

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th JULY 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/23/13 APOLOGIES FOR ABSENCE

13.1 Apologies were received from Cllrs Norcross and Trundle.

F&GP/23/14 DECLARATIONS OF INTEREST AND DISPENSATIONS

14.1 Cllr Foxwell declared an interest in item 18.2, the Ukrainian Refuge request. Cllr I. Alexander declared an interest in items 18.1 & 19.1, the Steyning and District partnership grant and event permission requests.

F&GP/23/15 QUESTIONS FROM THE FLOOR {in summary}

15.1.1 *John Stevenson, the Chairman and trustee of the Steyning Ukrainian Refuge group gave a statement in support of his grant application under item 18.2. He spoke about the trauma being experienced by displaced Ukrainian families now resident in Steyning which had been associated with the recent Dnipro Dam destruction and thereby disastrous flooding of that region in the Ukraine. He urged support of the grant application in so far as it would bolster the health and wellbeing of those 10 families now based in our local community.*

15.1.2 *The Chair thanked John and said that he proposed to bring forward the grant awarding items so that they could be discussed sooner for the benefit of the residents waiting to hear these items, in the gallery.*

F&GP/23/16 MINUTES OF PREVIOUS MEETING

16.1 Cllr S Alexander **proposed, seconded** by Cllr Foxwell that the minutes of the meeting held on the 13th June 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/17 MATTERS ARISING AND ACTIONS – These items taken as read

17.1 Steyning in Bloom group annual grant paid – **Actioned**

17.2 Steyning First Responders group grant paid – **Actioned**

17.3 External Auditor queries regarding 21/22 AGAR objection responded to by Clerk – **Actioned**

17.4 Caretaker opted into pension scheme – **Actioned**

17.5 SPC 2022/23 AGAR and supporting papers sent to External Auditor – **Actioned**

17.6 Amended General Reserve figure placed into redrafted SPC Finance & Business Plan - **Actioned**

17.7 SPC General Reserves listing updated subsequent to F&GP agreements – **Actioned**

17.8 Quarterly Newsletter amendments to be brought back for agreement - **Actioned/ item 20.1**

17.9 CCTV Working Party to meet to discuss quotes, scope of works and permissions – **Actioned**

17.10 Clerk & D. Clerk met Clock Tower owner to discuss decorative/ maint' works – **See Item 19.2**

17.11	Ukrainian refuge group funding request brought back to F&GP – Actioned / See item 18.2	
F&GP/23/18	FINANCIAL MATTERS.	
18.1	To discuss a request for grant funding from the Steyning & District Partnership– Food Festival Cllr S Alexander proposed, seconded by Cllr Sharp to agree to pay the Steyning & District Partnership a sum of £250 in support of their annual Food Festival event. Agreed	CLERK
18.2.1	To discuss a request for grant funding from the Steyning Ukrainian Refuge Group. Members deliberated for some time over the eligibility of the request, and were concerned that though a worthy cause, perhaps a more specifically Steyning parish centric request and aimed at service, education or equipment provision, be brought back to the September F&GP meeting for further consideration. Cllr S. Alexander proposed, seconded by Cllr I. Alexander that SPC defer the grant application from the Ukrainian Refuge. Agreed, 6 For, 1 Abstained <i>There was a 4-minute suspension of the meeting at this point to allow for a comfort break</i>	CLERK
18.2.2	Cllr S Alexander proposed, seconded by Cllr Sharp that F&GP request Full Council grant the Council the ‘Power of Competence’ at their earliest convenience. Agreed	CLERK
18.3	To approve the list of SPC payments for June 2023. Members discussed the payment of the Youth provision invoice in June, in the light of the service soon after going into liquidation. The Chair confirmed SPC would be on the creditors list and are seeking reimbursement, and the Clerk was asked for further clarity for the next meeting. Cllr S Alexander proposed, seconded by Cllr Foxwell that the list of payments for June 2023 be approved as a correct record. Agreed	CLERK
18.4	To agree F&GP Income & Expenditure reports for June 2023. Cllr S Alexander proposed, seconded by Cllr Bell to agree the F&GP Income and Expenditure report for June 2023 as a correct record. Agreed	
F&GP/23/19	GOVERNANCE AND COMMUNITY MATTERS	
19.1	To agree use of the MPF for a Tug of War competition as part of the Steyning and District Partnership Event in August. The Community Committee had made a recommendation for F&GP to consider in favour of the request. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC following the recommendation from the Community Committee, agree that the Steyning and District Partnership be allowed the use of the MPF for their Tug of War event. Agreed 5 For, 2 Abstained	CLERK
19.2	To receive notification from the Clerk regarding a recent meeting with the owner of the Clock Tower concerning its proposed maintenance. The Clerk and Deputy Clerk met with the owner of the Clock Tower, Gary Timms, on the 28th June. He was accompanied by his Building maintenance contractor. The proposed Scope of works was discussed, and the Clerk emphasised that the upkeep of the tower was very important to the town, and that SPC was keen that works to maintain and decorate the tower be completed as soon as possible. Mr Timms seemed keen to undertake the works. Also discussed was the fact that SPC wanted to complete renovation decorative works on the clock faces at the same time if possible, and that if okay with him, there was a possibility of sharing scaffolding costs as SPC could piggyback these works onto his, all being well in terms of coordination of contractors and permissions. He will let the Clerk know how he gets on and this will then be reported back to this committee	CLERK
19.3	To discuss the preferred option in respect of SPC’s insurance coverage. The Clerk had circulated a supporting paper which outlined the SPC Insurance Brokers reasoning for the options provided. The Clerk then made a recommendation. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC accepts the recommendation from the Clerk and secure a deal, on the understanding that the three-year premium of £7,478.43 was per year of the three year agreement {with Hiscox on a long-term binding agreement}. Agreed	CLERK

