24	100		100	0.0%
4063	Legionnaires	0	624	624	2,500		2,500	0.0%
4070	Software Packages	623	501	(122)	2,000		1,377	31.2%
4071	ICT Equipment	1,025	650	(375)	1,700		675	60.3%
4072	Website Development	50	0	(50)	1,000		951	5.0%
4073	Neighbourhood Plan Exp	0	350	350	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,762	750	(1,012)	3,000		1,238	58.7%
4310	Grounds Maintenance	1,873	0	(1,873)	0		(1,873)	0.0%
	Administration :- Indirect Expenditure	**36,772**	**46,688**	**9,916**	**198,050**	**0**	**161,278**	**18.6%**
	Net Income over Expenditure	**124,394**	**115,693**	**(8,701)**	**129,205**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101	Swimming Pool	0	0	0	15,750		15,750	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**60,750**	**0**	**60,750**	**0.0%**
	Net Expenditure	**0**	**0**	**0**	**(60,750)**			

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103	Youth Provision							
4023	Youth Service	12,343	6,000	(6,343)	26,930		14,587	45.8%
	Youth Provision :- Indirect Expenditure	**12,343**	**6,000**	**(6,343)**	**26,930**	**0**	**14,587**	**45.8%**
	Net Expenditure	**(12,343)**	**(6,000)**	**6,343**	**(26,930)**			
	Finance & General Purposes Ctt :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
	Expenditure	**49,116**	**52,688**	**3,572**	**285,730**	**0**	**236,614**	**17.2%**
	Movement to/(from) Gen Reserve	**112,051**						

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

Amenities Cttee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
201	Highways & Lighting							
1001	HDC Cleaning Grant	12,164	10,000	(2,164)	20,000			60.8%
	Highways & Lighting :- Income	**12,164**	**10,000**	**(2,164)**	**20,000**			**60.8%**
4200	Street Light Energy	0	785	785	785		785	0.0%
4201	Street Light Maintenance	0	1,920	1,920	1,920		1,920	0.0%
4202	Lamp Post Testing	0	0	0	100		100	0.0%
4210	Road Sweeping	4,143	5,500	1,357	20,000		15,857	20.7%
4211	Town Improvements	0	0	0	1,500		1,500	0.0%
4259	Grit	0	0	0	600		600	0.0%
4260	Pressure wash High St	0	250	250	700		700	0.0%
	Highways & Lighting :- Indirect Expenditure	**4,143**	**8,455**	**4,312**	**25,605**	**0**	**21,462**	**16.2%**
	Net Income over Expenditure	**8,021**	**1,545**	**(6,476)**	**(5,605)**			
301	Playing Fields							
1004	Reimbursed Charges & donations	0	0	0	500			0.0%
	Playing Fields :- Income	**0**	**0**	**0**	**500**			**0.0%**
4253	Water Charges	161	0	(161)	0		(161)	0.0%
4276	Tree and Hedge Cutting	650	1,251	601	5,000		4,350	13.0%
4300	Grass Cutting	0	2,000	2,000	7,000		7,000	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4310	Grounds Maintenance	3,023	3,375	352	13,500		10,477	22.4%
4312	Waste Removal	354	255	(99)	1,025		671	34.6%
4320	Play Equipment Inspections	205	350	145	1,200		995	17.1%
4352	Litter and Bins	128	1,251	1,123	5,000		4,872	2.6%
4360	Allotment Maintenance	1,400	951	(449)	3,800		2,400	36.8%
	Playing Fields :- Indirect Expenditure	**5,921**	**9,433**	**3,512**	**36,525**	**0**	**30,604**	**16.2%**
	Net Income over Expenditure	**(5,921)**	**(9,433)**	**(3,512)**	**(36,025)**			
302	Allotments							
1005	Allotment Rents	0	0	0	4,400			0.0%
	Allotments :- Income	**0**	**0**	**0**	**4,400**			**0.0%**
4253	Water Charges	602	200	(402)	600		(2)	100.3%
	Allotments :- Indirect Expenditure	**602**	**200**	**(402)**	**600**	**0**	**(2)**	**100.3%**
	Net Income over Expenditure	**(602)**	**(200)**	**402**	**3,800**			
	Amenities Cttee :- Income	**12,164**	**10,000**	**(2,164)**	**24,900**			**48.9%**
	Expenditure	**10,666**	**18,088**	**7,422**	**62,730**	**0**	**52,064**	**17.0%**
	Movement to/(from) Gen Reserve	**1,498**						

