

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 13th JUNE 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell and Bell.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:32 pm

DRAFT MINUTES

ACTIONS

F&GP/23/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllrs I Alexander, Trundle, Norcross and Campbell.

F&GP/23/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 None

F&GP/23/03 QUESTIONS FROM THE FLOOR

03.1 None

F&GP/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the minutes of the meeting held on the 14th March 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/05 MATTERS ARISING AND ACTIONS – These items taken as read

05.1 Vintage Years Group Annual Grant paid - **Actioned**

05.2 'Love to Move' grant paid – **Actioned**

05.3 Steyping Orchard Group Grant paid – **Actioned**

05.4 Steyping Society Grant paid – **Actioned**

05.5 Steyping and District Partnership Grant paid – **Actioned**

05.6 Ukrainian Refuge Grant paid – **Actioned**

05.7 Adjustments made to staff pay scales – **Actioned**

05.8 Festive season street lighting display preferences relayed to supplier for ordering – **Actioned**

05.9 Notice board movement funding agreed – **Actioned, See item 7.7**

05.10 SPC April Newsletter to be published with amendments – **Actioned**

05.11 External Auditor resolution of outstanding matters taken to Full Council – **Actioned**

05.12 SPC Project setting and Year End Earmarking to be brought back to committee subsequent to external funding application determination – **See item 7.7**

F&GP/23/06 FINANCIAL MATTERS.

06.1.1 To approve the list of SPC payments for March, April and May 2023.

Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the list of payments for March 2023 be approved as a correct record. **Agreed**

06.1.2 Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for April & May '23 be approved as a correct record. **Agreed.** The Clerk agreed to see members who were keen to understand more about the internal financial SPC procedures as indeed he had done before.

CLERK

06.2.1 To agree F&GP Income & Expenditure reports for March, April and May 2023.

Cllr S Alexander **proposed, seconded** by Cllr Bell to agree the F&GP Income and Expenditure reports for March 2023 as a correct record. **Agreed**

06.2.2 Cllr S Alexander **proposed, seconded** by Cllr Ballance to agree the F&GP Income & Expenditure reports for April and May 2023 as a correct record. **Agreed**

06.3 To agree a request for grant funding from the Steyning in Bloom Group – Annual funding agreement. Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning in Bloom group a sum of £2,400 as per their grant request. **Agreed**

CLERK

06.4 To agree a request for grant funding from the Steyning First Responders. Cllr S Alexander **proposed, seconded** by Cllr Sharp to agree to pay the Steyning First Responders a sum of £120 as per their grant request. **Agreed**

CLERK

06.5 To receive notification of the End of Year SPC finances position for March 2023. The Clerk elaborated upon the supporting paper details.

F&GP/23/07 GOVERNANCE MATTERS

07.1 To receive notification regards end of year finance reconciliation and to agree End of Year Internal Audit Report.

CLERK

The Rialtus Accounts rep. joined with the clerk on the 25th of May to complete the end of year accounts, and once verified these were among the figures checked by the internal auditing process. The internal audit then took place on the 30th of May and the 11 page report was a supporting paper for discussion. The only issue raised by the report was that of not having the SPC 2021/22 AGAR signed off by the external auditors. SPC were not at fault. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC agree with the End of Year Internal Audit Report. **Agreed**

07.2 Notification regarding the External Auditors correspondence concerning the objection from an SPC Councillor, concerning the 2022/23 Annual Governance and Accountability Return.

The clerk had recently received correspondence from the external auditors {19th May} relating to the 2021/22 AGAR whereby an SPC councillor had raised objections against it being signed off. Because the external auditor had not raised the issues earlier, they could not be dealt with by the clerk and completed before the date of the internal audit on the 30th May. This then effected the 22/23 AGAR because under item 'N' on page 3, the internal auditor had to register that SPC had not achieved its objective {'The authority has complied with the publication requirements for the 2021/22 AGAR'}.

07.3 Notification that a member of staff {Caretaker} has opted into the local government pensions.

CLERK

The clerk explained that a member of staff having previously opted out of the pension scheme had now asked to 'opt in', which he is entitled to do. Because his earnings are within the lower income bracket, there will be a likely annual increase to SPC contributions of approx. £2,000.

07.4 To agree that section 1 and 2 of the SPC Annual Governance and Accountability Return 22/23 with associated notes be recommended for approval at Full Council.

Members present discussed many aspects of the constituent accounts, and especially in regard to the reasons for variance noted between the current year and the previous year as per points 3, 4 and 9 on page 4 of the AGAR, and within the additional 'Explanation of variances' paper.

	Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP recommend to Full Council that SPC approve sections 1 and 2 of the 2022/23 SPC AGAR {with associated notes}. Agreed	CLERK
07.5	To agree the SPC level of General Reserves for the next 4 years. Members considered all aspects of this important decision in relation to the need for maintaining fiscal responsibility when balancing the depletion of the authorities' general reserves in view of the risks associated with cost variations within the marketplace, inflationary pressures, the cost-of-living crisis, the climate emergency and the war in Ukraine, against freeing up much needed working capital for the many projects this council wants to complete on behalf of its residents. Cllr S Alexander proposed, seconded by Cllr Bell that SPC sets its 'emergency' general reserves based upon 4 months {of net revenue expenditure} as per recommendation and as agreed by F&GP, and that this will be reviewed after six months to see how the financial situation lies at that point. Agreed	CLERK
07.6	To agree the 2022/23 SPC Cil Report as per supporting papers. Cllr S Alexander proposed, seconded by Cllr Bell that SPC approves the 2022/23 SPC Cil Report. Agreed	CLERK
07.7.1	To agree the SPC list of Earmarked Reserves for the current year - 2023/24. Members considered four additional items for the existing list as per supporting papers, and predominantly because the monies had already been agreed to be ring-fenced for particular projects. Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £1,500 being earmarked for the High Street notice Board relocation. Agreed	CLERK
07.7.2	Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £3,338 being earmarked for the Steyning Centre Projector installation. Agreed	
07.7.3	Cllr S Alexander proposed, seconded by Cllr Foxwell, that SPC agree to £5,000 being earmarked for the Clock Tower maintenance. Agreed	
07.7.4	Cllr S Alexander proposed, seconded by Cllr Sharp, that SPC agree to £5,000 being earmarked for the Steyning Centre 'Sinking fund'. Agreed	
07.7.5	Cllr S Alexander proposed, seconded by Cllr Ballance, that SPC agree that the 4-month figure of emergency reserves agreed under item 7.5 be the figure held within the '340 emergency reserve', and also held within {monies transferred into} the Unity Bank Account. Agreed	CLERK
07.8	To receive notification that the Chair of F&GP has completed End of Month / Year finance and reconciliation checks with the clerk as per SPC Risk Assessment requirements. The Chair confirmed this process had been undertaken {on the 2nd June}.	
F&GP/23/08	PUBLICITY	
08.1	To agree the content of the next SPC quarterly newsletter. Cllr Trundle had kindly compiled a draft SPC newsletter and this was presented to committee. Members appreciated many aspects of the composition, but felt that it was unwise to suggest within the text that SPC was committed to certain projects when in fact this had yet to be formally agreed by SPC. Cllr Foxwell proposed, seconded by Cllr S Alexander that F&GP delay the 'Your Steyning' article until September and that the Clerk be delegated to diplomatically draft some amendments so that the article be brought back to next F&GP committee. Agreed	CLERK
08.2	To consider forming a new Community Engagement Committee. Councillors had expressed the desire to engage more closely with the community for this new term of office. Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP recommends to Full Council that it forms a community engagement subcommittee to F&GP which could include all members, plus Steyning Partnership, Steyning Business Chamber and key stakeholders and request that Full Council amend the 'Scheme of Delegation' via the Working Practices Group to delegate the community engagement matters from this committee. Agreed	CLERK
F&GP/23/09	CCTV - To agree representation on a working party for the proposed Steyning CCTV installations	CLERK
09.1	Cllr S Alexander proposed, seconded by Cllr Foxwell that a working party consisting of Cllrs Sharp, S Alexander, Foxwell, and Ballance be the CCTV working party {delegated with responsibility to obtain appropriate CCTV quotes and permissions}. Agreed	

F&GP/23/10 PROGRESS REPORT

- 10.1** *F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors. – The Clerk confirmed the Land Register was compiled and agreed by SPC, and the Asset register is to be discussed at a future working party.* **CLERK**
- 10.2** *F&GP/22/48.2 Ongoing conversations with Clock Tower owners to discuss decorative/maintenance works – The Clerk is to meet with the current owner shortly.* **CLERK**
- 10.3** *F&GP/22/59.2 Clerk and Cllr Lloyd to speak with HDC to see if there could be any movement on an increased 'Cleansing Grant' for SPC – The Chair confirmed Cllr Lloyd was no longer a District Councillor and the Clerk confirmed there had been no movement on further negotiations concerning an increase to the SPC Cleaning Grant*
- 10.4** *F&GP/22/68.1 Work on Staff Contracts undertaken and prepared for Personnel Committee. The Clerk confirmed this work awaited discussion at a soon to be convened Personnel Committee* **CLERK**

F&GP/23/11 INFORMATION/CORRESPONDENCE ITEMS

- 11.1** The Clerk had distributed a letter received from the Steyning Ukrainian Refuge. Cllr Foxwell spoke in support of the recent humanitarian relief operation to bring aid to those affected by the destruction of the dam on the Dnipro River, and the grant application from the Ukrainian refuge group – As the application was received too late for this meeting, it will be brought back to the next F&GP committee. **CLERK**

F&GP/23/12 DATE OF NEXT MEETING – 11th July 2023 @7.30pm.
The Chair closed the meeting at 10.04pm

Signed Date 11th July 2023
Chair

A video recording of this meeting can be found using this link ; -
<https://youtu.be/zHwGQfeF0I4>

JUNE

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

* ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE.