- 19.4** **To discuss the 2023/24 SPC Finance and Business Plans.** The Clerk presented as per supporting papers the amended plan which had been agreed last year. The amendments included new earmarked reserves (having been agreed at the last meeting), plus a newly agreed general reserves target figure, and a new list of proposed year one objectives. The members considered the Finance Plan separately first. Cllr S Alexander **proposed, seconded** by Cllr I. Alexander that SPC approves the Finance side of the SPC Business Plan 2023/24. **Agreed** **CLERK**
- 19.5** **To discuss the draft 2023/24 SPC Action Plan and agree any subsequent actions.** Members agreed to defer this until the full Business plan was approved. **CLERK**
- F&GP/23/20 PUBLICITY**
- 20.1** **To agree the content of the next SPC quarterly newsletter.** The Clerk provided a supporting paper with an updated version of the previously supplied text from Cllr Trundle. Further amendments were discussed and agreed. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the content of the next SPC newsletter subsequent to the amendments discussed. **Agreed 6 For, 1 Against.** **CLERK**
- F&GP/23/21** **CCTV - To discuss progress from the CCTV working parties recent meeting.** The Chair updated **CLERK**
- 21.1** from the working party meeting which took place on the 10th July. All 4 members involved thought the meeting was interesting and productive and went a long way to establishing the scope of works. The meeting determined to complete details of the scope of works; to contact HDC and gain permissions for use of some street furniture and electrical supplies; to seek permission to use, lease, be gifted or purchase the unused police pole in the High Street as one preferred installation location; and to then start gaining quotes, to be brought back to F&GP.
- F&GP/23/22 PROGRESS REPORT**
- 22.1** *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. – Ongoing* **CLERK**
- 22.2** *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**
- 22.3** *F&GP/23/6.1 Clerk to organise SPC specific Finance training for those F&GP Members Interested - Ongoing* **CLERK**
- 22.4** *F&GP/23/7.7 Agreed monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC Current Account - Ongoing* **CLERK**
- 22.5** *F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group - Ongoing* **CLERK**
- F&GP/23/23 INFORMATION/CORRESPONDENCE ITEMS**
- 23.1** None
- F&GP/23/24 DATE OF NEXT MEETING – 12th September 2023 @7.30pm.**
- The Chair closed the meeting at 9.08pm***

Signed Date 12th September 2023
Chair

A video recording of this meeting can be found using this link ; -
<https://youtu.be/mHpMQZpl20E>

Bank Reconciliation up to 31/07/2023 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
02/07/2023	CR		38.21	38.21		R ☒	Receipt(s) Banked
03/07/2023	DD	848.00		848.00		R ☒	Horsham District Council
03/07/2023	CR		76.42	76.42		R ☒	Receipt(s) Banked
03/07/2023	CR		107.68	107.68		R ☒	Receipt(s) Banked
03/07/2023	CR		62.71	62.71		R ☒	Receipt(s) Banked
03/07/2023	CR		85.98	85.98		R ☒	Receipt(s) Banked
04/07/2023	103/23.24	270.75		270.75		R ☒	Clare Austin
04/07/2023	104/23.24	531.68		531.68		R ☒	Catercraft - boiler rep - Steyning Centre.
04/07/2023	105/23.24	432.00		432.00		R ☒	Horsham District Council
04/07/2023	106/23.24	2,693.25		2,693.25		R ☒	Jack Lee road sweeping + bins
04/07/2023	107/23.24	65.00		65.00		R ☒	TC Maintenance
04/07/2023	107/23.24B	485.84		485.84		R ☒	TC Maintenance - play area repairs.
05/07/2023	VIS	39.76		39.76		R ☒	Site lock and transaction fee
06/07/2023	CR		400.00	400.00		R ☒	Receipt(s) Banked
07/07/2023	CR		432.00	432.00		R ☒	Receipt(s) Banked
07/07/2023	23/23		82.00	82.00		R ☒	Receipt(s) Banked
07/07/2023	23/24		162.69	162.69		R ☒	Receipt(s) Banked
07/07/2023	23/25		133.72	133.72		R ☒	Receipt(s) Banked
07/07/2023	Cr		154.10	154.10		R ☒	Receipt(s) Banked
11/07/2023	CR		169.10	169.10		R ☒	Receipt(s) Banked
11/07/2023	CR		15.00	15.00		R ☒	Receipt(s) Banked
12/07/2023	108/23.24	474.47		474.47		R ☒	Bus' Stream- Chang rms
12/07/2023	109/23.24	42.75		42.75		R ☒	T Eckert wine for films
12/07/2023	110/23.24	614.44		614.44		R ☒	Ferring Nurseries - Welcome sign
12/07/2023	111/23.24	278.40		278.40		R ☒	HDC Waste flowers.
12/07/2023	112/23.24	130.16		130.16		R ☒	KCS printing
12/07/2023	113/23.24	242.03		242.03		R ☒	PIP Services
12/07/2023	114/23.24	790.00		790.00		R ☒	TC Maint' - Bench install - MPF memorial bench
14/07/2023	115/23.24	336.35		336.35		R ☒	Southern Cinema Services
14/07/2023	116/23.24	71.13		71.13		R ☒	British Gas
14/07/2023	117/23.24	12.00		12.00		R ☒	Function 28
14/07/2023	118/23.24	226.80		226.80		R ☒	Overline phones
14/07/2023	119/23.24	700.00		700.00		R ☒	TC Maint' Bench install - MPF memorial bench.
14/07/2023	121/23.24	67.60		67.60		R ☒	OLP Playgrounds
14/07/2023	122/23.24	14.39		14.39		R ☒	Zen domain name
14/07/2023	123A/23.24	189.00		189.00		R ☒	Streeter - Allot water maint
14/07/2023	123B/23.24	956.00		956.00		R ☒	Streeter - MPF entrance - Rublees Allotment entrance upgrade.
17/07/2023	VIS	31.18		31.18		R ☒	Zoom
17/07/2023	CR		125.04	125.04		R ☒	Receipt(s) Banked
17/07/2023	CR		138.00	138.00		R ☒	Receipt(s) Banked
19/07/2023	124/23.24	392.06		392.06		R ☒	Bus Stream Steyning centre
19/07/2023	126/23.24	250.00		250.00		R ☒	Grant for Stey n Dist Part
19/07/2023	127.23.24	62.09		62.09		R ☒	PIP Services
19/07/2023	128/23.24	180.00		180.00		R ☒	Sowerby toilets security
20/07/2023	VIS	10.59		10.59		R ☒	Amazon coffee cups
20/07/2023	Cr		64.78	64.78		R ☒	Receipt(s) Banked
20/07/2023	CR		181.69	181.69		R ☒	Receipt(s) Banked
21/07/2023	DD	27.49		27.49		R ☒	HSBC Charges

Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Current Account

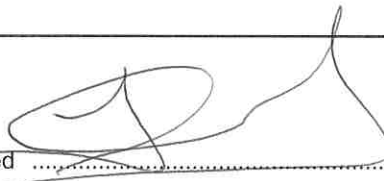
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/07/2023	BP	370.00		370.00		R ☒	DelWood recyclebin
23/07/2023	CR		72.90	72.90		R ☒	Receipt(s) Banked
23/07/2023	Cr		218.92	218.92		R ☒	Receipt(s) Banked
23/07/2023	CR		32.02	32.02		R ☒	Receipt(s) Banked
24/07/2023	CR		629.10	629.10		R ☒	Receipt(s) Banked - Steyping Cricket Club
24/07/2023	CR		99.00	99.00		R ☒	Receipt(s) Banked Water payment.
24/07/2023	CR		43.80	43.80		R ☒	Receipt(s) Banked
24/07/2023	CR		93.32	93.32		R ☒	Receipt(s) Banked
25/07/2023	23/30		20.00	20.00		R ☒	Receipt(s) Banked
25/07/2023	23/29		25.00	25.00		R ☒	Receipt(s) Banked
25/07/2023	23/27		272.05	272.05		R ☒	Receipt(s) Banked
26/07/2023	VIS	11.04		11.04		R ☒	Zoho
26/07/2023	130/23.24	67.20		67.20		R ☒	Beacon fencing
26/07/2023	131/23.24	63.85		63.85		R ☒	BSG- Clares stationary
26/07/2023	132/23.24	98.40		98.40		R ☒	Kestral alarms
26/07/2023	133/23.24	65.00		65.00		R ☒	TC Maintenance
27/07/2023	CR		300.00	300.00		R ☒	Receipt(s) Banked
27/07/2023	CR		306.44	306.44		R ☒	Receipt(s) Banked
29/07/2023	CR		76.40	76.40		R ☒	Receipt(s) Banked
29/07/2023	BP		213.00	213.00		R ☒	Receipt(s) Banked
30/07/2023	CR		42.00	42.00		R ☒	Receipt(s) Banked
31/07/2023	BP	9,949.66		9,949.66		R ☒	Salaries - various
31/07/2023	CR		32.02	32.02		R ☒	Receipt(s) Banked
31/07/2023	BP		77.30	77.30		R ☒	Receipt(s) Banked
31/07/2023	CR		49.26	49.26		R ☒	Receipt(s) Banked
		22,090.36	5,031.65				

Clerk / RFO:

Name

JOHN FULLBROOK

Signed



Date

15th August '23

Chair of F&GP:

Name

Signed

Date

August

Bank Reconciliation up to 01/09/2023 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
01/08/2023	DD	848.00		848.00		R	HDC Rates - <i>Steyping Centre</i>
01/08/2023	VIS	29.98		29.98		R	Amazon - Flags
01/08/2023	134/23.24	37.50		37.50		R	Chichester Payroll
01/08/2023	135/23.24	2,718.25		2,718.25		R	Jack Lee road sweeps - <i>contract</i>
01/08/2023	136/23.24	100.00		100.00		R	JD Windows
01/08/2023	137/23.24	1,371.00		1,371.00		R	Online play - <i>playarea replacemat gate.</i>
01/08/2023	138/23.24	2,791.18		2,791.18		R	WSCC Pensions
01/08/2023	CR		17.70	17.70		R	Receipt(s) Banked
02/08/2023	CR		5.90	5.90		R	Receipt(s) Banked
02/08/2023	CR		107.62	107.62		R	Receipt(s) Banked
03/08/2023	139/23.24	3,281.43		3,281.43		R	HMRC - <i>NCIS</i>
03/08/2023	140/23.24	576.00		576.00		R	TC Maintenance - <i>playground maintenance</i>
03/08/2023	141/23.24	351.50		351.50		R	Clare Austin
03/08/2023	23/31		71.00	71.00		R	Receipt(s) Banked
03/08/2023	23/32		556.00	556.00		R	Receipt(s) Banked - <i>Film Receipts</i>
03/08/2023	CR		97.01	97.01		R	Receipt(s) Banked
03/08/2023	CR		23.60	23.60		R	Receipt(s) Banked
04/08/2023	CR		273.41	273.41		R	Receipt(s) Banked
07/08/2023	VIS	11.20		11.20		R	Amazon - paint
07/08/2023	DR	39.70		39.70		R	Site Lock security
07/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
07/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
07/08/2023	Cr		58.00	58.00		R	Receipt(s) Banked
07/08/2023	BP		20.00	20.00		R	Receipt(s) Banked
07/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
07/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	142/23.24	38.00		38.00		R	Green thunb
08/08/2023	143/23.24	256.50		256.50		R	Catercraft
08/08/2023	144/23.24	312.20		312.20		R	HDC Waste
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
08/08/2023	CR		76.00	76.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	BP		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		58.00	58.00		R	Receipt(s) Banked
08/08/2023	BP		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		58.00	58.00		R	Receipt(s) Banked
08/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/08/2023	CR		57.00	57.00		R	Receipt(s) Banked