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Premises & Steyning Centre Ctt								
202	Public Toilets							
4005	Insurance	0	0	0	115		115	0.0%
4250	Public Toilets - opening/clsng	46	624	578	2,500		2,454	1.8%
4252	Electricity	655	162	(493)	650		(5)	100.7%
4253	Water Charges	0	0	0	500		500	0.0%
4254	Rates	160	99	(61)	400		240	40.0%
4256	Repairs, pdh, consumables	143	300	157	1,200		1,057	11.9%
	Public Toilets :- Indirect Expenditure	**1,004**	**1,185**	**181**	**5,365**	**0**	**4,361**	**18.7%**
	Net Expenditure	**(1,004)**	**(1,185)**	**(181)**	**(5,365)**			
303	Playing Field Costs							
4252	Electricity	0	115	115	500		500	0.0%
4253	Water Charges	0	150	150	600		600	0.0%
	Playing Field Costs :- Indirect Expenditure	**0**	**265**	**265**	**1,100**	**0**	**1,100**	**0.0%**
	Net Expenditure	**0**	**(265)**	**(265)**	**(1,100)**			
401	Steyning Centre							
1003	Clubs Lease Rentals	275	600	325	3,400			8.1%
1007	Room Hire	822	15,750	14,928	63,000			1.3%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1010	Miscellaneous income	4	162	158	650			0.6%
1015	Coffee Machine Income	0	264	264	1,050			0.0%
1017	Income Film Night	0	1,626	1,626	6,500			0.0%
1020	FITS Receipts	148	225	77	900			16.4%
	Steyning Centre :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
4000	Salaries	0	0	0	0		0	0.0%
4053	Entertainment Licence	0	0	0	2,500		2,500	0.0%
4250	Public Toilets - opening/clsng	855	0	(855)	0		(855)	0.0%
4252	Electricity	351	1,132	781	4,530		4,179	7.7%
4253	Water Charges	0	525	525	2,100		2,100	0.0%
4254	Rates	1,797	2,664	867	10,650		8,853	16.9%
4257	Gas	1,225	900	(325)	3,600		2,375	34.0%
4310	Grounds Maintenance	948	876	(72)	3,500		2,552	27.1%
4341	Repairs	524	186	(338)	750		226	69.9%
4342	Repairs/Mtce/Renewals	310	3,000	2,690	12,000		11,690	2.6%
4401	Trade Waste	21	725	704	2,900		2,879	0.7%
4402	Annual Maintenance Contracts	1,190	2,667	1,477	10,000		8,810	11.9%
4404	Alarm System	0	0	0	500		500	0.0%
4406	Cleaning and Consumables	1,185	624	(561)	2,500		1,315	47.4%
4407	Coffee Machine Expenditure	0	117	117	350		350	0.0%
4408	Film Night	0	1,038	1,038	4,150		4,150	0.0%
	Steyning Centre :- Indirect Expenditure	**8,406**	**14,454**	**6,048**	**60,030**	**0**	**51,624**	**14.0%**
	Net Income over Expenditure	**(7,157)**	**4,173**	**11,330**	**15,470**			
	Premises & Steyning Centre Ctt :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
	Expenditure	**9,410**	**15,904**	**6,494**	**66,495**	**0**	**57,085**	**14.2%**
	Movement to/(from) Gen Reserve	**(8,161)**						

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Ear Marked Reserves								
503	Earmarked Res F & C							
4977	Special Projects	479	3,174	2,695	12,700		12,221	3.8%
	Earmarked Res F & C :- Indirect Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
	Net Expenditure	**(479)**	**(3,174)**	**(2,695)**	**(12,700)**			
	Ear Marked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**
	Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
	Movement to/(from) Gen Reserve	**(479)**						
	Grand Totals:- Income	**174,579**	**191,008**	**16,429**	**427,655**			**40.8%**
	Expenditure	**69,671**	**89,854**	**20,183**	**427,655**	**0**	**357,984**	**16.3%**
	Net Income over Expenditure	**104,908**	**101,154**	**(3,754)**	**0**			
	Movement to/(from) Gen Reserve	**104,908**						