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2023	DD	848.00		848.00		R	HDC Rates
01/06/2023	054B/23.24	1,422.60		1,422.60		R	Catercraft - Gas Burner (deposit)
01/06/2023	055/23.24	37.50		37.50		R	Chichester Payroll
01/06/2023	056/23.24	10.50		10.50		R	T Eckert - film supplies
01/06/2023	057/23.24	775.00		775.00		R	J Fullbrook Cilca Training - reimbursement
01/06/2023	058/23.24	3,155.61		3,155.61		R	HMRC - NI Contributions
01/06/2023	059/23.24	100.00		100.00		R	JD Window cleaning
01/06/2023	060/23.24	53.20		53.20		R	OLP Playgrounds
01/06/2023	061/23.24	318.91		318.91		R	PiP Services
01/06/2023	062/23.24	160.00		160.00		R	TSS - legionella
01/06/2023	063/23.24	145.00		145.00		R	TC Maintenance
01/06/2023	064/23.24	114.00		114.00		R	Tom Packer - repairs
01/06/2023	065/23.24	18.28		18.28		R	Roxby micro phone pouch
01/06/2023	066/23.24	40.50		40.50		R	Memorial garden works
01/06/2023	067/23.24	2,693.25		2,693.25		R	Jack Lee - Burs & street cleaning
02/06/2023	CR	11.80		11.80		R	Sumup Film
02/06/2023	CR	-11.80		-11.80		R	Sumup Film
02/06/2023	CR		11.80	11.80		R	Receipt(s) Banked
05/06/2023	VIS	39.39		39.39		R	Site Lock
05/06/2023	DR	1.08		1.08		R	Transaction fee
06/06/2023	CR		344.87	344.87		R	Receipt(s) Banked
06/06/2023	CR		11.80	11.80		R	Receipt(s) Banked
07/06/2023	068/23.24	321.25		321.25		R	Clare Austin
07/06/2023	069/23.24	161.64		161.64		R	Mulberry & Co
07/06/2023	070/23.24	906.00		906.00		R	Rialtus - Audit - End of Year
07/06/2023	071/23.24	4,581.54		4,581.54		R	WSCC - Street Lighting & Maint
07/06/2023	072/23.24	2,718.74		2,718.74		R	WSCC - Pensions
07/06/2023	073/23.24	474.75		474.75		R	HDC - Waste
07/06/2023	CR		62.71	62.71		R	Receipt(s) Banked
08/06/2023	23/22		509.00	509.00		R	Receipt(s) Banked - Film Receipts
08/06/2023	Cr		23.60	23.60		R	Receipt(s) Banked
09/06/2023	CR		273.41	273.41		R	Receipt(s) Banked
09/06/2023	CR		93.32	93.32		R	Receipt(s) Banked
09/06/2023	CR		4.92	4.92		R	Receipt(s) Banked
12/06/2023	074/23.24	167.06		167.06		R	Business stream
12/06/2023	075/23.24	53.98		53.98		R	Garden tools Pay SCobb)
12/06/2023	076/23.24	38.00		38.00		R	T. Eckert
12/06/2023	077/23.24	350.00		350.00		R	GDPR-info Ltd
12/06/2023	078/23.24	7,400.73		7,400.73		R	Sussex Clubs for Young people - Youth Club
12/06/2023	079/23.24	59.40		59.40		R	Zen
12/06/2023	23/20		411.33	411.33		R	Receipt(s) Banked
15/06/2023	BP		30.92	30.92		R	Receipt(s) Banked
15/06/2023	BP		90.00	90.00		R	Receipt(s) Banked
15/06/2023	CR		114.64	114.64		R	Receipt(s) Banked
16/06/2023	VIS	31.18		31.18		R	Zoom
16/06/2023	080/23.24	2,600.00		2,600.00		R	Steyning in Bloom
16/06/2023	080/23.24	-200.00		-200.00		R	Steyning in Bloom } grant - annual
16/06/2023	081/23.24	120.00		120.00		R	SAFer

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/06/2023	082/23.24	258.00		258.00		R ☒	Mulberry & Co
16/06/2023	083/23.24	262.87		262.87		R ☒	British Gas - Steyning Centre
16/06/2023	084/23.24	12.00		12.00		R ☒	Function 28
16/06/2023	085/23.24	226.36		226.36		R ☒	Overline
17/06/2023	Cr		47.26	47.26		R ☒	Receipt(s) Banked
17/06/2023	CR		43.80	43.80		R ☒	Receipt(s) Banked
17/06/2023	CR		43.80	43.80		R ☒	Receipt(s) Banked
19/06/2023	CR		99.00	99.00		R ☒	Receipt(s) Banked
19/06/2023	CR		92.00	92.00		R ☒	Receipt(s) Banked
19/06/2023	CR		83.62	83.62		R ☒	Receipt(s) Banked
19/06/2023	CR		64.78	64.78		R ☒	Receipt(s) Banked
19/06/2023	CR		181.69	181.69		R ☒	Receipt(s) Banked
20/06/2023	CR		643.16	643.16		R ☒	Receipt(s) Banked - Hall Hire
21/06/2023	DR	41.42		41.42		R ☒	Bank Charges
21/06/2023	086/23.24	43.20		43.20		R ☒	Data shredding service
21/06/2023	087/23.24	192.19		192.19		R ☒	EDF - elc Car Park
21/06/2023	088/23.24	1,770.78		1,770.78		R ☒	Laser - elec Steyning Centre
21/06/2023	089/23.24	296.11		296.11		R ☒	Laser - elec
21/06/2023	090/23.24	832.95		832.95		R ☒	Laser - elec
21/06/2023	CR		196.74	196.74		R ☒	Receipt(s) Banked
21/06/2023	23/21		250.14	250.14		R ☒	Receipt(s) Banked
21/06/2023	CR		430.44	430.44		R ☒	Receipt(s) Banked
22/06/2023	CR		17.70	17.70		R ☒	Receipt(s) Banked
23/06/2023	VIS	28.47		28.47		R ☒	Amazon batteries
23/06/2023	CR		11.44	11.44		R ☒	Receipt(s) Banked
25/06/2023	CR		48.60	48.60		R ☒	Receipt(s) Banked
25/06/2023	CR		950.00	950.00		R ☒	Receipt(s) Banked - Memorial Pinner
26/06/2023	VIS	11.04		11.04		R ☒	Zoho
26/06/2023	VIS	20.99		20.99		R ☒	Amazon Step Ladder
26/06/2023	BP	9,408.77		9,408.77		R ☒	Various Salaries
26/06/2023	Cr		57.30	57.30		R ☒	Receipt(s) Banked
26/06/2023	CR		11.80	11.80		R ☒	Receipt(s) Banked
26/06/2023	CR		77.72	77.72		R ☒	Receipt(s) Banked
26/06/2023	CR		76.40	76.40		R ☒	Receipt(s) Banked
28/06/2023	097/23.24	511.00		511.00		R ☒	Radar - csolicitor - VAT Only payment.
28/06/2023	091/23.24	1,422.60		1,422.60		R ☒	Catercraft - Gas Burner final payment
28/06/2023	92/23.24	37.50		37.50		R ☒	chichester payroll
28/06/2023	093/23.24	92.88		92.88		R ☒	Edmunson electrical
28/06/2023	094/23.24	206.97		206.97		R ☒	Tates
28/06/2023	095/23.24	3,037.50		3,037.50		R ☒	HMRC NIC - Salaries.
28/06/2023	096/23.24	153.11		153.11		R ☒	PIP Services
28/06/2023	098/23.24	186.00		186.00		R ☒	Sowerby - toilets security
28/06/2023	099/23.24	635.00		635.00		R ☒	Sussex plumber - Urinal & Cisterns maintenance
28/06/2023	100/23.24	160.00		160.00		R ☒	TSS
28/06/2023	101/23.24	2,705.11		2,705.11		R ☒	WSCC - Pensions
28/06/2023	TRS-JF		50,000.00	50,000.00		R ☒	Receipt(s) Banked - Money Transfer
29/06/2023	102/23.24	10,000.00		10,000.00		R ☒	HDC Swimmingpool - Annual Payment
29/06/2023	CR		217.32	217.32		R ☒	Receipt(s) Banked