Bank Reconciliation up to 01/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/08/2023	CR		76.00	76.00		R 	Receipt(s) Banked
09/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
09/08/2023	CR		20.00	20.00		R 	Receipt(s) Banked
09/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
10/08/2023	CR		266.64	266.64		R 	Receipt(s) Banked
10/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
10/08/2023	CR		96.00	96.00		R 	Receipt(s) Banked
10/08/2023	CR		20.00	20.00		R 	Receipt(s) Banked
10/08/2023	Cr		57.02	57.02		R 	Receipt(s) Banked
11/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
12/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
12/08/2023	BP		76.00	76.00		R 	Receipt(s) Banked
12/08/2023	CR		76.00	76.00		R 	Receipt(s) Banked
13/08/2023	CR		20.00	20.00		R 	Receipt(s) Banked
13/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
13/08/2023	CR		20.00	20.00		R 	Receipt(s) Banked
13/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
13/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
13/08/2023	CR		76.00	76.00		R 	Receipt(s) Banked
13/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
14/08/2023	CR		30.00	30.00		R 	Receipt(s) Banked
14/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
14/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
14/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
14/08/2023	CR		273.78	273.78		R 	Receipt(s) Banked
14/08/2023	BP		77.72	77.72		R 	Receipt(s) Banked
14/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
15/08/2023	BP		38.00	38.00		R 	Receipt(s) Banked
15/08/2023	CR		43.80	43.80		R 	Receipt(s) Banked
15/08/2023	CR		181.69	181.69		R 	Receipt(s) Banked
15/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
15/08/2023	CR		184.00	184.00		R 	Receipt(s) Banked
15/08/2023	CR		101.22	101.22		R 	Receipt(s) Banked
15/08/2023	CR		358.23	358.23		R 	Receipt(s) Banked
15/08/2023	CR		64.78	64.78		R 	Receipt(s) Banked
16/08/2023	VIS	31.18		31.18		R 	Zoom
16/08/2023	148/23.24	366.10		366.10		R 	Southern Cinema Services
16/08/2023	145/23.24	73.29		73.29		R 	British Gas
16/08/2023	146/23.24	2,288.44		2,288.44		R 	Festivelighting - <i>Christmas lights</i>
16/08/2023	147/23.24	226.80		226.80		R 	Overline phones
16/08/2023	149/23.24	153.67		153.67		R 	KCS
16/08/2023	BP		90.00	90.00		R 	Receipt(s) Banked
17/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
17/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
17/08/2023	Cr		93.32	93.32		R 	Receipt(s) Banked
17/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
18/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked
18/08/2023	CR		38.00	38.00		R 	Receipt(s) Banked

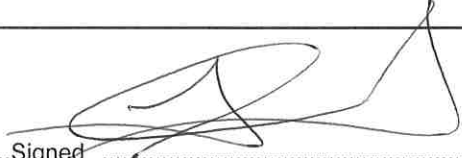
Bank Reconciliation up to 01/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/08/2023	CR		500.94	500.94		R	Receipt(s) Banked —
19/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
19/08/2023	BP		57.30	57.30		R	Receipt(s) Banked
20/08/2023	CR		43.80	43.80		R	Receipt(s) Banked
20/08/2023	CR		99.00	99.00		R	Receipt(s) Banked
21/08/2023	DR	34.97		34.97		R	HSBC Charges
21/08/2023	CR		76.00	76.00		R	Receipt(s) Banked
21/08/2023	CR		40.02	40.02		R	Receipt(s) Banked
21/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
21/08/2023	TRF JF0823		60,000.00	60,000.00		R	Receipt(s) Banked — Transfer from Savings to Current Acct.
22/08/2023	CR		2,096.33	2,096.33		R	Receipt(s) Banked
23/08/2023	150/23.24	3,149.15		3,149.15		R	Catercraft - Boiler
23/08/2023	151/23.24	20.00		20.00		R	Tessa - wine for film
23/08/2023	152/23.24	61.43		61.43		R	Laser electric
23/08/2023	153/23.24	78.80		78.80		R	Online playgrounds
23/08/2023	154/23.24	186.00		186.00		R	Sowerby - Loo security
23/08/2023	155/23.24	161.00		161.00		R	TC Maintenance
23/08/2023	CR		76.00	76.00		R	Receipt(s) Banked
24/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
24/08/2023	BP		20.00	20.00		R	Receipt(s) Banked
24/08/2023	BP		135.54	135.54		R	Receipt(s) Banked
25/08/2023	BP	9,247.32		9,247.32		R	Salaries - various
25/08/2023	BP		38.00	38.00		R	Receipt(s) Banked
27/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
28/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
29/08/2023	VIS	11.04		11.04		R	Zoho
29/08/2023	156/23.24	378.00		378.00		R	Barawood publishing
29/08/2023	157/23.24	37.50		37.50		R	Chichester payroll
29/08/2023	158/23.24	2,943.86		2,943.86		R	HMRC — PAYE / NI
29/08/2023	159/23.24	129.20		129.20		R	Online play maint
29/08/2023	160/23.24	124.18		124.18		R	PIP Services
29/08/2023	161/23.24	2,658.56		2,658.56		R	WSCC pensions
29/08/2023	23/33		373.04	373.04		R	Receipt(s) Banked
29/08/2023	23/35		38.00	38.00		R	Receipt(s) Banked
29/08/2023	CR		76.00	76.00		R	Receipt(s) Banked
29/08/2023	CR		114.00	114.00		R	Receipt(s) Banked
29/08/2023	CR		62.71	62.71		R	Receipt(s) Banked
29/08/2023	CR		274.10	274.10		R	Receipt(s) Banked
30/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
30/08/2023	CR		37.36	37.36		R	Receipt(s) Banked
30/08/2023	BP		76.00	76.00		R	Receipt(s) Banked
31/08/2023	23/34		558.00	558.00		R	Receipt(s) Banked — Allotments / Various
31/08/2023	23/36		54.00	54.00		R	Receipt(s) Banked
31/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
31/08/2023	CR		20.00	20.00		R	Receipt(s) Banked
31/08/2023	BP		30.92	30.92		R	Receipt(s) Banked
31/08/2023	CR		38.00	38.00		R	Receipt(s) Banked
31/08/2023	CR		38.00	38.00		R	Receipt(s) Banked