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	0	849	849	3,400			0.0%
1004	Reimbursed Charges & donations	0	40	40	200			0.0%
1010	Miscellaneous income	0	276	276	1,100			0.0%
1076	Precept Received	161,153	161,153	0	322,305			50.0%
1090	Bank Interest Received	14	63	49	250			5.5%
	Administration :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
4000	Salaries	29,196	34,251	5,055	137,000		107,804	21.3%
4002	Printing, stationery, postage	469	801	332	3,200		2,731	14.7%
4003	Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%
4004	Telephones and Alarm	785	500	(285)	3,000		2,215	26.2%
4005	Insurance	0	0	0	5,800		5,800	0.0%
4006	Salaries Outsourcing	0	0	0	900		900	0.0%
4007	Data Protection	99	400	301	1,700		1,601	5.8%
4010	Audit Fees	(1,073)	400	1,473	1,750		2,823	(61.3%)
4016	Legal Fees/Elections	0	2,499	2,499	10,000		10,000	0.0%
4017	Bank Charges	75	162	87	650		575	11.5%
4021	General Grants	468	501	33	2,000		1,532	23.4%
4025	CCTV Maintenance	0	0	0	160		160	0.0%
4030	Steyning in Bloom	0	0	0	4,400		4,400	0.0%
4032	Royal British Legion	0	0	0	415		415	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	0	1,750	1,750	1,950		1,950	0.0%
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	69	69	275		275	0.0%
4047	Training	0	375	375	1,500		1,500	0.0%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	1,420	1,251	(169)	5,000		3,580	28.4%
4060	Chairman's Function	0	0	0	500		500	0.0%
4061	Councillors' Allowances	0	24	24	100		100	0.0%
4063	Legionnaires	0	624	624	2,500		2,500	0.0%
4070	Software Packages	623	501	(122)	2,000		1,377	31.2%
4071	ICT Equipment	1,025	650	(375)	1,700		675	60.3%
4072	Website Development	50	0	(50)	1,000		951	5.0%
4073	Neighbourhood Plan Exp	0	350	350	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,762	750	(1,012)	3,000		1,238	58.7%
4310	Grounds Maintenance	1,873	0	(1,873)	0		(1,873)	0.0%
	Administration :- Indirect Expenditure	**36,772**	**46,688**	**9,916**	**198,050**	**0**	**161,278**	**18.6%**
	Net Income over Expenditure	**124,394**	**115,693**	**(8,701)**	**129,205**			
102	Finance & Community Appendix							
4100	Neighbourhood Wardens	0	0	0	45,000		45,000	0.0%
4101	Swimming Pool	0	0	0	15,750		15,750	0.0%
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**60,750**	**0**	**60,750**	**0.0%**
	Net Expenditure	**0**	**0**	**0**	**(60,750)**			

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103	Youth Provision							
4023	Youth Service	12,343	6,000	(6,343)	26,930		14,587	45.8%
	Youth Provision :- Indirect Expenditure	**12,343**	**6,000**	**(6,343)**	**26,930**	**0**	**14,587**	**45.8%**
	Net Expenditure	**(12,343)**	**(6,000)**	**6,343**	**(26,930)**			
	Finance & General Purposes Ctt :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
	Expenditure	**49,116**	**52,688**	**3,572**	**285,730**	**0**	**236,614**	**17.2%**
	Movement to/(from) Gen Reserve	**112,051**						