Date: 10/07/2023

Steyping Parish Council 2023/24

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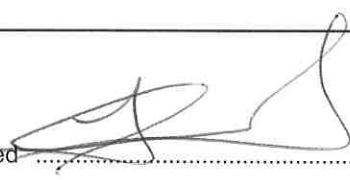
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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/06/2023	CR		117.97	117.97		R ☒	Receipt(s) Banked
29/06/2023	CR		14.11	14.11		R ☒	Receipt(s) Banked
30/06/2023	102/23.24B	8,497.00		8,497.00		R ☒	HDC Swimmingpool - 2 nd Annual payment.
30/06/2023	CR		273.41	273.41		R ☒	Receipt(s) Banked
		<u>70,766.91</u>	<u>56,032.52</u>				

Clerk / RFO:

Name M^{rs} John Fullbrook Signed  Date 10th July '23

Chair of F&GP:

Name Signed Date

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

Month No: 3

Committee Report

Finance & General Purposes Ctt101 Administration

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Donations Received	1,150	876	(274)	3,500			32.9%	
1004 Reimbursed Charges & donations	3	0	(3)	200			1.6%	
1010 Miscellaneous income	0	62	62	250			0.0%	
1075 CIL Receipts	0	1,800	1,800	2,500			0.0%	
1076 Precept Received	169,499	169,499	1	338,997			50.0%	
1090 Bank Interest Received	780	120	(660)	550			141.8%	
Administration :- Income	171,431	172,357	926	345,997			49.5%	0
4000 Salaries	45,989	42,126	(3,863)	168,500		122,511	27.3%	
4002 Printing, stationery, postage	525	663	138	2,650		2,125	19.8%	
4003 Staff Ill Health Insurance	1,306	0	(1,306)	1,450		144	90.1%	
4004 Telephones and Alarm	377	762	385	3,050		2,673	12.4%	
4005 Insurance	0	0	0	6,500		6,500	0.0%	
4006 Salaries Outsourcing	69	111	42	440		371	15.6%	
4007 Data Protection	458	312	(146)	1,250		792	36.6%	
4010 Audit Fees	860	1,000	140	2,000		1,140	43.0%	
4016 Legal Fees/Elections	0	650	650	850		850	0.0%	
4017 Bank Charges	118	138	20	550		432	21.4%	
4021 General Grants	2,120	624	(1,496)	2,500		380	84.8%	2,000
4025 CCTV Maintenance	0	0	0	650		650	0.0%	
4030 Steyning in Bloom	2,400	0	(2,400)	2,400		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

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	Transfer to/from EMR
4032 Royal British Legion	41	150	110	450		410	9.0%	
4033 Christmas Lights Grant	0	0	0	5,925		5,925	0.0%	
4036 SALC NALC Subs	1,951	2,000	49	2,450		499	79.6%	
4039 Publicity and Advertising	0	126	126	500		500	0.0%	
4040 Town Clock	0	150	150	400		400	0.0%	
4045 Misc & Petty Cash	40	63	23	250		210	16.0%	
4047 Training	105	375	270	1,500		1,395	7.0%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	249	249	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	24	24	100		100	0.0%	
4063 Legionnaires	400	624	224	2,500		2,100	16.0%	
4070 Software Packages	1,167	651	(516)	2,600		1,433	44.9%	
4071 ICT Equipment	95	650	555	2,250		2,155	4.2%	
4072 Website Development	80	114	35	450		371	17.7%	
4073 Neighbourhood Plan Exp	0	426	426	1,700		1,700	0.0%	
4075 Isolation and Loneliness	0	1,200	1,200	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	58,099	53,188	(4,911)	218,565	0	160,466	26.6%	2,000
Net Income over Expenditure	113,333	119,169	5,837	127,432				
6000 plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	115,332							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2023

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	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	52,989		52,989	0.0%	
4101 Swimming Pool	0	0	0	17,250		17,250	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>70,239</u>	<u>0</u>	<u>70,239</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(70,239)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,801	7,350	(7,451)	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	<u>14,801</u>	<u>7,350</u>	<u>(7,451)</u>	<u>29,500</u>	<u>0</u>	<u>14,699</u>	<u>50.2%</u>	<u>0</u>
Net Expenditure	<u>(14,801)</u>	<u>(7,350)</u>	<u>7,451</u>	<u>(29,500)</u>				
Finance & General Purposes Ctt :- Income	171,431	172,357	926	345,997			49.5%	
Expenditure	72,900	60,538	(12,362)	318,304	0	245,404	22.9%	
Net Income over Expenditure	<u>98,531</u>	<u>111,819</u>	<u>13,288</u>	<u>27,693</u>				
plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	<u>100,531</u>							

Grant Funding Requests under Agenda items 6.3 and 6.4

SPC have received 2 requests for grants, and these are shown below – please be aware that the remaining grant budget (to cover the 2023/24 year) is £1,880 out of the original £2,500.