Bank Reconciliation up to 01/09/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/08/2023	BP		171.70	171.70		R ☒	Receipt(s) Banked
31/08/2023	CR		195.66	195.66		R ☒	Receipt(s) Banked
31/08/2023	CR		171.90	171.90		R ☒	Receipt(s) Banked
		35,122.93	70,951.76				

Clerk / RFO:

Name John Fullbrook Signed  Date 11th Sept 23

Chair of F&GP:

Name Signed Date

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

JULY

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>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	1,400	1,168	(232)	3,500			40.0%	
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	1,371	160	(1,211)	550			249.3%	
Administration :- Income	172,273	172,689	417	345,997			49.8%	0
4000 Salaries	55,938	56,168	230	168,500		112,562	33.2%	
4002 Printing, stationery, postage	687	884	197	2,650		1,963	25.9%	
4003 Staff Ill Health Insurance	1,306	1,200	(106)	1,450		144	90.1%	
4004 Telephones and Alarm	566	1,016	450	3,050		2,484	18.6%	
4005 Insurance	0	0	0	6,500		6,500	0.0%	
4006 Salaries Outsourcing	69	148	79	440		371	15.6%	
4007 Data Protection	491	416	(75)	1,250		759	39.3%	
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	145	184	39	550		405	26.4%	
4021 General Grants	2,370	832	(1,538)	2,500		130	94.8%	2,000
4025 CCTV Maintenance	82	350	268	650		568	12.6%	
4030 Steyning in Bloom	2,400	2,400	0	2,400		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	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	168	168	500		500	0.0%	
4040 Town Clock	0	150	150	400		400	0.0%	
4045 Misc & Petty Cash	40	84	44	250		210	16.0%	
4047 Training	105	500	395	1,500		1,395	7.0%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	332	332	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	32	32	100		100	0.0%	
4063 Legionnaires	400	832	432	2,500		2,100	16.0%	
4070 Software Packages	1,202	868	(334)	2,600		1,398	46.2%	
4071 ICT Equipment	95	650	555	2,250		2,155	4.2%	
4072 Website Development	101	152	51	450		349	22.6%	
4073 Neighbourhood Plan Exp	0	568	568	1,700		1,700	0.0%	
4075 Isolation and Loneliness	0	1,200	1,200	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	68,849	72,934	4,085	218,565	0	149,716	31.5%	2,000
Net Income over Expenditure	103,423	99,755	(3,668)	127,432				
6000 plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	105,423							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	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	172,273	172,689	417	345,997			49.8%	
Expenditure	83,650	80,284	(3,366)	318,304	0	234,654	26.3%	
Net Income over Expenditure	<u>88,622</u>	<u>92,405</u>	<u>3,783</u>	<u>27,693</u>				
plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	<u>90,622</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2023

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	211,029	209,923	(1,106)	445,872			47.3%	
Expenditure	120,416	118,525	(1,891)	445,872	0	325,456	27.0%	
Net Income over Expenditure	90,614	91,398	784	0				
plus Transfer from EMR	2,816							
Movement to/(from) Gen Reserve	93,430							

Detailed Income & Expenditure by Phased Budget Heading 01/09/2023

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	1,400	1,460	60	3,500			40.0%	
1004 Reimbursed Charges & donations	3	40	37	200			1.6%	
1010 Miscellaneous income	0	124	124	250			0.0%	
1075 CIL Receipts	267	1,800	1,533	2,500			10.7%	
1076 Precept Received	169,499	169,499	1	338,997			50.0%	
1090 Bank Interest Received	1,662	200	(1,462)	550			302.1%	
Administration :- Income	172,830	173,123	293	345,997			50.0%	0
4000 Salaries	76,861	70,210	(6,651)	168,500		91,639	45.6%	
4002 Printing, stationery, postage	815	1,105	290	2,650		1,835	30.8%	
4003 Staff Ill Health Insurance	1,306	1,200	(106)	1,450		144	90.1%	
4004 Telephones and Alarm	755	1,270	515	3,050		2,295	24.8%	
4005 Insurance	0	0	0	6,500		6,500	0.0%	
4006 Salaries Outsourcing	144	185	41	440		296	32.7%	
4007 Data Protection	524	520	(4)	1,250		726	41.9%	
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	180	230	50	550		370	32.8%	
4021 General Grants	2,370	1,040	(1,330)	2,500		130	94.8%	2,000
4025 CCTV Maintenance	82	350	268	650		568	12.6%	
4030 Steyping in Bloom	2,400	2,400	0	2,400		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 01/09/2023