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 | **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Amenities Cttee								
201	Highways & Lighting							
1001	HDC Cleaning Grant	12,164	10,000	(2,164)	20,000			60.8%
	Highways & Lighting :- Income	**12,164**	**10,000**	**(2,164)**	**20,000**			**60.8%**
4200	Street Light Energy	0	785	785	785		785	0.0%
4201	Street Light Maintenance	0	1,920	1,920	1,920		1,920	0.0%
4202	Lamp Post Testing	0	0	0	100		100	0.0%
4210	Road Sweeping	4,143	5,500	1,357	20,000		15,857	20.7%
4211	Town Improvements	0	0	0	1,500		1,500	0.0%
4259	Grit	0	0	0	600		600	0.0%
4260	Pressure wash High St	0	250	250	700		700	0.0%
	Highways & Lighting :- Indirect Expenditure	**4,143**	**8,455**	**4,312**	**25,605**	**0**	**21,462**	**16.2%**
	Net Income over Expenditure	**8,021**	**1,545**	**(6,476)**	**(5,605)**			
301	Playing Fields							
1004	Reimbursed Charges & donations	0	0	0	500			0.0%
	Playing Fields :- Income	**0**	**0**	**0**	**500**			**0.0%**
4253	Water Charges	161	0	(161)	0		(161)	0.0%
4276	Tree and Hedge Cutting	650	1,251	601	5,000		4,350	13.0%
4300	Grass Cutting	0	2,000	2,000	7,000		7,000	0.0%

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Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4310	Grounds Maintenance	3,023	3,375	352	13,500		10,477	22.4%
4312	Waste Removal	354	255	(99)	1,025		671	34.6%
4320	Play Equipment Inspections	205	350	145	1,200		995	17.1%
4352	Litter and Bins	128	1,251	1,123	5,000		4,872	2.6%
4360	Allotment Maintenance	1,400	951	(449)	3,800		2,400	36.8%
	Playing Fields :- Indirect Expenditure	**5,921**	**9,433**	**3,512**	**36,525**	**0**	**30,604**	**16.2%**
	Net Income over Expenditure	**(5,921)**	**(9,433)**	**(3,512)**	**(36,025)**			
302	Allotments							
1005	Allotment Rents	0	0	0	4,400			0.0%
	Allotments :- Income	**0**	**0**	**0**	**4,400**			**0.0%**
4253	Water Charges	602	200	(402)	600		(2)	100.3%
	Allotments :- Indirect Expenditure	**602**	**200**	**(402)**	**600**	**0**	**(2)**	**100.3%**
	Net Income over Expenditure	**(602)**	**(200)**	**402**	**3,800**			
	Amenities Cttee :- Income	**12,164**	**10,000**	**(2,164)**	**24,900**			**48.9%**
	Expenditure	**10,666**	**18,088**	**7,422**	**62,730**	**0**	**52,064**	**17.0%**
	Movement to/(from) Gen Reserve	**1,498**						