I have also placed the current SPC Grant Award Policy to follow these requests for your information – as they outline the criteria members need to consider for the requests eligibility.

Item 6.3



Dear John,

Another year has gone by, so it is time for Food & Drink Festival Committee to start organising the annual Steyning & District Food and Drink Festival for 2023.

The Festival will be in action from 2nd September through to 7th October. As you will already know the event is an outstanding date in the district calendar, where our aim is to promote our area and attract as many new faces as possible - bringing valuable business to our traders, together with enjoyment to our residents. Times are still not easy in the High Street and the Partnership continues to do as much as they can to support our businesses by coming up with events and projects that will give a boost to the local economy, as well as bringing happiness to our residents. Last year's event started with its usual razzamatazz but only 5 days into the Festival our beloved Queen died (8th September), which did result in a dampening of spirits for the whole of September, which effected take up of some of our events – the usual buzz was just not there. I feel it was lucky we had the Festival in place to at least give some reason to encourage people to step out of their "depressed" zone and bring as much business to the area as possible. However, even with this unhappy occurrence we did still manage to collect £1200 from our various events to donate to St Barnabas – our Festival Charity.

The Festival is run by a hard working team of Partnership volunteers with the fantastic support of the "foodie" outlets/shops in our district, who come up with both events to be held during the month, and special offers for the Festival duration. Because of this outstanding business support, our Festival now celebrates its 12th year! The September & October Farmers Markets both open and close the event. Along with the usual stalls (all with special Festival offers) there is added fun - music, food & drink tastings, the Allotment Competition Prize Giving and the Halloween pumpkin weigh.

Every year our expenses rise, and none more so than this year! We need to produce/purchase promotional literature and materials to give additional exposure to the event and, of course, print our all important Festival Guide. Our road-side banners are old, battered and worn now and need replacing. We also pay for extra advertising on Social Media - ultra successful, but yet another essential expense if we are to keep promoting the Festival in a professional manner.

As we have stated, this is our 12th Festival, but unfortunately all our Committee's accumulated expertise does not make it any easier to run, as we balance on the financial tightrope. Our dedicated website, www.steyningdistrictfooddrinkfestival.co.uk is a wonderful window to the world, but it has to be kept updated/search engines optimised, etc. – all costing money. We "link up" with many other festival related/tourism sites to spread the word as far as field as possible - even Visit Brighton and Visit England link to our site now, which is good news.

Our request, as in years gone past, is to ask if Steyning Parish Council could consider helping us by awarding us a grant. We have no official accounts, but after income & expenses we have approximately £1274.72 in hand from last year, which will quickly disappear as we start to purchase items. Expense sheet attached which shows it cost us around £2,751.48 to run the event in 2022. Our sponsors are the people who make this happen and last year we were very lucky with more people than usual being able to help us achieve our Festival, but of course we cannot bank on that for every year, we just have to wait and hope. One of our major expenses is the Food & Drink Festival guide, and every year securing the funding to cover this printing is a challenge. The guides, however, are an essential part of our event and copies get snapped up as soon as they go on display in various venues within our area. We used up every single copy last year and were regularly asked for new supplies from distribution points.

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

Reina

Reina Alston (Mrs)

Steyning & District Community Partnership – Director, Steyning & District Food and Drink Festival Committee – Chair

Item 6.4



A PLACE OF NURTURE & LEARNING SINCE 1584

BROTHERHOOD HALL

STEYNING
WEST SUSSEX

12th June 2023

Steyning Parish Council

Dear Councillors,

Would you kindly accept this as an application to the Parish Council for a grant to help with the costs an urgent, unbudgeted, Humanitarian Relief Operation, which we entered into last week; to help the Health and Wellbeing of a number of our Ukrainian Guests who are with us throughout Steyning and surrounding villages.

What inspired us was one of our students who is a Primary teacher in Ukraine.

Just a week ago when the dam was destroyed in Nova Kakhovka she was completely traumatised as this is where she comes from, and apart from her 2 sons, who are with her, all her family live within sight of the dam, on the Russian controlled side of the river.

We had to do something and quickly; National organisations have been extremely slow in organising relief.

On Friday, of last week, we put out a plea to various Ukrainian groups in surrounding areas for money, within 2 hours we had £800, by 11.30 over £1000 which, with a lot of good will from the Billingshurst manufacturer, purchased Water Purification tablets; by 3.00 pm we took delivery of 575,000 tablets.

Simultaneously we received, from local schools and volunteers, quantities of food, hygiene products, baby products and clothes. We also depleted all of our own stocks, especially clothing.

We purchased large boxes and had a team packaging everything into 42 of them.

We arranged, at a cost of £700, overland shipment and had everything ready, all documentation, manifests etc by 1.00 pm on Saturday, and the van eventually was loaded on Sunday morning. This will be in Ukraine by Thursday this week.

We seek a grant of up to £1000, under the Health & Wellbeing of our Ukrainian Guests, to help fund this, unbudgeted, Humanitarian Aid project as the knock-on effect of the destruction of the dam has overwhelmed and traumatised them.

Thank you for helping to rebuild the lives of our Ukrainian citizens.

Kind regards

John

Founder & Lead Steyning Ukrainian Refuge



GRANT AWARDING POLICY

Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area of some or all of its residents (Local Government Act 1972 s137).

In addition to annual grants supporting Steypning Royal British Legion and Steypning in Bloom, it will also budget a General Grant fund to assist local charities and volunteer groups. To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally only be considered quarterly by Finance & Community (March, June, September, December), unless there are special circumstances which require more immediate consideration. In determining the validity of an application, the Council will refer to the following guidelines:

Examples of purposes applications will be considered for:

1. To purchase equipment either in part or in full.
2. For the funding of transport to enable members to partake in a group trip or outing.
3. For training activities.
4. For activities that raise the profile of the area.
5. For running costs of a viable group that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.
8. The above are examples.