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	41	150	110	450		410	9.0%	
4033 Christmas Lights Grant	1,907	4,500	2,593	5,925		4,018	32.2%	
4036 SALC NALC Subs	1,951	2,300	349	2,450		499	79.6%	
4039 Publicity and Advertising	378	210	(168)	500		122	75.6%	
4040 Town Clock	0	150	150	400		400	0.0%	
4045 Misc & Petty Cash	40	105	65	250		210	16.0%	
4047 Training	105	625	520	1,500		1,395	7.0%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	415	415	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	40	40	100		100	0.0%	
4063 Legionnaires	400	1,040	640	2,500		2,100	16.0%	
4070 Software Packages	1,237	1,085	(152)	2,600		1,363	47.6%	
4071 ICT Equipment	95	650	555	2,250		2,155	4.2%	
4072 Website Development	101	190	89	450		349	22.6%	
4073 Neighbourhood Plan Exp	0	710	710	1,700		1,700	0.0%	
4075 Isolation and Loneliness	0	1,200	1,200	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	92,552	93,530	978	218,565	0	126,013	42.3%	2,000
Net Income over Expenditure	80,278	79,593	(685)	127,432				
6000 plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	82,278							

Detailed Income & Expenditure by Phased Budget Heading 01/09/2023

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	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	14,700	(101)	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	<u>14,801</u>	<u>14,700</u>	<u>(101)</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>(14,700)</u>	<u>101</u>	<u>(29,500)</u>				
Finance & General Purposes Ctt :- Income	172,830	173,123	293	345,997			50.0%	
Expenditure	107,353	108,230	877	318,304	0	210,951	33.7%	
Net Income over Expenditure	<u>65,477</u>	<u>64,893</u>	<u>(584)</u>	<u>27,693</u>				
plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	<u>67,477</u>							

11/09/2023

13:10

Steyning Parish Council 2023/24

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Detailed Income & Expenditure by Phased Budget Heading 01/09/2023

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	219,365	217,728	(1,637)	445,872			49.2%	
Expenditure	154,141	154,045	(96)	445,872	0	291,731	34.6%	
Net Income over Expenditure	<u>65,225</u>	<u>63,683</u>	<u>(1,542)</u>	<u>0</u>				
plus Transfer from EMR	2,816							
Movement to/(from) Gen Reserve	<u>68,041</u>							

Charlton Street, Steyning, West Sussex

6th August, 2023.

To: The Clerk
Steyning Parish Council,
Fletcher's Croft,
Steyning.

Dear Sir,

Steyning Allotments Association AGM Booking for Tuesday 3rd October, 2023.

I believe that as Secretary, to the above association, I have in the past been required to submit a request for Grant Assistance to have free access to the Booking for our AGM.

I would be most grateful if this could be granted for this occasion, as before.

Yours sincerely,

Sally Sanderson
Secretary to the Steyning Allotments Association.

Total →
for room
charge.

£79.81

**Steyning Parish Council invites members of the public to
propose nominations for the**

Chairman's Community Awards

Criteria for Chairman's Community Awards nominations:

The Chairman's Community Awards {Formerly 'Millennium Awards'} are given annually by the Steyning Parish Council to individuals or groups who have made a significant contribution to the town of Steyning. They will be presented at the Chairman's Christmas function on the 1st December 2023.

Nominations will be invited from the people of Steyning for individuals or groups who in their opinion have made a significant contribution to the town of Steyning during the last year.

The individuals or groups nominated will either:

- Live in the town and the surrounding area
- Be an organisation or a member of an organisation that represents the town
- Or work in the town or surrounding parishes.

It is the contribution to the town or Steyning residents that is significant in deciding whether an award will be made.

The Steyning Parish Council will consider the nominations at their Finance and General Purposes Committee meeting on the 14th November under the leadership of the Chairman. Their verdict will be final.

Please contact the Parish Clerk or Deputy if you wish to nominate a member of your community for an award.

The closing date for nominations is Friday 10th November 2023.

We look forward to your helping us celebrate people, who can't help helping others.

Suggested Budget setting Timeline (Schedule) for F&GP for the 2024/25 financial year

1. Review previous years procedure and agree the Budget setting process for the next financial year 2024/25.

– In September 12th F&GP Meeting

2. RFO to send to committee members an initial copy of the proposed F&GP budget plus starter budget draft for the Premises & Planning and Community committees for their next meetings. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines. To begin to prioritise 2024/25 projects.

– By November 14th F&GP Meeting

3. Review all the committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2024/25

– By 12th December F&GP Meeting

4. Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2024/25 financial year with F&GP prioritising and sanctioning of any Earmarked Reserves to be recommended to Full Council

– By 9th January F&GP Meeting

5. Full Council agreement on final 2024/25 Budget Precept request, Band D tax rate and Earmarked reserve obligations for the following year based on F&GP recommendations

– 15th Jan' Full Council Meeting

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	
Steyping Centre Audio- Visual upgrade 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}
Steyping 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.
- **Update 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.
- **Tree Report and Essential Works** – To ensure the Tree report essential works are completed.