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Premises & Steyning Centre Ctt								
202	Public Toilets							
4005	Insurance	0	0	0	115		115	0.0%
4250	Public Toilets - opening/clsng	46	624	578	2,500		2,454	1.8%
4252	Electricity	655	162	(493)	650		(5)	100.7%
4253	Water Charges	0	0	0	500		500	0.0%
4254	Rates	160	99	(61)	400		240	40.0%
4256	Repairs, pdh, consumables	143	300	157	1,200		1,057	11.9%
	Public Toilets :- Indirect Expenditure	**1,004**	**1,185**	**181**	**5,365**	**0**	**4,361**	**18.7%**
	Net Expenditure	**(1,004)**	**(1,185)**	**(181)**	**(5,365)**			
303	Playing Field Costs							
4252	Electricity	0	115	115	500		500	0.0%
4253	Water Charges	0	150	150	600		600	0.0%
	Playing Field Costs :- Indirect Expenditure	**0**	**265**	**265**	**1,100**	**0**	**1,100**	**0.0%**
	Net Expenditure	**0**	**(265)**	**(265)**	**(1,100)**			
401	Steyning Centre							
1003	Clubs Lease Rentals	275	600	325	3,400			8.1%
1007	Room Hire	822	15,750	14,928	63,000			1.3%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1010	Miscellaneous income	4	162	158	650			0.6%
1015	Coffee Machine Income	0	264	264	1,050			0.0%
1017	Income Film Night	0	1,626	1,626	6,500			0.0%
1020	FITS Receipts	148	225	77	900			16.4%
	Steyning Centre :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
4000	Salaries	0	0	0	0		0	0.0%
4053	Entertainment Licence	0	0	0	2,500		2,500	0.0%
4250	Public Toilets - opening/clsng	855	0	(855)	0		(855)	0.0%
4252	Electricity	351	1,132	781	4,530		4,179	7.7%
4253	Water Charges	0	525	525	2,100		2,100	0.0%
4254	Rates	1,797	2,664	867	10,650		8,853	16.9%
4257	Gas	1,225	900	(325)	3,600		2,375	34.0%
4310	Grounds Maintenance	948	876	(72)	3,500		2,552	27.1%
4341	Repairs	524	186	(338)	750		226	69.9%
4342	Repairs/Mtce/Renewals	310	3,000	2,690	12,000		11,690	2.6%
4401	Trade Waste	21	725	704	2,900		2,879	0.7%
4402	Annual Maintenance Contracts	1,190	2,667	1,477	10,000		8,810	11.9%
4404	Alarm System	0	0	0	500		500	0.0%
4406	Cleaning and Consumables	1,185	624	(561)	2,500		1,315	47.4%
4407	Coffee Machine Expenditure	0	117	117	350		350	0.0%
4408	Film Night	0	1,038	1,038	4,150		4,150	0.0%
	Steyning Centre :- Indirect Expenditure	**8,406**	**14,454**	**6,048**	**60,030**	**0**	**51,624**	**14.0%**
	Net Income over Expenditure	**(7,157)**	**4,173**	**11,330**	**15,470**			
	Premises & Steyning Centre Ctt :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
	Expenditure	**9,410**	**15,904**	**6,494**	**66,495**	**0**	**57,085**	**14.2%**
	Movement to/(from) Gen Reserve	**(8,161)**						

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Ear Marked Reserves								
503	Earmarked Res F & C							
4977	Special Projects	479	3,174	2,695	12,700		12,221	3.8%
	Earmarked Res F & C :- Indirect Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
	Net Expenditure	**(479)**	**(3,174)**	**(2,695)**	**(12,700)**			
	Ear Marked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**
	Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
	Movement to/(from) Gen Reserve	**(479)**						
	Grand Totals:- Income	**174,579**	**191,008**	**16,429**	**427,655**			**40.8%**
	Expenditure	**69,671**	**89,854**	**20,183**	**427,655**	**0**	**357,984**	**16.3%**
	Net Income over Expenditure	**104,908**	**101,154**	**(3,754)**	**0**			
	Movement to/(from) Gen Reserve	**104,908**						

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	0	849	849	3,400			0.0%
1004	Reimbursed Charges & donations	0	40	40	200			0.0%
1010	Miscellaneous income	0	276	276	1,100			0.0%
1076	Precept Received	161,153	161,153	0	322,305			50.0%
1090	Bank Interest Received	14	63	49	250			5.5%
	Administration :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
4000	Salaries	29,196	34,251	5,055	137,000		107,804	21.3%
4002	Printing, stationery, postage	469	801	332	3,200		2,731	14.7%
4003	Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%
4004	Telephones and Alarm	785	500	(285)	3,000		2,215	26.2%
4005	Insurance	0	0	0	5,800		5,800	0.0%
4006	Salaries Outsourcing	0	0	0	900		900	0.0%
4007	Data Protection	99	400	301	1,700		1,601	5.8%
4010	Audit Fees	(1,073)	400	1,473	1,750		2,823	(61.3%)
4016	Legal Fees/Elections	0	2,499	2,499	10,000		10,000	0.0%
4017	Bank Charges	75	162	87	650		575	11.5%
4021	General Grants	468	501	33	2,000		1,532	23.4%
4025	CCTV Maintenance	0	0	0	160		160	0.0%
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 30/06/2020