Conditions:

1. Grants will not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award before the proposed end date, then an explanation should be provided to the Parish Council.
5. Awards must be accounted for and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to require a refund.
6. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
7. Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
8. An acknowledgment of the contribution should be made to the Parish Council and wherever possible, the Parish Council requests that reference is made to the grant in the organisation's annual accounts.
9. This policy may be amended at any time by the Council following a motion having been published on the agenda.

Eligibility:

1. Any Charity, Voluntary Group or Community Organisation operating within the parish.
2. Agencies that operate within the Parish and are of benefit to the local community, with the following provisos:
3. The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
4. Applications from schools for an activity that takes place within the school day will not be considered.
5. The Parish Council will not fund activities outside its powers and functions.

Submission of the Application:

1. Applications must be submitted to the Clerk via email or delivered to the Steyning Centre
2. Applications for grants over £250 should be supported by a copy of the latest set of annual accounts.

Adopted by Full Council at their meeting of 17th May 2021

Amended by F&GP at their meeting on the 14th December 2021

Adopted by Full Council on the 17th January 2022

Receive recommendation from Community Committee

At Tuesday evening's Community Committee, the following recommendation was agreed. {the request was considered under correspondence as its arrival was too late for inclusion on the agenda}. This needs agreement now by F&GP please –

Request from the Steyning & Community Partnership that a Tug of War event be allowed to take place on the MPF at some point in August. Cllr I Alexander **proposed, seconded** by Cllr Norcross that this committee asks F&GP to approve the use of the MPF for this 'Fun' Tug of War event. **Agreed**

This is the original request -

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD
The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ



Please contact us via email: steyninganddistrict@gmail.com

28th June 2023

Dear John

Use of MPF for Tug of War competition

The Visitor and Tourism Committee of the Community Partnership is seeking permission from Steyning Parish Council to hold a local Tug of War event on the Memorial Playing Field on a weekend afternoon in the second half of August. We are liaising with the Cricket Club over the use of their facilities and the event will be planned for when they don't have a home match.

We plan to invite all local community groups to submit teams of five people for a fun event. A small charge will be made per team to cover the cost of the attendance of St John Ambulance and a prize for the winners.

We hope to run a BBQ alongside the competition and have an ice cream stand in attendance. For safety we are planning to have the competitors enclosed within a safety rope in an arena such as that used at the recent Dog Show, which was part of the Country Fair. We will only proceed if the ground condition is suitable, the event would be cancelled if there is heavy rain or the ground is very slippery/muddy.

This event will only be promoted locally and is not intended to bring in people from outside the immediate area so only minimal car parking should be required, which can be in the HDC car parks. It is just a fun event for local people that we hope might become an annual event if it goes well. This will run alongside our other events- the Big Walking Weekenders and the Vintage Revival.

Please bring this request to the Communities meeting on 4th July for their approval. If you need any more information please contact Gill Muncey beforehand on

Yours sincerely

Gill

Gill Muncey

Committee Member – Visitor & Tourism Group

Steyning & District Community Partnership Ltd.

A company limited by guarantee. Registered in England No. 6247372

Registered Office: The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

To agree SPC Insurance cover for 23/24

Item 7.3

Briefing Note

I have asked our insurance brokers to advise us on options for this coming year – The notes below are a summary of the advice.

I have also asked for a revaluation of the Steyning Centre to be undertaken at a cost of £400 so that we could be sure we are getting the premium as close as possible to current actual values rather than just having last years estimated value of £2,271,150 for the centre be increased by the 12% index linked sector norm.

I suggest we follow the advice of the Brokers as Im aware of the difficulty of currently finding suitable options within the sector. I would also suggest we lock into the 3-year agreement suggested below.

Policy Holder: Steyning Parish Council

Insurer: Hiscox Insurance Company Limited

Your insurance policy is due for renewal shortly and we have pleasure in attaching your recommended renewal quote for Steyning Parish Council, from Hiscox Insurance Company Limited for the period from the 1st September 2023 to the 31st August 2024.

As discussed at our meeting, the insurance market in general has continued to undergo some big changes over the last 24 months and this has not left the local council sector unaffected. This has resulted in the hardening of rates and terms across the board which mean that this is often reflected in increased premiums.

The insurance sector for local councils has seen a recent increased rating model being introduced by insurers in order to make quoting for councils more sustainable for years to come. This has meant several insurers have withdrawn from quoting for any further local council business.

We have carried out a tender exercise with several insurers and agreed to move forward and work with Hiscox Insurance who have been with us since the early stages so we are confident they know and understand the sector.

This is also part of the reason we are recommending a long term agreement when rates are levelling off and could increase at each renewal without an agreement in place.

Be reassured that we do and will continue to carry out our role as a broker to make sure we can present you with the best terms that we can in these difficult times.

The premium (including IPT and all fees) for the year will be: £7,478.43.

Index Linking applied as discussed at 12% buildings with 8% contents and desk top reinstatement valuation awaited from Cardinus for The Steyning Centre.

Long Term Agreement Option

In order to ensure rate stability, Steyning Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £7,478.43. This means Steyning Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

The SPC Business Plan {Action Plan} - 2023/24

Introduction

The SPC Strategic Plan 2022 concerns itself with outlining the nature of the day-to-day services and support SPC aims to offer its residents. This Business plan 2023/24 will define more specifically what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed SPC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. SPC Finance Plan

Purpose

The purpose of this Finance Plan is to set out how the Parish Council will determine and review its level of reserves in so far as it relates to the council's agreed annual 'Action Plan'. It will also set out a guide to its Annual Budget-setting process and the management of its Reserve Funds.