- **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.
- **MPF / Allot Access** – To upgrade the access points as appropriate.
- **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. If there is no movement on completing this project this year, then look at **Solar panel installation** at the Steyning Centre instead.
- **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.
- **Bus Shelter Notice Boards** – To work with local schools and or local art groups to come up with a possible art installation for the Bus Shelter
- **Steyning Centre Projector installation** – To find the appropriate replacement for the defunct system currently in place in Coombe Court.
- **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, and to progress as much as possible the other two CCTV installation dispositions for Fletchers Croft and the MPF.
- **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. And replace existing conventional bin with recycling bin install.
- **Traffic Regulation Orders** – Complete a TRO or small selection of TROs 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.

Draft SPC Action Plan for 2023/24

Updated 28th August '23

Key: - **Green** - Completed, **Yellow** - Due, **Orange** - Overdue.

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Mitigation to Risks
Youth Service Provision	Complete a Business Plan which enables the Youth Service to continue, after the loss of the previous provider	Compile first draft Business plan with previous providers assist.	By End July	Meet with potential provider partners & establish their commitments	By August	Agree draft Business plan with JPYC Com.	By Oct.	Unknown until Business plan agreed	?	Unknown until Business plan agreed	?	Clerk and JPYC Com.	There is an entire Business Plan to put together, then fact check, then agree, and then potentially appoint staff or new provider - many unknowns	Maintain close links with HDC so that administrative assistance available
Hedgerow Developments	Complete repairs and supplementary planting to Rublees hedges on western and eastern boundary.	Gain agreement from Community Com. for new hedgerow Scope and expenditure	By July	Take contractor round Allot. hedgerow to agree scope of Maint. Works	By Oct	Purchase plants for Hedgerows and find volunteers for planting	By Nov	Complete gap filling fencing at Rublees by contractor	By February	Complete Hedgerow planting programme	By April	Clerk & Community Com.	# - Finding Volunteers to assist # - Managing to purchase plants at the right time and keep them living until planted # - Organising prep of ground in right timescale	
MPF / Allotment Access	To upgrade the Access Points as appropriate and as funds allow	Complete remedial works to Southern Rublees entrance	By End June	Discuss draft plans for MPF entrance enhancements with working party	By End July	Draft and gain approval for Notice board ideas	By Nov	Gain approval for ent. Re-surfacing and planter ideas	By Jan	Complete plans for notice boards, planters and scope of works	By May 24	Clerk & Community Com.	# - Gaining permission for many different aspects at a number of meetings will take time. # - Proposals need agreement from Cricket Club	Keep Cricket club in the loop and ensure they are part of the process
Draft Part-Time Staff Contracts	Re-write using HR advice and technical assistance new contracts for the Steyning Centre part time employees	Compile two model draft contract options	By End June	Clerks to agree details of contract with ext. bodies to ensure compliant	By August	Clerk to gain support from Personnel for contracts	By End August	SPC to agree contracts with them then to be implemented	By Sept.	Clerks to agree through negotiations with staff, then contracts signed	By End Nov	Clerk and Personnel Com	Potential difficulties in terms of reaching agreement through negotiation with each staff member could take time	# - Legal compliance # - Keeping terms short whilst comprehensive # - Staff negotiations
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2023	By June	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts	By Sept.	Complete all document permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	There are many Contractors / Orgs. involved and if some in the chain of inter-dependant tasks are not easily compliant, then chain & timescale could breakdown	Start processes as early as possible
Tree Report and Essential Works	Health check tree report completed for year two remedials (Year II Tree Management completed already).	Clerk to check Tree report and plan works for remainder of year	By Oct	Clerk to complete Tree Management plan for Community approval	By End Oct.	Tree surgeon completes checks to MPF & Cripps Lane	By Nov.	Unknown until Tree surgeon report	?	Complete scope of works after gaining Community approval	?	Clerk / Community C.	The reports are obtained from a very busy tree surgeon whose report completion subsequent to site visits can be slow	Start processes as early as possible
Land Registry Works Undertaken	To bring up to date a more detailed understanding of SPC Land Assets	Attempt establishing time line for works to be completed with Solicitor	Previous Year	Establish and agree to convene F&GP working party for support	By End Sept.	Bring draft documents to working party for discussion & recommendations	By Dec	Agree documents for then Land register updates	By Feb '24	Agree Amended Land Register	By May '24	Clerk / F & GP	HM Land Registry department currently seems overwhelmed, understaffed & V. Slow. SPC Solicitors can also be somewhat slow to complete tasks.	
Clock Tower Maintenance	Agree scope of works with the owner, demarcation for scaffolding, timetabling & clock face renewal cont.	Agree contractor to undertake works.	By End of Nov.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Jan 24.	Agree financial commitment for part scaffold hire arrangements	By Feb 24.	Apply for permissions for work to be done & obtain timeframe	By End March '24	Clerk and F & GP	Main Building contractor could uncover more issues than originally thought or owner could renege on agreements	Maintain close contact with Clock Tower owner to ensure proactive scheme
Memorial Bench Installations	Memorial Bench installations (poss. 3) Requests to be processed, agreed & enhanced products installed.	Clerk obtains approval for first two projects to be completed	By End of June	Picnic Bench project completed	By End of June	Memorial Bench repurposing completed	By end July	Remove one delapidated bench from MPF & agree replacement cost	By End Dec	Complete installation of third Bench	Before End of March 24	Clerk / Community C.	Gaining permissions form committee on positioning of picnic bench	