Month No: 3

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4033	Christmas Lights Grant	0	0	0	1,500		1,500	0.0%
4036	SALC NALC Subs	0	1,750	1,750	1,950		1,950	0.0%
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	69	69	275		275	0.0%
4047	Training	0	375	375	1,500		1,500	0.0%
4049	Showcase	0	0	0	200		200	0.0%
4055	HR Services	1,420	1,251	(169)	5,000		3,580	28.4%
4060	Chairman's Function	0	0	0	500		500	0.0%
4061	Councillors' Allowances	0	24	24	100		100	0.0%
4063	Legionnaires	0	624	624	2,500		2,500	0.0%
4070	Software Packages	623	501	(122)	2,000		1,377	31.2%
4071	ICT Equipment	1,025	650	(375)	1,700		675	60.3%
4072	Website Development	50	0	(50)	1,000		951	5.0%
4073	Neighbourhood Plan Exp	0	350	350	1,050		1,050	0.0%
4075	Isolation and Loneliness	1,762	750	(1,012)	3,000		1,238	58.7%
4310	Grounds Maintenance	1,873	0	(1,873)	0		(1,873)	0.0%
	Administration :- Indirect Expenditure	**36,772**	**46,688**	**9,916**	**198,050**	**0**	**161,278**	**18.6%**
	Net Income over Expenditure	**124,394**	**115,693**	**(8,701)**	**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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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
103 Youth Provision							
4023 Youth Service	12,343	6,000	(6,343)	26,930		14,587	45.8%
Youth Provision :- Indirect Expenditure	**12,343**	**6,000**	**(6,343)**	**26,930**	**0**	**14,587**	**45.8%**
Net Expenditure	**(12,343)**	**(6,000)**	**6,343**	**(26,930)**			
Finance & General Purposes Ctt :- Income	**161,166**	**162,381**	**1,214**	**327,255**			**49.2%**
Expenditure	**49,116**	**52,688**	**3,572**	**285,730**	**0**	**236,614**	**17.2%**
Movement to/(from) Gen Reserve	**112,051**						

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Amenities Cttee								
201	Highways & Lighting							
1001	HDC Cleaning Grant	12,164	10,000	(2,164)	20,000			60.8%
	Highways & Lighting :- Income	**12,164**	**10,000**	**(2,164)**	**20,000**			**60.8%**
4200	Street Light Energy	0	785	785	785		785	0.0%
4201	Street Light Maintenance	0	1,920	1,920	1,920		1,920	0.0%
4202	Lamp Post Testing	0	0	0	100		100	0.0%
4210	Road Sweeping	4,143	5,500	1,357	20,000		15,857	20.7%
4211	Town Improvements	0	0	0	1,500		1,500	0.0%
4259	Grit	0	0	0	600		600	0.0%
4260	Pressure wash High St	0	250	250	700		700	0.0%
	Highways & Lighting :- Indirect Expenditure	**4,143**	**8,455**	**4,312**	**25,605**	**0**	**21,462**	**16.2%**
	Net Income over Expenditure	**8,021**	**1,545**	**(6,476)**	**(5,605)**			
301	Playing Fields							
1004	Reimbursed Charges & donations	0	0	0	500			0.0%
	Playing Fields :- Income	**0**	**0**	**0**	**500**			**0.0%**
4253	Water Charges	161	0	(161)	0		(161)	0.0%
4276	Tree and Hedge Cutting	650	1,251	601	5,000		4,350	13.0%
4300	Grass Cutting	0	2,000	2,000	7,000		7,000	0.0%

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4310	Grounds Maintenance	3,023	3,375	352	13,500		10,477	22.4%
4312	Waste Removal	354	255	(99)	1,025		671	34.6%
4320	Play Equipment Inspections	205	350	145	1,200		995	17.1%
4352	Litter and Bins	128	1,251	1,123	5,000		4,872	2.6%
4360	Allotment Maintenance	1,400	951	(449)	3,800		2,400	36.8%
	Playing Fields :- Indirect Expenditure	**5,921**	**9,433**	**3,512**	**36,525**	**0**	**30,604**	**16.2%**
	Net Income over Expenditure	**(5,921)**	**(9,433)**	**(3,512)**	**(36,025)**			
302	Allotments							
1005	Allotment Rents	0	0	0	4,400			0.0%
	Allotments :- Income	**0**	**0**	**0**	**4,400**			**0.0%**
4253	Water Charges	602	200	(402)	600		(2)	100.3%
	Allotments :- Indirect Expenditure	**602**	**200**	**(402)**	**600**	**0**	**(2)**	**100.3%**
	Net Income over Expenditure	**(602)**	**(200)**	**402**	**3,800**			
	Amenities Cttee :- Income	**12,164**	**10,000**	**(2,164)**	**24,900**			**48.9%**
	Expenditure	**10,666**	**18,088**	**7,422**	**62,730**	**0**	**52,064**	**17.0%**
	Movement to/(from) Gen Reserve	**1,498**						

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Premises & Steyning Centre Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
202	Public Toilets							
4005	Insurance	0	0	0	115		115	0.0%
4250	Public Toilets - opening/clsng	46	624	578	2,500		2,454	1.8%
4252	Electricity	655	162	(493)	650		(5)	100.7%
4253	Water Charges	0	0	0	500		500	0.0%
4254	Rates	160	99	(61)	400		240	40.0%
4256	Repairs, pdh, consumables	143	300	157	1,200		1,057	11.9%
	Public Toilets :- Indirect Expenditure	**1,004**	**1,185**	**181**	**5,365**	**0**	**4,361**	**18.7%**
	Net Expenditure	**(1,004)**	**(1,185)**	**(181)**	**(5,365)**			
303	Playing Field Costs							
4252	Electricity	0	115	115	500		500	0.0%
4253	Water Charges	0	150	150	600		600	0.0%
	Playing Field Costs :- Indirect Expenditure	**0**	**265**	**265**	**1,100**	**0**	**1,100**	**0.0%**
	Net Expenditure	**0**	**(265)**	**(265)**	**(1,100)**			
401	Steyning Centre							
1003	Clubs Lease Rentals	275	600	325	3,400			8.1%
1007	Room Hire	822	15,750	14,928	63,000			1.3%

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 30/06/2020

Month No: 3 **Committee Report**

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1010	Miscellaneous income	4	162	158	650			0.6%
1015	Coffee Machine Income	0	264	264	1,050			0.0%
1017	Income Film Night	0	1,626	1,626	6,500			0.0%
1020	FITS Receipts	148	225	77	900			16.4%
	Steyning Centre :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
4000	Salaries	0	0	0	0		0	0.0%
4053	Entertainment Licence	0	0	0	2,500		2,500	0.0%
4250	Public Toilets - opening/clsng	855	0	(855)	0		(855)	0.0%
4252	Electricity	351	1,132	781	4,530		4,179	7.7%
4253	Water Charges	0	525	525	2,100		2,100	0.0%
4254	Rates	1,797	2,664	867	10,650		8,853	16.9%
4257	Gas	1,225	900	(325)	3,600		2,375	34.0%
4310	Grounds Maintenance	948	876	(72)	3,500		2,552	27.1%
4341	Repairs	524	186	(338)	750		226	69.9%
4342	Repairs/Mtce/Renewals	310	3,000	2,690	12,000		11,690	2.6%
4401	Trade Waste	21	725	704	2,900		2,879	0.7%
4402	Annual Maintenance Contracts	1,190	2,667	1,477	10,000		8,810	11.9%
4404	Alarm System	0	0	0	500		500	0.0%
4406	Cleaning and Consumables	1,185	624	(561)	2,500		1,315	47.4%
4407	Coffee Machine Expenditure	0	117	117	350		350	0.0%
4408	Film Night	0	1,038	1,038	4,150		4,150	0.0%
	Steyning Centre :- Indirect Expenditure	**8,406**	**14,454**	**6,048**	**60,030**	**0**	**51,624**	**14.0%**
	Net Income over Expenditure	**(7,157)**	**4,173**	**11,330**	**15,470**			
	Premises & Steyning Centre Ctt :- Income	**1,248**	**18,627**	**17,379**	**75,500**			**1.7%**
	Expenditure	**9,410**	**15,904**	**6,494**	**66,495**	**0**	**57,085**	**14.2%**
	Movement to/(from) Gen Reserve	**(8,161)**						

Continued over page

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Ear Marked Reserves							
503 Earmarked Res F & C							
4977 Special Projects	479	3,174	2,695	12,700		12,221	3.8%
Earmarked Res F & C :- Indirect Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
Net Expenditure	**(479)**	**(3,174)**	**(2,695)**	**(12,700)**			
Ear Marked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**
Expenditure	**479**	**3,174**	**2,695**	**12,700**	**0**	**12,221**	**3.8%**
Movement to/(from) Gen Reserve	**(479)**						
Grand Totals:- Income	**174,579**	**191,008**	**16,429**	**427,655**			**40.8%**
Expenditure	**69,671**	**89,854**	**20,183**	**427,655**	**0**	**357,984**	**16.3%**
Net Income over Expenditure	**104,908**	**101,154**	**(3,754)**	**0**			
Movement to/(from) Gen Reserve	**104,908**						

Briefing Notes F&GP Meeting 14th July

Item 6.5 – Asset Register

We have updated the Asset register (Attached) with a number of added details such as Lease expiry dates, added new equipment and amended ownership or custodianship of certain assets, but as per highlighted lines there is still a need to complete an audit of SPC owned Seats and Benches, the playgrounds need to be revalued, and the Street light register has still not been sent to us (this normally is sent in April but due to Covid there are delays at WSCC), so can not be updated and appended to the Register as previously suggested.

Also, the Clerk needs to go through items with the insurance company now that the office has received our insurance renewal papers – 9th July, so that these figures can be amended also, before I suggest these papers are agreed and adopted.

Item 6.6 – Three Year Budget planning

The three-year budget plan was highlighted in the internal audit report as follows :

The council has abandoned its business plan, and therefore has nothing to align a three-year budget plan to. However, each committee has a list of short, medium- and long-term priorities and this could form the basis of a forward budget plan. ***It is recommended that the council has a three-year budget plan (as per model Financial Regulations) and that this aligns to the objectives identified in the council's business plan.***

The way in which we approach this needs to be discussed and agreed

Item 6.8 – Two Webinar courses

SLCC have been offering a number of Webinar courses for Clerks, two of which appealed. One ran on 30th June (emotional resilience) and one is due to run for 90 mins approx. on the 30th July (Dealing with difficult situations).

The cost being £30 per Clerk per session. £120 total for two courses on two days (plus VAT). This is for your information.

Item 6.10 – Playground opening

We have, following advice, re-opened all 5 SPC playgrounds and have initially gone for a high level of safety precautions with each playground receiving 2 visits by Caretakers each day (unless its raining and clearly a 'clean' would be ineffective). The Caretakers currently take approx. 2.5 hours to clean all locations (spray and wipe all high use body contact areas not above head height), and the products used include Antiviral spray and cloths, plus PPE. The cost of the Caretakers hours is currently taken care of by a redirection of their regular duties as agreed by previous F&GP committee. But as the Steyning Centre reopens for room lettings and 'normal' duties are required there will need to be further re-direction back to Centre based coverage. It is proposed that the Caretaking visits to playgrounds is therefore reduced to one visit per day or less depending on the decision at this F&GP meeting.

Bank Balances and other financial details as at 30th June regards the SPC Accounts

Item 6.7

Bank Accounts as of 30th June 2020

Account 1 – Current Account - £161,065.49

Account 2 – Savings Account - £25,650.78

Account 3 – Emergency Reserves - £80,000.00

Total - £266,716.27

- **Outstanding Earmarked reserves - Neighbourhood plan (£30,000 - £25,537) - £4,463**

  - HR Services (£5,000 - £2182) - £2,818
- **Year End Balance including Accruals - £10,142 over budget for 2019/20**
- **Creditors as of 30th June - £3,097**
- **Debtors -None as of 30th June (however year total includes 2nd precept and 2nd cleansing grant payments - £172,650)**
- **Lost revenue as of June 30th approx. - £15,000**
- **Less expense as of June 30th approx. - £5,500 (mostly less staff expenses)**

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://westitchenorparishcouncil.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 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.

visionict

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:

Steyning Parish Council

22-05-2020

Piernine Limited

PIER 9

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, suing 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.)

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

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.

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 sitel
- 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)

Steyning Parish Council Newsletter Report. Item 8.1

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

Wests - £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 Wests 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.