Sections 32, 43 and 50 of the Local Government Finance Act 1992 require local authorities to maintain adequate financial reserves in order to meet the needs of the organisation and to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget and precept requirement. The Council's policy on the maintenance and adequacy of reserves and balances will be considered annually and agreed on by approval of this Business Plan.

The SPC Annual Budget

The SPC Responsible Finance Officer prepares draft annual budget papers for councillors to deliberate upon at each of the three sub-committees that hold the delegated responsibility for their combined revenue and expenditure. Then finally and in line with a timeframe and process determined by the F&GP Committee each autumn, the budget for the following financial year (Beginning each April) is agreed the preceding January. The Budget agreement needs to be concluded by Full Council before the end of January so that the SPC Responsible Finance Officer can determine the Councils Precept and therefore make the appropriate application to Horsham District Council. The Budget quantifies expected income totals and determines the expenditure required to cover the cost of goods and services which the Council has agreed it wants to supply for the benefit of the Steyning Parish residents in line with what has been identified via this business plan and whatever additional ideas, plans and projects it wants to deliver for its residents for the forthcoming year.

SPC Reserves

The council holds funds in its three bank accounts that in total, and over and above that which is set aside for its annual budgetary commitments, amount to a figure that is termed the SPC Reserves. Reserves can be broken down into two different categories. These are the General Reserves, which are funds that do not have any restrictions as to their use and the Earmarked Reserves which are funds that can be held for several reasons and the amounts are intended to be restricted for that agreed use.

As at 2022/23 Year End, the Total SPC Reserves were £ 299,465.00.

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, SPC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 SPC has also determined that one of its three Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest. In June 2023 it determined that the amount in this account should reflect the agreed level of General Reserves minus Earmarked Reserves – this therefore leaving this account representative of the agreed SPC Emergency Reserve {should not be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means}, and that this amount be 4 months' worth of the net revenue expenditure, which as of 2023/24 was agreed at £113K.

Earmarked Reserves

These reserves must be reviewed during the annual budget setting process and then established and agreed at F&GP Committee subject to a confirmed Budget for the year ahead, an agreed list of planned projects and an understanding of the 'Year End Reserve' figures. Earmarked Reserves will therefore be established on a 'needs' basis, in line with anticipated requirements. They are also a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. The council, when establishing an Earmarked Reserve, will set out an estimate as to the likely costs of the known expenditure, project or liability and the reason or purpose of the reserve. The how and when it is to be used will be more clearly defined within the annual 'Action Plan' noted below.

Some Earmarked Reserves can be designated as 'Ring Fenced' – These are monies or grants allocated for a specific project and cannot be used for any other purpose and until there is little or none left.

Earmarked Reserves as per agreed at F&GP Committee on the 13th June 2023 as follows: -

Cemetery Committee Accounts These funds to be used by Joint Cemetery Committee only.	£58,781	{Ring Fenced}
Neighbourhood Plan These funds are to cover ongoing costs from the Neighbourhood Planning Consultant	£1,118	
HR Services These funds are to cover admin costs associated with upgrading Part Time Staff Contracts	£3,743	
LED Lighting Upgrades This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency	£1,142	{Ring Fenced}
MPF / Allot Access This was a designated project fund from the 2019/21 Budget.	£2,000	{Ring Fenced}
CIL Monies These funds can only be used for projects when agreed parameters are met.	£10,201	{Ring Fenced}

Bus Shelter Notice Boards This was a designated project fund from the 2019/21 Budget.	£1,000	{Ring Fenced}
Legal Fees Funds to cover Land registry works by the SPC Solicitor	£5,000	
High St. Notice board relocation Funds to cover relocation, new posts and possibly new board.	£1,500	
Steyning Centre Projector Funds to cover the completion of this project.	£3,877	{Ring Fenced}
Clock Tower Maintenance Funds to cover completion of this project – Assist with scaffolding and renovate clock faces.	£5,000	{Ring Fenced}
Steyning Centre ‘Sinking Fund’ Funds to cover large long term essential maintenance items	£5,000	{Ring Fenced}
Tree Reports & Essential Works Funds covering works to complete the necessary maintenance highlighted by the Tree report.	£6,750	
TOTAL EARMARKED RESERVES	£105,112.00	

As at 2022/23 Year End this leaves a General Reserve figure of £194,353.00.

With an agreed Emergency Reserve of £113K, this leaves the SPC with a potential working capital for non-earmarked reserve projects of £81,353 for the year 2023/24.

2. SPC List of Projects and Planned Services for 2023/24

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at SPC Committee’s or Council and as per funds set aside within the Budget and the associate list of projects being agreed at F&GP Committee on the 11th July ‘23, as well as the aforementioned projects and services agreed to be financed through the Earmarked Reserves. This list has also been determined under five principles of goal setting. These being that the projects are **Specific** in that they are well defined; they are **Achievable** given there are no unreasonable or very unusual situations arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are **Measurable** in that each stage of the ‘Action Plan’ can be followed and ‘ticked off’ on completion; they are **Realistic** in that there should be enough time and appropriate resources available to complete them; and they are **Time-Bound** as per detailed within the ‘Action Plan’ table below.

- **Joint Parishes Youth Service** – Complete a new Business Plan which enables the Youth Service provision to continue after the loss of the previous provider in June ‘23.
- **Hedgerow Developments** – Complete repairs and infill to Rublees hedge {West} and install a supplementary new hedgerow along the MPF / Rublees boundary.
- **Draft Part-Time Staff Contracts** – To redefine these contracts based upon guidance on the latest legislation and to work collaboratively with HR Services and the staff in question to ensure the final documents are reasonable and agreed.

- **High Street Christmas Light Display** – To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas Display as agreed by F&GP and in time for the Christmas ‘late night shopping’ event.
- **Tree Report and Essential Works** – To ensure the Tree report essential works are completed.
- **Land Registry Works Undertaken** – To ensure that these ongoing works being undertaken by the SPC Solicitor are progressed, given they are dependent upon the Land Registry Office, and that the SPC Land Register can be brought up to date.
- **Clock Tower Maintenance** – To undertake an assessment of the High St. Clock Tower to enable a scope of works to be agreed with the owner, then agree a contractor for Clock faces and attempt to complete the works before years end, by working with the owner to share scaffolding costs.
- **Memorial Bench installations** – This project is to complete a number of installations from last year and into 23/24 – probably three in total, to enhance provision on the MPF.
- **MPF Playground Renewal** – To seek co-funding agreement with the Wilson Memorial Trust and or other organisation to progress the agreed scheme to the point where an installation date and payment arrangements are in place.
- **Nursery Investment Project** - To agree in collaboration with the previous manager a project whereby funding that has already been allocated to their now defunct organisation can possibly be used to the benefit of the Steyning Centre and the wider community.
- **CCTV** – To upgrade {install} the CCTV monitoring arrangements for the Steyning High Street.
- **Complete Implementation Plan** – To work through the recommendations as per Hoey Ainscough review and complete to the satisfaction of the HDC monitoring department the actions noted within the implementation plan.
- **Finger Post Installation and Notice Board moved on the High Street** – Two finger posts installed identifying location and promoting visits to the MPF Memorial Gardens and to move SPC Notice Board.
- **Chandlers Way Pocket Park and Play Area renewal** – To work collaboratively with the local residents to plan a park for the benefit of the local community. Part of the project is to work out in what way the scheme is to be funded and to determine therefore the details of the scheme.
- **Upgrade Bins on the Steyning High Street** – To work with HDC to ensure the Bins on the High Street are restored, painted and fit for purpose.
- **Traffic Regulation Order** – Complete a TRO or small selection of TRO’s for the benefit of Steyning Residents {Certainly Vicarage Lane as a top priority}

3. The SPC Action Plan for 2023/24

Having established the main project and service objectives for this coming year and the priority that the Council is placing upon their completion this ‘Action Plan’ will give, as per the following table, an indication of the method and timescale by which they will be achieved.



News from your local Council

Fresh new face for SPC

[Insert Pic 1 - wrap around text]

Following the local Council elections in May, SPC has a fresh new face with a total of seven new Councillors joining the fold.

New and continuing Councillors were welcomed to the start of their four-year term at May's Full Council meeting, and each member allocated Committee, working party and local 'body' representation seats according to their interests and personal expertise and experience.

"I joined the Community Committee because I'd like to work with our whole community so that together we can enjoy a happy, safe, vibrant town for residents and visitors," comments new Councillor (Cllr) Vicci Johnson. "I have a passion for nature and green spaces, their positive impact on physical and mental health and future of the planet, and I see an opportunity to improve our open spaces within the town and access to surrounding open spaces."

Cllr Robin Ballance says, "I joined the Planning and Premises Committee in order to use the expertise I have gained in my many years as an architectural designer handling the complexities of planning applications across boroughs in London and throughout the UK".

Taking up his seat on the Finance and General Purposes Committee Cllr Andrew Sharp, says, "I hope that this is where my career experience in Economic Consultancy with an MBA can make the most immediate and useful contribution to SPC. And more importantly, because we are all inevitably constrained in what we can do by the money available. Its careful financial management, and even more careful allocation, that underpins the best we can do on behalf of Steyning citizens".

And Cllr Karon Foxwell, who sits on two committee's and has volunteered for a number of project specific working parties, says, in short, "I hope to help Steyning move forward with fresh ideas, and I look forward to contributing to the community via my role as a Councillor".

Council plans a term of action

[Insert Pic 2 - wrap around text]

Looking ahead to the next four years, SPC Councillors have drawn up an ambitious plan of action, including the prioritisation of over 70 proposed projects, so that, one hopes, the majority of them could be completed during the forthcoming term.

High on the list are a number of renovation and renewal projects including new equipment for several of the Council's playgrounds. The High Street Bus Shelter is in line for a number of improvements with already some work completed including doors and windows painted, flower filled hanging troughs and framed posters positioned, and a recycling bin installed close by. Also planned is improved lighting, more decorative works, upgraded accessibility and a locally sourced art installation.

Tackling anti-social behaviour {ASB} remains a primary objective of SPC for the next term. Plans are already in place for an improved state-of-the-art CCTV (closed circuit TV) system to give round-the-clock surveillance for some areas of the town, notably the High Street, but this will be subject to public consultation before any installation is approved. And the Council will continue to work closely with Sussex Police and its own Wardens to ensure regular town patrols, and effective reporting and action against ASB continue.

Recognising the need to provide for both the current and future Housing and Infrastructural needs of its residents, SPC will also be re-assessing its Neighbourhood Plan with a view to including a key housing component. And as skateboarding becomes an established Olympic sport, SPC plans to assess the practicality once again of installing a skateboard park for aspiring local skaters.

Looking forward to the next four years, SPC Chair Joanna Norcross comments, "We have a number of exciting projects that we are discussing and hope to be able to progress and complete over the term of this Council. I am excited to be working with such an enthusiastic and energetic group of people, many of whom are new to the Council, and I am confident that we will move forward in a positive and collaborative manner."

Suggestions please!

[Insert Pic 3 - wrap around text]

This newsletter includes just a few of the key projects SPC has planned for its future term in office. But there is always room for more!

Its aim is to meet the needs of its community and truly reflect its wishes and requirements, and with this in mind your Council is asking you for your thoughts and ideas for new projects to improve the town and make it an even better place to live.

Please send your thoughts to the address or email noted below

[Insert Address and email links]