Bus Shelter Notice Boards	Working with Schools or Local Art groups - come up with an artistic installation for the shelter interior	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders	By Dec.	Gain approval for ideas with committee	By Feb 24	Commission works & obtain ideas for appropriate installation protection	By April	Complete installation and official unveiling	By end May 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution	Set up community engagement meeting with key stakeholders to gain views early
Steyning Nursery investment project	In collaboration with the previous Steyning Nursery manager , to agree a project that will best use funds available.	Check with ex Nursery manager that funds can still be accessed.	By End Oct	Come up with ideas that can be presented to Premises com.	By Dec.	Agree final scheme at Premises	By Feb 24	Order equipment and agree admin requirements	By March 24.	Complete purchases, intallation and associated admin processes	By May 24	Clerk's office, and Premises	To retrieve the funding will be tricky or perhaps impossible and will be the most difficult part of the project. Obtaining byin from Staff will be next difficult task.	Arrange meeting with main contact for ASAP to understand viability of project
CCTV	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Set up Working party and agree initial scope of scheme	By July	Obtain first quote and discuss timeframe for project at working party	By end Sept.	Bring recommendation for agreement at Full Council for phase 1.	By Dec.	Complete community engagement and obtain necessary permissions	By end Feb	Complete phase 1 installation	By April 24	Clerk, working party , F. Council	Obtain agreements from both SPC and Residents on what could be a tricky subject for collaborative resolution	Promote positive engagemnt and ensure scheme is understood by wider community
Implementation Plan complete	Work through recommendations & complete to the satisfaction of HDC monitoring department.	Gain approval for 6 month progress report from SPC & HDC	By end June	Obtain collaborative agreement from all councillors on progress	By end July	Complete necessary policy amendments and have them agreed	By Sept.	Agree any processes which promote better 'language'	By Nov.	Complete 12 month progress report and gain approval from SPC and HDC	By Dec.	ALL	All parties need to be open to change and be willing to modify behaviours and work collaboratively	Ensure there is always a willingness to work towards a resolution
Chandlers Way Pocket Park	Work collaboratively with residents to set up volunteer group to implement agreed scheme and management plan	Set up first community engagement working party to discuss first thoughts on scheme	By July	Obtain if possible grant funding for the scheme or seek alternative finance	By August	Gain voluntary assist to discuss play area options & complete new planting plan	By end Sept.	Take play area options back to com volunteer group to seek recommendation	By Nov.	Gain approval from Committee for play area & initial planting scope of works	By Dec.	Clerk / Community C.	Project needs to meet with residents expectations whilst obtaining majority support, gain finance from an external source and requires patience	Keep positive comms with residents while ensuring they are part of the resolution
Upgrade Bins on High Street	Work with HDC to ensure bins on High street are restored, painted and fit for purpose	Complete installation of Recycling bin adjacent Bus shelter	By July	Gain agreement from HDC that they will complete restorative	By End July	Ensure phase 1 bin restoration works are to be completed by HDC before October	By Sept.	Ensure there is a phase 2 works expenditure agreed at HDC	By Nov.	Obtain date for completion of phase 2 works	By Feb '24	Clerk / Community C.	Unless SPC give up on waiting for HDC and decide to take on the cost of bin renovation, SPC will be entirely in the hands of HDC	Keep open, regular and collaborative channels in place with HDC contacts
T. R. O. select & submit application	Complete a Traffic Regulation Order project or small selection of them for the benefit of Steyning residents	Community Committee to agree what TRO's are to be submitted	By July	Clerk to work with Cllr Linehan to agree potential scope of works	By Oct.	TRO draft submission to be brought back to Community for approval	By Nov.	Application submission approved and sent to WSCC	By end Nov	Any scheme approvals to be scoped before end of financial year	Before End of 23	Clerk / Community C.	TRO submissions need to be reasonable and realistic otherwise that will be turned down - which will mean resident involvement which will add to information gathering timescale	Ask Cllr Linehan to work with us to speed processes up
Steyning Centre Audio-Vis. system	To enable better and more user freindly audio-visual service at the Steyning Centre	Work with SPC IT consultant and other contractors to provide options	By End of Sept.	Present recommendations and agree options	By end of Nov	Compile Scope of works & quotes	By End Jan	Agree final planned works	By Feb 24.	Install equipment as per agreed	By End April 24	Clerk's office & Premises Com.	There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree	
Finger Post Install on the High Street	To install two finger posts to help promote visits to the Steyning memorial garden	Agree wording on Finger posts	By Dec	Agree costing	By Feb	Purchase signs and consider other signage options	By March	Ensure permissions and Lamp post tests allow installation	By April	Complete installation of Finger posts	Before End of May 24	Clerk and Community Com.	This is a new area of SPC service involvement, and SPC need to maintain restraint in terms of scope of achievement. Lamp post tests might be prohibitive	

Item 7.6 Lamp Post Testing payment

Briefing Note

**Because this invoice will be above £1,000, I need committee's authorisation to proceed with this year's Lamppost testing please (in prep for the Christmas lights display installation)
– basic details below in the companies last response email**

Good Morning John,
Thank you for your email and call yesterday.

Unfortunately, I'm not going to be able to make any adjustments to the costs.
This is due to the technician having to be on site for one day (including travel) @ £770 and the structural engineer costs @ £550 of which I have no control over.
This is an increase of just £15 from last year.

Let me know if you are still happy to proceed as we are currently booking work into our schedules for the next few weeks.

Best regards,

[REDACTED]

Senior Technical Administrator

Lighting



Kiwa CMT

Unit 5, Prime Park Way, Prime Enterprise Park,
Derby, DE1 3QB, UK

T: