

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 14th NOVEMBER 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

Non-confidential DRAFT MINUTES

ACTIONS

F&GP/23/36 APOLOGIES FOR ABSENCE

36.1 Apologies were received from Cllrs Trundle.
Cllr Campbell had sent an email message in September via auto response stating his intention to be taking a break from Council Business for a while. No reason for this 'apology' was given.

F&GP/23/37 DECLARATIONS OF INTEREST AND DISPENSATIONS

37.1 Cllrs Norcross and I Alexander declared an interest in item 48.1, and would not speak in support of, nor vote for, those nominees who were known to them.

F&GP/23/38 QUESTIONS FROM THE FLOOR {in summary}

38.1 None

F&GP/23/39 MINUTES OF PREVIOUS MEETING

39.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the minutes of the meeting held on the 12th September 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**

F&GP/23/40 MATTERS ARISING AND ACTIONS – These items taken as read

40.1 Allotment Association to receive grant funding monies – **Actioned**

40.2 Community Award invitation for nominations to be publicised in Your Steyning – **Actioned**

40.3 Chairmans Function to be arranged – **Actioned**

40.4 SPC Budget Setting timetable to be rolled out – **Actioned**

40.5 To update SPC 23/24 Action Plan on Web Site and include amendments– **Actioned / See 42.4**

40.6 Lamp post testing invoice processed – **Actioned**

40.7 FOI panel to be convened to deal with outstanding FOI review requests – **Actioned / See 43.1**

40.8 F&GP request SPC Full Council obtain the 'power of competence' – **Actioned**

40.9 Clerk to reconvene a CCTV working party – **Actioned / See 42.3**

F&GP/23/41 FINANCIAL MATTERS.

41.1 **To approve the list of SPC payments for September & October 2023.** Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for September and October 2023 be approved as a correct record. **Agreed**

41.2	To agree F&GP Income & Expenditure reports for September and October 2023. Cllr S Alexander proposed, seconded by Cllr Bell to agree the F&GP Income and Expenditure reports for September and October 2023 as a correct record. Agreed	
41.3	To consider the first draft F&GP budget for 2023/24. The Chair explained that this was the committees first view of the F&GP budget, and that there would be further chances to conclude discussions on this matter, with F&GP taking into account the other committee's recommendations at the December meeting. Members discussed several budget items. The Clerk made special reference to the fact that as SPC were at the end of the current 3-year term with the High Street Christmas Lighting contractors, that members could research other options and bring them back to committee for further discussion.	CLERK All Cllrs
41.4	To agree the NALC agreed pay awards for SPC salaried/part time staff. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC accepts the NALC agreed pay awards for SPC salaried and part-time staff. Agreed	CLERK
F&GP/23/42	GOVERNANCE AND COMMUNITY MATTERS	
42.1	Internal Audit Report check and agree any recommendations. Cllr S Alexander pointed out that there was one item highlighted by the auditor, this being that there was a necessity for him to not only counter sign the reconciliation documents each month as per produced by the Responsible Finance Officer and generated by the financial software system, but also it was necessary for him as F&GP Chair, to sign the corresponding bank statements. He also pointed out that this issue had already been rectified since the visit of the auditor on the 27 th October. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accepts the Audit report and that it abides by the recommendation noted. Agreed	CLERK Cllr S Alexander
42.2	To agree an updated SPC Asset Register. The document discussed as per supporting papers included amended and updated acquisition items, and 'disposals' plus the final column had been brought into line with the most recent SPC insurance schedule details. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC agree the Asset Register 1 st September '23 to 31 st August '24 {As per supporting paper}. Agreed	CLERK
42.3	CCTV Installation project. The Chair updated members with the latest situation which included SPC soon to be receiving the first draft scope of works and quote for installation at all three locations in Steyning. These quotes will be discussed at the next CCTV working party and a scope of work agreed to be recommended back to this committee. Also, there was a need to consider details regarding the public consultation document. Cllr S Alexander proposed, seconded by Cllr I Alexander that F&GP delegate to the CCTV working party, to design a public consultation document / survey and process and bring back to this committee in December. Agreed	Working Party
42.4	SPC Action Plan update. Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term. Two projects had been completed. These included three separate memorial bench installations, plus the overhauling and implementation of the new staff contracts. Other projects completion was more or less on schedule.	CLERK
F&GP/23/43	DATA PROTECTION AND FREEDOM OF INFORMATION	
43.1	The Clerk reported that the FOI panel had met on the 5 th October and completed a review of the five recent Freedom of Information requests made by an SPC Councillor which had previously been refused by the Clerk on the grounds that they were vexatious. The panel's written response was a supporting paper, and had been sent to the requester, and was to be published on the SPC Web Site in keeping with the Transparency code. The Clerk thanked the FOI panel members for their diligence and well-crafted response.	CLERK
F&GP/23/44	PROGRESS REPORT	
44.1	<i>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</i>	CLERK

- 44.2 F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group – **Ongoing – needing to find time to convene this group** CLERK
- 44.3 F&GP/22/18.1 Clerks office to enquire about Youth Service contract payment reimbursements **The Clerk had completed a ‘proof of debt’ form and sent to liquidators and was awaiting a response.** CLERK
- 44.4 F&GP/22/31.6 Clerk to discuss joint approach to Lamp post testing with other Steyning Key Stakeholders – **Cllr I Alexander reported that the District Partnership no longer needed to gain permissions as they no longer had flags to put up, therefore this item was effectively dealt with and could be struck off**

F&GP/23/45 INFORMATION/CORRESPONDENCE ITEMS

45.1 None

F&GP/23/46 CONFIDENTIAL SESSION – Cllr S Alexander **proposed, seconded** by Cllr Ballance to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda items 12 and 13 (below) may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/23/47 SPC GRASS CUTTING CONTRACT

47.1 **To consider the recommendation from Community Committee concerning the current grass cutting contract.** It had been agreed that the grass cutting service provision was below standard and not in keeping with the terms of the three-year contract. F&GP members considered the recommendation from Community Committee and other options as per supporting papers. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC {follows option 2 set out within the supporting papers}* and seeks a quote from the company considered the 2nd best option during the tendering process in February 2023, and that this is discussed at the next F&GP Committee. **Agreed** CLERK

F&GP/23/48 SPC COMMUNITY AWARDS

48.1 **To agree nominations for the Annual SPC Community awards.** The nominations, and supporting evidence, was presented to members for discussion and then voted upon. Cllr S Alexander **proposed, seconded** by Cllr Bell that members agree to nominee #1 and nominee #3 {as per listed in supporting papers}. **Agreed** D CLERK

F&GP/23/49 DATE OF NEXT MEETING – 12th December 2023 @7.30pm.

The Chair closed the meeting at 9.05pm

Signed Date 12th December 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/FtvZD9_3lgs

*** This motion redacted as these are the non-confidential minutes**

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NOVEMBER

Bank Reconciliation up to 30/11/2023 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
01/11/2023	DD	848.00		848.00		R	Horsham District Council - RATES
01/11/2023	CR		16.66	16.66		R	Receipt(s) Banked
01/11/2023	CR		5.90	5.90		R	Receipt(s) Banked
01/11/2023	CR		135.00	135.00		R	Receipt(s) Banked
02/11/2023	VIS	18.03		18.03		R	Amazon-drillbits
02/11/2023	236/23.24	37.50		37.50		R	Chichester payroll services
02/11/2023	237/23.24	5.00		5.00		R	Film night supplies
02/11/2023	238/23.24	310.20		310.20		R	Festive lighting
02/11/2023	239/23.24	2,793.25		2,793.25		R	Jack Lee road service - STREET CLEANING
02/11/2023	240/23.24	250.14		250.14		R	Mulberry auditing service
02/11/2023	241/23.24	210.00		210.00		R	Smiths of Derby
02/11/2023	242/23.24	3,328.97		3,328.97		R	HMRC Tax & NI
02/11/2023	243/23.24	2,812.58		2,812.58		R	WSCC pensions
02/11/2023	244/23.24	40.73		40.73		R	Safety shop
02/11/2023	23/47		58.00	58.00		R	Receipt(s) Banked
02/11/2023	23/51		30.00	30.00		R	Receipt(s) Banked
02/11/2023	23/52		250.50	250.50		R	Receipt(s) Banked
02/11/2023	CR		400.00	400.00		R	Receipt(s) Banked
02/11/2023	CR		92.06	92.06		R	Receipt(s) Banked
03/11/2023	VIS	33.92		33.92		R	Amazon Adhesiveedging
03/11/2023	245/23.24	395.75		395.75		R	Clare Austin
03/11/2023	246/23.24	2,724.00		2,724.00		R	Smart Wood flooring - STEYNING CENTRE MAINTENANCE
03/11/2023	23/48		182.32	182.32		R	Receipt(s) Banked
03/11/2023	23/49		38.00	38.00		R	Receipt(s) Banked
06/11/2023	VIS	41.33		41.33		R	SiteLock Websecurity
06/11/2023	23/50		356.74	356.74		R	Receipt(s) Banked
06/11/2023	BP		101.12	101.12		R	Receipt(s) Banked
06/11/2023	CR		649.84	649.84		R	Receipt(s) Banked - VAT REIMBURSEMENT
06/11/2023	CR		60.00	60.00		R	Receipt(s) Banked
06/11/2023	CR		79.83	79.83		R	Receipt(s) Banked
08/11/2023	247/23.24	15.85		15.85		R	T Eckert - film supplies
08/11/2023	248/23.24	379.80		379.80		R	Horsham District Council
08/11/2023	249/23.24	25.00		25.00		R	RBLegion
08/11/2023	250/23.24	306.00		306.00		R	SCS - film nights
08/11/2023	251/23.24	470.00		470.00		R	TC Maintenance - PARK & PLAY AREA MAINTENANCE
09/11/2023	Cr		-0.20	-0.20		R	Receipt(s) Banked
13/11/2023	CR		74.26	74.26		R	Receipt(s) Banked
13/11/2023	BP		38.20	38.20		R	Receipt(s) Banked
14/11/2023	CR		151.69	151.69		R	Receipt(s) Banked
14/11/2023	BP		77.72	77.72		R	Receipt(s) Banked
14/11/2023	CR		92.00	92.00		R	Receipt(s) Banked
14/11/2023	CR		132.00	132.00		R	Receipt(s) Banked
14/11/2023	CR		95.50	95.50		R	Receipt(s) Banked
14/11/2023	CR		57.30	57.30		R	Receipt(s) Banked
14/11/2023	CR		10.27	10.27		R	Receipt(s) Banked
14/11/2023	CR		33.74	33.74		R	Receipt(s) Banked
14/11/2023	CR		30.00	30.00		R	Receipt(s) Banked
15/11/2023	252/23.24	84.61		84.61		R	BSG - stationary

NOVEMBER
Bank Reconciliation up to 30/11/2023 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
15/11/2023	253/23.24	46.00		46.00		R ☒	JF - Paint - Wicks
15/11/2023	254/23.24	12.00		12.00		R ☒	Function 28
15/11/2023	255/23.24	30.25		30.25		R ☒	j.hermon - town clock
15/11/2023	256/23.24	162.17		162.17		R ☒	KCS photocopier
15/11/2023	257/23.24	228.60		228.60		R ☒	Overline phones
15/11/2023	258/23.24	174.00		174.00		R ☒	Tom Packer It
15/11/2023	259/23.24	85.00		85.00		R ☒	TC Maintenance
15/11/2023	260/23.24	787.20		787.20		R ☒	Wicksteed - <i>PLAY AREA INSPECTIONS</i>
15/11/2023	BP		45.00	45.00		R ☒	Receipt(s) Banked
15/11/2023	23/55		30.00	30.00		R ☒	Receipt(s) Banked
15/11/2023	CR		64.78	64.78		R ☒	Receipt(s) Banked
15/11/2023	CR		524.34	524.34		R ☒	Receipt(s) Banked -
16/11/2023	VIS	31.18		31.18		R ☒	Zoom
16/11/2023	DD	13.20		13.20		R ☒	O2 Emergency phone
16/11/2023	CR		134.84	134.84		R ☒	Receipt(s) Banked
16/11/2023	CR		39.82	39.82		R ☒	Receipt(s) Banked
17/11/2023	VIS	34.47		34.47		R ☒	Amazon Hazerd tape
17/11/2023	BP		30.92	30.92		R ☒	Receipt(s) Banked
19/11/2023	CR		199.02	199.02		R ☒	Receipt(s) Banked
19/11/2023	23/54		272.57	272.57		R ☒	Receipt(s) Banked
20/11/2023	VIS	17.98		17.98		R ☒	Amazon picture frames
20/11/2023	Cr		40.02	40.02		R ☒	Receipt(s) Banked
20/11/2023	BP		49.26	49.26		R ☒	Receipt(s) Banked
20/11/2023	BP		57.32	57.32		R ☒	Receipt(s) Banked
21/11/2023	CHG	22.98		22.98		R ☒	HSBC charges
21/11/2023	CR		324.70	324.70		R ☒	Receipt(s) Banked
22/11/2023	JF221123	100,000.00		100,000.00		R ☒	Money Market Account - <i>TRANSFER TO SAVINGS ACCOUNT</i>
23/11/2023	261.23.24	544.06		544.06		R ☒	British Gas S Centre
23/11/2023	262/23.24	110.60		110.60		R ☒	Edmundson Elec
23/11/2023	263/23.24	425.00		425.00		R ☒	E Harris - gate
23/11/2023	264/23.24	245.18		245.18		R ☒	PIP Services
23/11/2023	265/23.24	545.00		545.00		R ☒	SLCC membership - <i>CLERKS x2 MEMBERSHIP PAYMENT.</i>
23/11/2023	266/23.24	186.00		186.00		R ☒	Sowerby
23/11/2023	CR		82.54	82.54		R ☒	Receipt(s) Banked
23/11/2023	CR		273.41	273.41		R ☒	Receipt(s) Banked
27/11/2023	VIS	11.04		11.04		R ☒	Zoho
27/11/2023	BP	8,001.59		8,001.59		R ☒	Salary payments
28/11/2023	BP	4,003.31		4,003.31		R ☒	Salary Payment
29/11/2023	272/23.24	4,533.99		4,533.99		R ☒	HMRC Tax & NI
29/11/2023	VIS	79.99		79.99		R ☒	AVG security web
29/11/2023	273/23.24	3,541.39		3,541.39		R ☒	WSCC - Pensions
30/11/2023	041223JF	17.81			17.81	☐	Petty Cash Account
30/11/2023	CR		39.82	39.82		R ☒	Receipt(s) Banked
30/11/2023	Credit		-616.91	-616.91		R ☒	Receipt(s) Banked
30/11/2023	Credit		616.91	616.91		R ☒	Receipt(s) Banked } <i>BANKING ERROR.</i>
		139,020.65	5,456.81				

Detailed Income & Expenditure by Phased Budget Heading 01/12/2023

Month No: 8

Committee Report

NOVEMBER

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	2,200	2,336	136	3,500			62.9%	
1004 Reimbursed Charges & donations	3	120	117	200			1.6%	
1010 Miscellaneous income	0	186	186	250			0.0%	
1075 CIL Receipts	267	2,500	2,233	2,500			10.7%	
1076 Precept Received	338,997	338,997	0	338,997			100.0%	
1090 Bank Interest Received	2,946	320	(2,626)	550			535.7%	
Administration :- Income	344,413	344,459	46	345,997			99.5%	0
4000 Salaries	128,251	112,336	(15,915)	168,500		40,249	76.1%	
4002 Printing, stationery, postage	1,222	1,768	546	2,650		1,428	46.1%	
4003 Staff III Health Insurance	2,351	1,200	(1,151)	1,450		(901)	162.1%	
4004 Telephones and Alarm	1,440	2,032	592	3,050		1,610	47.2%	
4005 Insurance	7,395	6,500	(895)	6,500		(895)	113.8%	
4006 Salaries Outsourcing	219	296	77	440		221	49.7%	
4007 Data Protection	940	832	(108)	1,250		310	75.2%	
4010 Audit Fees	1,068	1,400	332	2,000		932	53.4%	
4016 Legal Fees/Elections	0	650	650	850		850	0.0%	
4017 Bank Charges	247	368	121	550		303	45.0%	
4021 General Grants	2,370	1,664	(706)	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 01/12/2023

Month No: 8

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	66	300	235	450		385	14.6%	
4033 Christmas Lights Grant	2,166	4,500	2,334	5,925		3,759	36.5%	
4036 SALC NALC Subs	2,000	2,300	300	2,450		450	81.6%	
4039 Publicity and Advertising	567	336	(231)	500		(67)	113.4%	
4040 Town Clock	200	150	(50)	400		200	50.1%	
4045 Misc & Petty Cash	65	168	103	250		185	26.0%	
4047 Training	650	1,000	350	1,500		850	43.3%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	475	664	189	1,000		525	47.5%	
4060 Chairman's Function	15	0	(15)	500		485	3.0%	
4061 Councillors' Allowances	0	64	64	100		100	0.0%	
4063 Legionnaires	400	1,664	1,264	2,500		2,100	16.0%	
4070 Software Packages	1,343	1,736	393	2,600		1,257	51.6%	
4071 ICT Equipment	95	1,300	1,205	2,250		2,155	4.2%	
4072 Website Development	131	304	173	450		319	29.2%	
4073 Neighbourhood Plan Exp	145	1,136	991	1,700		1,555	8.5%	
4075 Isolation and Loneliness	0	1,800	1,800	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	156,303	149,218	(7,085)	218,565	0	62,262	71.5%	2,000
Net Income over Expenditure	188,110	195,241	7,131	127,432				
6000 plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	190,110							

Detailed Income & Expenditure by Phased Budget Heading 01/12/2023

Month No: 8

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	22,050	7,249	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	<u>14,801</u>	<u>22,050</u>	<u>7,249</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>(22,050)</u>	<u>(7,249)</u>	<u>(29,500)</u>				
Finance & General Purposes Ctt :- Income	344,413	344,459	46	345,997			99.5%	
Expenditure	171,104	171,268	164	318,304	0	147,200	53.8%	
Net Income over Expenditure	<u>173,309</u>	<u>173,191</u>	<u>(118)</u>	<u>27,693</u>				
plus Transfer from EMR	2,000							
Movement to/(from) Gen Reserve	<u>175,309</u>							

06/12/2023

Steyning Parish Council 2023/24

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Detailed Income & Expenditure by Phased Budget Heading 01/12/2023

Month No: 8

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	423,261	421,477	(1,784)	445,872			94.9%	
Expenditure	254,272	254,875	603	445,872	0	191,600	57.0%	
Net Income over Expenditure	<u>168,989</u>	<u>166,602</u>	<u>(2,387)</u>	<u>0</u>				
plus Transfer from EMR	2,816							
Movement to/(from) Gen Reserve	<u>171,805</u>							

Thoughts on SPC project priorities for 24/25

Briefing Notes

Introduction

This item is on the agenda to allow for an open discussion for committee members on this council's thoughts on what it would like to do concerning projects for the year 2024/25 in the light of the current national economic situation, knowing how any precept rise could be perceived, but also understanding that there are general reserve funds (working capital) available for us for next year.

There follows an explanation for the current project budgetary requests, and resultant proposed SPC Precept figure for next year. Followed by the current recommendations from the other Committees in terms of next year's project goals, which we will discuss and hopefully either agree at this meeting or determine that we will agree at the January F&GP meeting. This is followed for your information by the current Earmarked Reserves funds listing and finally the SPC Balance sheet as at 30th November 2023.

Projects Funding for 24/25

Last year we set aside £0k for projects as part of the annual budget.

The overriding consideration from SPC members last year was to keep the precept rise to an absolute minimum so as not to add to the burden for our parishioners as the country was in the height of the 'Cost of Living Crisis'. The result being that the agreed Precept rise for last year was kept down to a mere 2%.

Instead, we determined that we would use capital freed up from a decision to reduce the general reserves minimum level to enable us to carry on with project delivery. – The SPC General Reserves agreed level now stands at £113K, and this is represented in the balance sheet (below) under monies shown within the Utility Bank Account.

At the beginning of the year the working capital freed up amounted to £81,353 {see SPC Business plan 23/24 for ref.} We have used and will use part of this to complete the current project and budgetary commitments for this financial year, leaving us with an estimated £45K by the year's end.

In the current budget recommendations for next year noted within supporting papers under item 6.4 in this meeting, I have reintroduced a £5K sinking fund for the Steyning Centre, plus I have included £18K for projects to top up our working capital. This I hope will enable us to carry out most, and possibly all of the Councils wish list of projects for next year (this also being dependent on successful grant applications).

The current draft consolidated budget figures therefore add up to a rise in our precept of £67,578 on last year's figure and this is a representative rise of 19.9% year on year.

2024/25 Proposed Projects list.

Noted below are the priority recommendations from Community and Premises and Planning Committee's, then I have included possible F&GP additions.

Proposed Projects

Cost estimate

Partly agreed

MPF Play Area renewal	£85K to £130K
Chandlers Way Play Area renewal	£25K {inc. Cil monies}
Chandlers Way Pocket Park – start up	Grant Funded

Proposed

MPF Charlton St entrance re-surfacing	£4K
MPF entrance notice/ story boards	£3K to 11K
MPF Car Park bollards	£2.5K
Steining Centre energy cost & carbon saving measures {including upgrading boiler control systems & poss. solar panel installation – requiring further grant support}	£10K

And F&GP to be discussed

Bus Shelter floor lowering	Quotes awaited
CCTV enhancement	Quotes awaited

06/12/2023

Steining Parish Council 2023/24

11:53

Earmarked Reserves

Account	Closing Balance
320 EMR-NHP	1,118.75
321 EMR-Bus Shelter Notice Boards	1,000.00
322 EMR-Lighting Upgrades	1,142.00
323 EMR-Legal Fees	5,000.00
326 EMR-Tree Report & Essential Wk	6,750.00
327 EMR-High St N. Board relocate	1,500.00
328 EMR-Allotment Access	1,184.00
329 EMR-HR Services	3,743.00
330 EMR-Steining Centre Audio Vis'	3,877.00
331 EMR-Clock Tower Maintenance	5,000.00
332 EMR-CIL	10,201.46
340 EMR-Emergency Reserve	0.00
341 EMR - Steining C. Sinking Fund	5,000.00
345 EMR-Cemetery Committee	58,780.95
	104,297.16

Steyping Parish Council

Balance Sheet as at 30th November 2023

30th November 2023

Current Assets {Finance}

VAT Reimbursement Due	0
Current Account	56,570.51
Money Maker Account	238,475.69
Petty Cash Account	32.00
Utility Bank Account	113,686.42
Joint Parishes Cemetery Comm Account	58,780.95

Total **£467,545.57**

Estimated Revenue to Year End – To End March {Approx}

Precept, Grants Due	5,000.00
Income {Hire charges, Rents, FITS, Film} as per budget	27,250.00
Donations, Bank Interest & Cil Receipts	5,400.00

Total **£37,650.00**

Estimated Current Liabilities – To End March {Approx}

Remaining F&GP Budget Expenditure	164,300.00
Remaining Communities Budget Expenditure	29,800.00
Remaining Premises Budget Expenditure	24,600.00
Project {Gen. Reserves} Expenditure {CCTV, Normans, Marleys, Clock, Signs}	23,500.00
Earmarked Reserves	104,297.00

Total **£346,497.00**

BALANCE **£158,700.00**

Steyning Parish Council - F&GP Draft Budget 1st April 2024 / 31st March 2025

Version 2
 Dec-23

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	BUDGET 22/23	ACTUAL 22/23	BUDGET 23/24	Year to Date	Year End - Expected	BUDGET 24/25
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 137,000.00	£ 123,153.00	£ 116,300.00	£ 131,850.00	£ 154,500.00	£ 173,546.00	£ 168,500.00	£ 128,251.00	£ 187,500.00	£ 194,500.00
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 3,200.00	£ 2,098.00	£ 2,500.00	£ 3,356.00	£ 2,500.00	£ 3,178.00	£ 2,650.00	£ 1,222.00	£ 2,450.00	£ 2,750.00
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ 1,350.00	£ -	£ 1,350.00	£ 2,173.00	£ 1,350.00	£ 1,108.00	£ 1,350.00	£ 2,351.00	£ 2,351.00	£ 2,750.00
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 3,000.00	£ 2,316.00	£ 2,700.00	£ 2,788.00	£ 2,850.00	£ 2,865.00	£ 3,050.00	£ 1,440.00	£ 2,850.00	£ 3,050.00
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 5,800.00	£ 4,337.00	£ 5,100.00	£ 5,027.00	£ 5,350.00	£ 6,650.00	£ 6,500.00	£ 7,395.00	£ 7,395.00	£ 7,800.00
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 237.00	£ 425.00	£ 395.00	£ 440.00	£ 219.00	£ 420.00	£ 465.00
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 1,700.00	£ 970.00	£ 1,200.00	£ 772.00	£ 1,200.00	£ 1,076.00	£ 1,250.00	£ 940.00	£ 1,250.00	£ 1,320.00
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 1,750.00	£ 2,987.00	£ 1,850.00	£ 1,584.00	£ 1,850.00	£ 2,567.00	£ 2,000.00	£ 1,068.00	£ 1,950.00	£ 2,075.00
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 10,000.00	£ 1,409.00	£ 10,000.00	£ 4.00	£ 2,400.00	£ 15.00	£ 850.00	£ -	£ 400.00	£ 500.00
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 422.00	£ 285.00	£ 445.00	£ 550.00	£ 247.00	£ 480.00	£ 550.00
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 2,000.00	£ 1,136.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,927.00	£ 2,500.00	£ 2,370.00	£ 4,000.00	£ 2,500.00
4023	Youth Service Expenditure	£ 24,037.00	£ 18,392.00	£ 26,930.00	£ 25,996.00	£ 27,200.00	£ 27,400.00	£ 28,450.00	£ 28,016.00	£ 29,500.00	£ 14,801.00	£ 26,000.00	£ 31,000.00
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ 160.00	£ -	£ 160.00	£ -	£ 650.00	£ -	£ 650.00	£ 82.00	£ 580.00	£ 1,000.00
4030	Steyning Bloom	£ 3,734.00	£ 3,835.00	£ 4,400.00	£ 4,964.00	£ 4,600.00	£ 4,600.00	£ 2,200.00	£ 2,200.00	£ 2,400.00	£ 2,400.00	£ 2,400.00	£ 2,750.00
4032	Royal British Legion - change to Memorial Garden upkeep												
		£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ 150.00	£ 412.00	£ -	£ 450.00	£ 66.00	£ 200.00	£ 260.00
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 5,825.00	£ 4,019.00	£ 5,925.00	£ 2,166.00	£ 5,850.00	£ 6,200.00
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,888.00	£ 1,815.00	£ 2,365.00	£ 2,351.00	£ 2,450.00	£ 2,000.00	£ 2,450.00	£ 2,550.00
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 175.00	£ 500.00	£ 567.00	£ 750.00	£ 900.00
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ 255.00	£ 450.00	£ 150.00	£ 450.00	£ 200.00	£ 280.00	£ 450.00
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 275.00	£ 25.00	£ 275.00	£ 175.00	£ 275.00	£ 125.00	£ 250.00	£ 65.00	£ 220.00	£ 250.00
4047	Training	£ 1,293.00	£ 1,545.00	£ 1,500.00	£ 426.00	£ 1,500.00	£ 385.00	£ 1,500.00	£ 1,876.00	£ 1,500.00	£ 650.00	£ 650.00	£ 800.00
4049	Showcase	£ -	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ -	£ -
4055	HR Support	£ -	£ 2,182.00	£ 5,000.00	£ 4,075.00	£ 5,000.00	£ 825.00	£ 1,000.00	£ -	£ 1,000.00	£ 475.00	£ 850.00	£ 1,000.00
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 500.00	£ 701.00	£ 500.00	£ 15.00	£ 635.00	£ 750.00
4061	Councillors' Allowances	£ -	£ 49.00	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ -	£ 100.00
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 1,600.00	£ 2,500.00	£ 2,440.00	£ 2,500.00	£ 400.00	£ 2,100.00	£ 2,440.00
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,000.00	£ 2,490.00	£ 2,400.00	£ 1,560.00	£ 2,600.00	£ 2,223.00	£ 2,600.00	£ 1,307.00	£ 2,450.00	£ 2,600.00
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,700.00	£ 1,775.00	£ 1,700.00	£ 2,595.00	£ 2,250.00	£ 427.00	£ 2,250.00	£ 95.00	£ 2,250.00	£ 2,250.00
4072	Website development	£ 93.00	£ 472.00	£ 1,000.00	£ 1,117.00	£ 1,000.00	£ 287.00	£ 450.00	£ 350.00	£ 450.00	£ 131.00	£ 375.00	£ 450.00
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ -	£ 1,050.00	£ 2,726.00	£ 1,700.00	£ 145.00	£ 800.00	£ 1,000.00
4075	Isolation and Lonliness	£ -	£ -	£ 3,000.00	£ 1,762.00	£ 3,000.00	£ 2,512.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ -	£ 2,000.00	£ 3,000.00
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 45,000.00	£ 42,570.00	£ 45,105.00	£ 47,112.00	£ 45,500.00	£ 51,063.00	£ 52,989.00	£ -	£ 52,989.00	£ 56,000.00
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 15,750.00	£ 20,550.00	£ 15,750.00	£ 16,000.00	£ 16,500.00	£ 19,175.00	£ 17,250.00	£ -	£ 20,500.00	£ 21,500.00
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 20,000.00	£ 9,638.00	£ -	£ -	£ -	£ 18,000.00
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 298,430.00	£ 256,872.00	£ 273,615.00	£ 272,836.00	£ 312,687.00	£ 322,927.00	£ 318,254.00	£ 171,068.00	£ 335,375.00	£ 373,510.00
CODE	INCOME												
1000	Donations / Grants received	£ 3,313.00	£ 8,652.00	£ 3,400.00	£ 30,040.00	£ 2,800.00	£ 15,000.00	£ 3,500.00	£ 2,244.00	£ 3,500.00	£ 2,200.00	£ 7,200.00	£ 4,500.00
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 5,167.00	£ 2,500.00	£ 267.00	£ 1,850.00	£ 3,500.00
1004	Reimbursed charges & Donations	£ -	£ 13.00	£ 200.00	£ 155.00	£ 200.00	£ 48.00	£ 200.00	£ 63.00	£ 200.00	£ 3.00	£ 80.00	£ 200.00
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 173.00	£ 250.00	£ 59.00	£ 250.00	£ -	£ 150.00	£ 250.00
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 332,357.00	£ 338,997.00	£ 338,997.00	£ 338,997.00	£ 406,575.00
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 19.00	£ 120.00	£ 1,515.00	£ 550.00	£ 2,946.00	£ 4,300.00	£ 7,200.00
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,545.00	£ 338,427.00	£ 341,405.00	£ 345,997.00	£ 344,413.00	£ 352,577.00	£ 422,225.00
TOTAL INCOME OVER		£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 64,709.00	£ 26,290.00	£ 18,478.00	£ 27,743.00		£ 19,757.00	£ 48,715.00

Community Committee -
CONSOLIDATED P & L ACCOUNT

Draft Budget 1st April 2024/ 31st March 2025

Dated 29th Nov. {V2}

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	YEAR TO DATE Mid-month Nov	Draft Budget for 24/25
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975	£1,697	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250	£2,121	£ 2,250.00
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 19,109.00	£ 30,000.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,550.00	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ -	£ 1,350.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 1,020.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ 6,885.00	£ 10,500.00 ?
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 1,386.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 5,010.00	£ 4,200.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,309.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 1,920.00	£ 2,450.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 3,219.00	£ 4,600.00
4322	Memorial Tributes											£ 1,000.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 2,612.00	£ 4,200.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ 192.00	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 49,350.00	£ 78,400.00
CODE	INCOME											
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00	£ 27,962.00	£ 29,500.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00	£ 540.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 4,193.00	£ 4,600.00	£ 4,706.00	£ 4,700.00	£ 5,099.00	£ 5,400.00
1006	Memorial Donations											£ 1,000.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 29,253.00	£ 29,900.00	£ 30,673.00	£ 30,900.00	£ 33,601.00	£ 36,400.00
TOTAL INCOME OVER EXPENDITURE		£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,400.00	-£24,431.00	-£27,650.00	-£32,958.00	-£26,528.00		-£ 42,000.00

Steyning Parish Council - Draft Budget 1st April 2024 / 31st March 2025

Version 2 - November 2023

PREMISES P & L ACCOUNT

CODE	EXPENDITURE	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	Budget 22/23	ACTUAL 22/23	Budget 23/24	Actual to date - month 7 (Oct)	Draft Budget for 24/25
4053	Entertainment Licence	£ 3,059.00	£ 2,500.00	£ 334.00	£ 2,500.00	£ 832.00	£ 2,750.00	£ 309.00	£ 2,000.00	£ 3,649.00	£ 2,350.00
4005	Insurance	£105	£115	£92	£ 150.00	£ 80.00	£ 150.00	£ -	£ 150.00	£ -	£ 150.00
4250	Public Toilets (Open/close)	£ 1,216.00	£ 2,500.00	£ 1,810.00	£ 2,200.00	£ 2,172.00	£ 1,800.00	£ 2,184.00	£ 2,000.00	£ 1,068.00	£ 2,100.00
4252	Electriclty - Playing Field	£ 1,206.00	£ 500.00	£ 485.00	£ 480.00	£ 1,332.00	£ 620.00	£ 1,022.00	£ 1,500.00	£ 1,462.00	£ 1,950.00
	Electric Public Toilets	£ 727.00	£ 650.00	£ 1,199.00	£ 800.00	£ 981.00	£ 800.00	£ 1,137.00	£ 1,200.00	£ 848.00	£ 1,350.00
	Electric Steyning Cen.	£ 4,457.00	£ 4,530.00	£ 2,363.00	£ 4,550.00	£ 3,397.00	£ 4,550.00	£ 5,192.00	£ 5,000.00	£ 2,930.00	£ 5,850.00
4253	Water - Playing Fields	£ 1,726.00	£ 600.00	£ 621.00	£ 800.00	£ 1,911.00	£ 1,200.00	£ 1,482.00	£ 1,350.00	£ 1,392.00	£ 1,850.00
	Water - Public Toilets	£ 539.00	£ 500.00	£ 2,579.00	£ 1,250.00	£ 1,592.00	£ 1,250.00	£ 1,118.00	£ 1,400.00	£ 539.00	£ 1,500.00
	Water - Steyning Cen.	£ 2,248.00	£ 2,100.00	£ 1,217.00	£ 1,600.00	£ 2,030.00	£ 1,800.00	£ 1,509.00	£ 1,900.00	£ 773.00	£ 2,000.00
4254	Rates - Toilets	£ 330.00	£ 400.00	£ 354.00	£ 400.00	£ -	£ 380.00	£ 334.00	£ -	£ -	£ -
	Rates - Steyning Cen.	£ 9,828.00	£ 10,650.00	£ 9,778.00	£ 10,650.00	£ 8,814.00	£ 10,650.00	£ 9,731.00	£ 10,650.00	£ 5,939.00	£ 10,650.00
4256	Repairs and consumables - toilets	£ 1,288.00	£ 1,200.00	£ 461.00	£ 1,200.00	£ 1,681.00	£ 1,200.00	£ 1,084.00	£ 1,200.00	£ 803.00	£ 1,300.00
4257	Gas (Steyning Centre)	£ 2,931.00	£ 3,600.00	£ 6,521.00	£ 3,400.00	£ 6,105.00	£ 4,500.00	£ 8,057.00	£ 6,500.00	£ 1,460.00	£ 6,750.00
4310	Grounds Maintenance	£ 3,114.00	£ 3,500.00	£ 3,967.00	£ 3,500.00	£ 3,368.00	£ 3,500.00	£ 3,951.00	£ 3,500.00	£ 1,973.00	£ 3,700.00
4341	Repairs	£ 672.00	£ 750.00	£ 954.00	£ 750.00	£ 365.00	£ 750.00	£ 753.00	£ 650.00	£ 239.00	£ 750.00
4342	Maintenance & renewals SC	£ 20,629.00	£ 12,000.00	£ 4,731.00	£ 9,000.00	£ 10,131.00	£ 9,000.00	£ 9,184.00	£ 12,000.00	£ 8,641.00	£ 12,750.00
4401	Trade Waste SC	£ 1,576.00	£ 2,900.00	£ 1,890.00	£ 2,500.00	£ 2,454.00	£ 2,200.00	£ 2,623.00	£ 2,500.00	£ 929.00	£ 2,700.00
4402	Annual Maint. Contracts	£ 8,010.00	£ 10,000.00	£ 5,559.00	£ 8,500.00	£ 7,519.00	£ 8,200.00	£ 7,457.00	£ 9,000.00	£ 4,146.00	£ 9,000.00
4404	Alarm System SC	£ 446.00	£ 500.00	£ 418.00	£ 500.00	£ 482.00	£ 500.00	£ 497.00	£ 500.00	£ 551.00	£ 575.00
4406	Cleaning & Consumables	£ 2,995.00	£ 2,500.00	£ 2,504.00	£ 3,000.00	£ 2,543.00	£ 3,000.00	£ 2,097.00	£ 2,850.00	£ 634.00	£ 2,450.00
4407	Coffee machine supplies	£ 267.00	£ 350.00	£ 7.00	£ 80.00	£ -	£ 40.00	£ 43.00	£ 40.00	£ 9.00	£ 40.00
4408	Film night	£ 4,592.00	£ 4,150.00	£ 1,042.00	£ 4,250.00	£ 2,581.00	£ 4,250.00	£ 3,081.00	£ 4,250.00	£ 2,184.00	£ 4,250.00
4971	Premises Earmarked Reserves - Depreciation cover	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ -	£ -	£ 5,000.00
	TOTAL EXPENDITURE	£ 71,961.00	£ 66,495.00	£ 48,886.00	£ 62,060.00	£ 60,370.00	£ 68,090.00	£ 62,845.00	£ 70,140.00	£ 40,169.00	£ 79,015.00
CODE	INCOME										
1003	Club Lease Rentals	£ 2,605.00	£ 3,400.00	£ 1,789.00	£ 2,500.00	£ 2,629.00	£ 2,500.00	£ 2,295.00	£ 2,675.00	£ 4,205.00	£ 4,400.00
1007	Room Hire	£ 57,679.00	£ 63,000.00	£ 19,035.00	£ 27,600.00	£ 49,916.00	£ 60,000.00	£ 57,368.00	£ 60,000.00	£ 33,200.00	£ 61,500.00
1010	Misc Income	£ 836.00	£ 650.00	£ 4.00	£ 400.00	£ 441.00	£ 650.00	£ 286.00	£ 650.00	£ 434.00	£ 650.00
1015	Coffee machine income	£ 752.00	£ 1,050.00	£ 30.00	£ 450.00	£ 127.00	£ 550.00	£ 193.00	£ 250.00	£ 146.00	£ 250.00
1017	Income Film night	£ 8,414.00	£ 6,500.00	£ 1,003.00	£ 4,200.00	£ 2,606.00	£ 5,750.00	£ 4,724.00	£ 4,200.00	£ 2,825.00	£ 4,200.00
1020	Feed in Tariff	£ 787.00	£ 900.00	£ 1,121.00	£ 1,200.00	£ 934.00	£ 1,200.00	£ 1,096.00	£ 1,200.00	£ 746.00	£ 1,300.00
	TOTAL INCOME	£ 71,073.00	£ 75,500.00	£ 22,982.00	£ 36,350.00	£ 56,653.00	£ 70,650.00	£ 65,962.00	£ 68,975.00	£ 41,556.00	£ 72,300.00
TOTAL INCOME OVER EXPENDITURE		-£ 888.00	£ 9,005.00	-£ 25,904.00	-£ 25,710.00	-£ 3,717.00	£ 2,560.00	£ 3,117.00	-£ 1,165.00	£ 1,387.00	-£ 6,715.00

Two invoices for agreement

Item 6.5

Briefing Note

There follows two invoices for agreement please.

The first invoice covers the first phase of the last part of the Steyning Centre audio-visual tech upgrade. This has been agreed at the Premises Committee. The second phase of this part of the project will be completed, if funds allow, in February/March of this financial year.

The second invoice is to cover the cost of a pendulum regulator for the clock in the Clock Tower – you may have noticed it's been losing time over the last few weeks.

If we want to keep the correct time, this would be seen as essential work.

I have also accompanied the second invoice with information concerning the details of the mechanism – this is just for your information, because you may find it interesting or indeed some residents may find it interesting (as this paper is published) – its not necessary to read it in preparation for the meeting I would suggest.

TAX INVOICE

Steyning Parish Council
The Steyning Centre
Fletchers Croft
STEYNING
West Sussex
BN44 3XZ
GBR

Invoice Date
30 Nov 2023

Account Number
SPC

Invoice Number

Reference
Coombe Court Audio
Upgrade - Phase One

VAT Number

Tom Packer
Ferringdene
Henfield Road
Upper Beeding

Description	VAT	Amount GBP
6x EV S8.2T Installation Speakers (White)	20%	2,050.00
Dynacord Installation Power Amplifier	20%	875.00
Additional cable, conduit, connectors, sockets, hardware, etc.	20%	280.00
Installation & Configuration Phase One (including 15% discount for combining with Film Society install)	20%	850.00
Bluetooth and Line Input Panel	20%	170.00
Additional amplifier remote power relay and install	20%	75.00
Sennheiser E835 S 3Pack - Dynamic vocal microphones plus 3x tour grade XLR Cables	20%	270.00
	Subtotal	4,570.00
	TOTAL VAT 20%	914.00
	TOTAL GBP	5,484.00

Due Date: 30 Dec 2023

Preferred payment method:
BACS Payment to HSBC
Account Name: Tom Packer Multimedia & Technical Solutions
Sort Code:
Account Number:

Our Ref:
Date: 24/11/2023

Tessa Eckert
tessa.eckert@steypingpc.gov.uk

Dear Tessa,

Steyping: Town Clock – PAR Installation

On our recent visit to site, our engineer Tim reported that the current pendulum regulator is an old PR100 model, which has now been upgraded to the new PAR (Pendulum Arrest Regulator). Due to the PR100 being obsolete, it means parts are no longer available in the event of a failure.

Due to this report, we highly recommend that the PR100 is removed and replaced with the PAR which means parts are readily available in the unlikely event that something goes wrong.

Proposals

The proposed work will be completed over the course of one visit; prior to our visit we will assemble and thoroughly test a new PAR unit, as well as all relevant channel, wiring etc. Once we are satisfied that this is up to our high standards, it will be securely packaged and sent to our local engineer for installation.

Our engineer will attend site, access the clock room and check that all is safe and well. They will remove the old PR100, install the new bracketry, new PAR and controller. A number of tests will be undertaken to ensure that all is working well; site will then be left in good working order.

Quotation

Item	Price	Notes
Attend site and install PAR. Commission and leave site in good working order	£1,840	Prices are net + VAT. Please note that in the event of any further unexpected work being identified, this will form a separate quotation and the work will not be undertaken without approval. Please see 'Important Notes' below, which should be read in conjunction with this proposal.

Payment Terms

Our payment terms will be 30 days net from date of invoice

Important Points to Note:

- 🕒 **Our standard Terms & Conditions apply, a copy of which is attached.**
- 🕒 **All quotations are valid for 30 days.**
- 🕒 **All quotations are excluding VAT.**
- 🕒 **For all orders exceeding £1,500 in value, a 40% deposit is required with placement of order, the remaining balance due 30 days after project completion.**
- 🕒 **Once a customer PO has been accepted by Smith of Derby, or letter to proceed, or the like, and has been confirmed by ourselves:**
 - **If work does NOT commence within 6 months 'due to the customer not being able to proceed', Smith of Derby reserve the right to re-price.**
 - **If the customer does not accept the re-price, the customer can terminate the contract (see clause 14.2.8 in Smith of Derby Terms & Conditions of Supply).**
- 🕒 **In the event of an agreed installation date subsequently being delayed by the contractor/customer, at no fault of Smith of Derby, Smith of Derby reserve the right to claim payment for work completed or any costs already incurred at this point.**
- 🕒 **Our price includes for installation and commissioning in one visit. Where the site is not ready for single visit installations due to events outside of our control (i.e. power supply not installed and working or access equipment not available), such visits will be charged accordingly.**

I hope the above proposals and quotation meets with your approval; if I can be of any further assistance please do not hesitate to contact me. I look forward to receiving your further instructions.

Yours sincerely

Jack Biggin
Technical Sales

Engineer Mob: 07779 000000
E-mail: jbiggin@smithofderby.co.uk

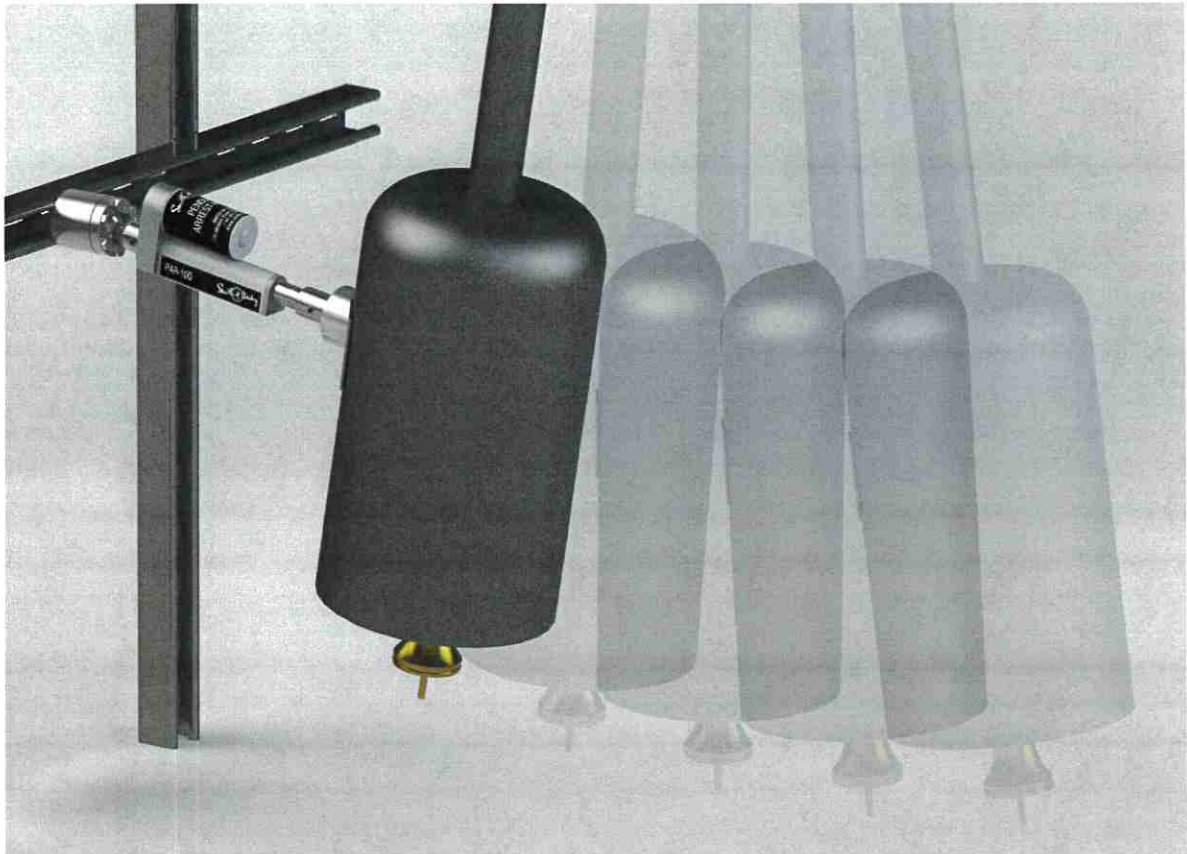
PAR-100 Pendulum Regulator and Controller

Turret clock conversion to automatic timekeeping

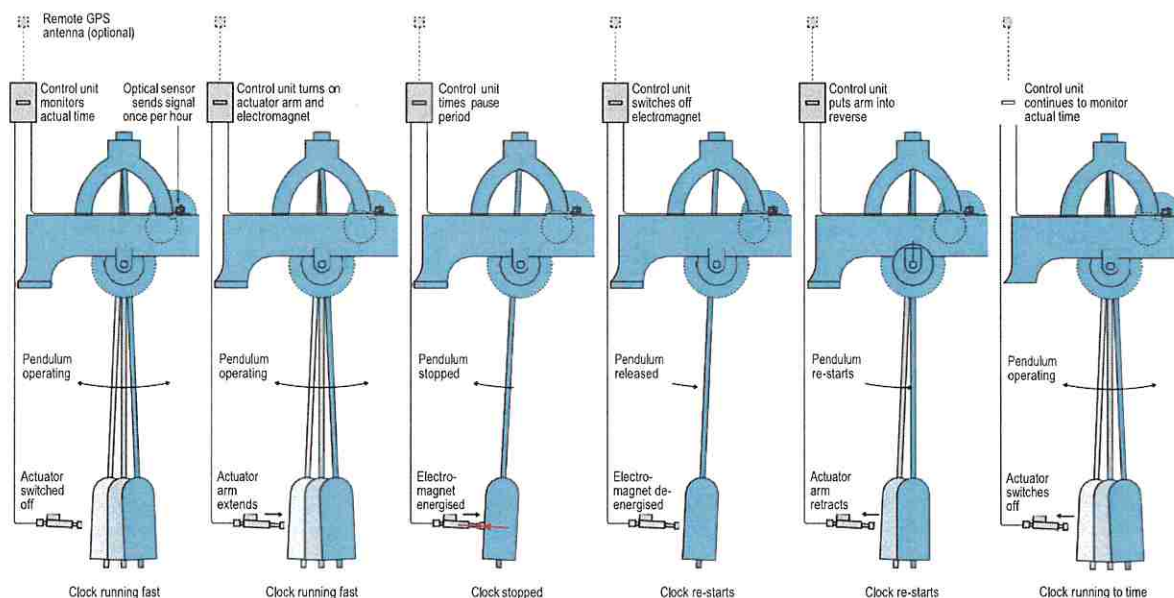
UK patent pending

Document ref: PAR Product Data

Issue date: 27 March 2018



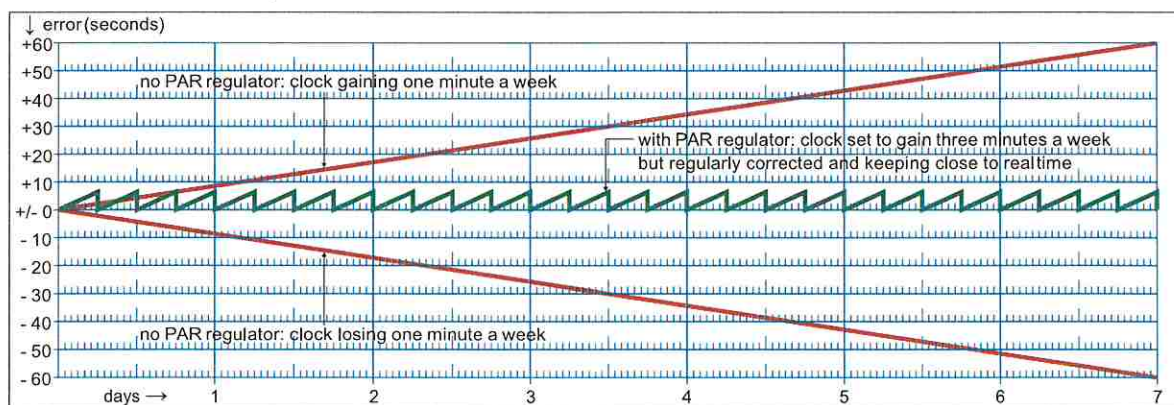
- The perfect timekeeping solution for traditional weight driven turret clocks.
- Quartz controlled timekeeping.
- Integrates with Smith of Derby autowinding.
- Nil effect on the historical integrity of your clock.
- Automatic power failure backup and time correction.
- Excellent build quality giving many years of service.
- UK designed and manufactured.



How the system works

The Smith of Derby PAR-100 Pendulum Regulator System provides automated time adjustment for weight driven tower and church clocks.

Without regular adjustment all clocks vary in timekeeping accuracy due to temperature and climate. If left unchecked, timekeeping error will accumulate over weeks and months.



A loss or gain of one minute a week, if allowed to accumulate, would make your clock seem like a poor timekeeper. It is in fact an error of approximately 0.01 percent.

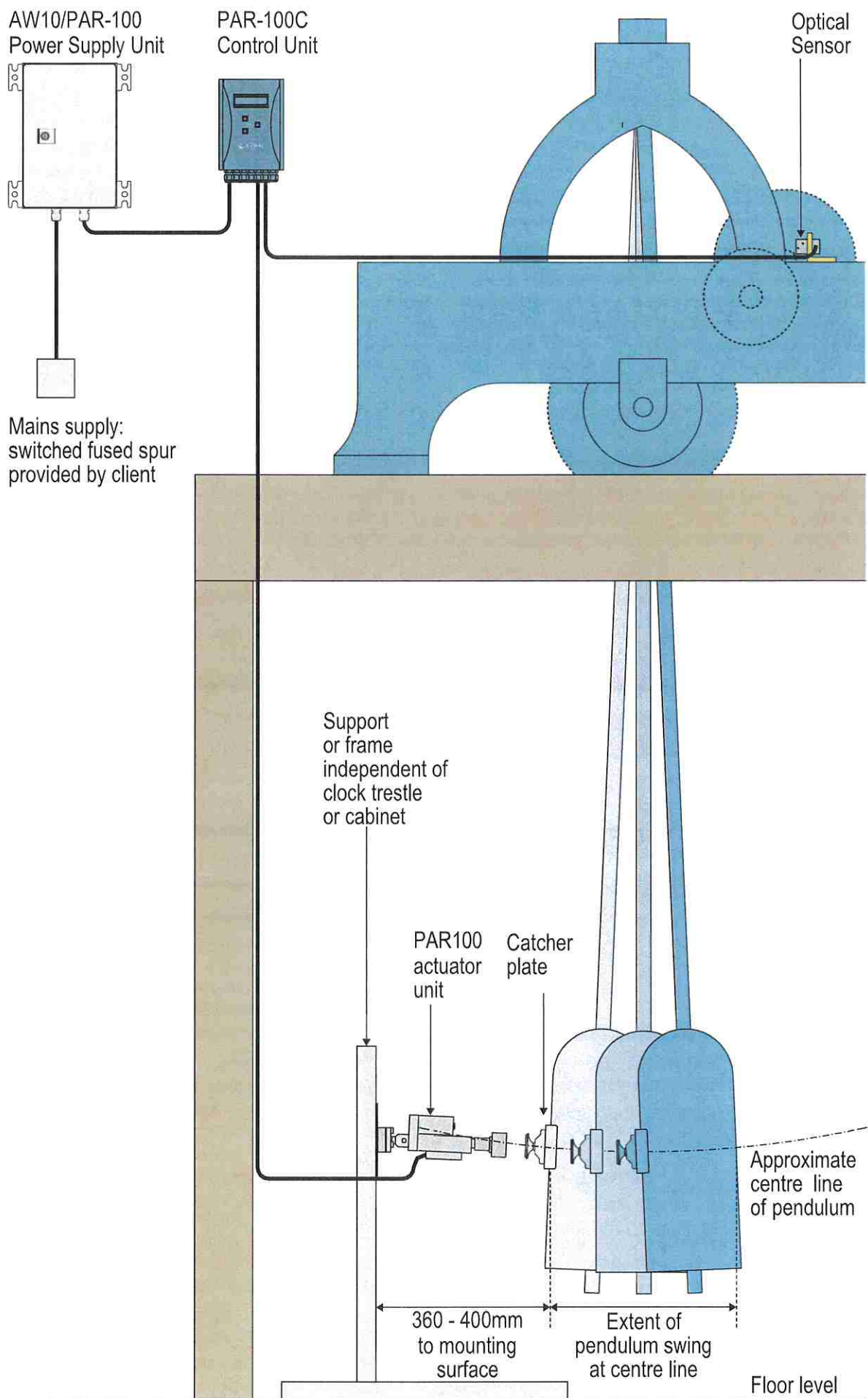
The PAR-100 works by monitoring the clock and checking it against real time every hour. Pausing the pendulum for short frequent intervals maintains accurate timekeeping in the long term. In practice the clock must be set to always "fast" so that there is always some margin of pause available. In other words the system is designed to pause the clock to "slow" it but is not designed to accelerate it.

Integration with automatic winding

As it all but eliminates the need for regular manual adjustment, the PAR-100 is an ideal companion to the Smith of Derby autowind system. It shares the same power unit as AW8 models and upwards.

Summer/Winter Time Change

The PAR-100 also takes care of clock altering for summer/winter time changes. The dates and times are pre-programmed into the control unit, and your clock will pause for eleven hours (effectively forward by one hour) in the spring and one hour (back) in the autumn. If your clock has night silencing, the spring time change is programmed for 23 hours to maintain chiming continuity.



Elements of the system



Pendulum height adjustment

When a PAR-100 system is installed, the clock will be adjusted to always gain time by a small amount, using the adjuster below the pendulum bob. This adjustment is calculated by our clockmakers to ensure that there will always be at least a small gain so that the PAR-100 system will operate.



PAR actuator unit and catcher plate

The PAR-100 actuator unit has an extending arm and electromagnet. This is the unit which "catches" the pendulum to pause it for the calculated time.



Sensor on clock movement

A sensor is fitted to one of the drive shafts (arbors). It sends a signal to the control unit exactly once an hour by clock time. The system calculates the gain compared to real time, which in turn activates the actuator arm and electromagnet.



PAR-C-100 control unit

Programmed for full automatic control of your PAR equipped clock. Equipped as standard with quartz controlled clock, accurate to within 60s a year.



Power supply unit

With on-board battery to keep the system running during a power failure. If the clock is equipped with a Smith of Derby 24V autowind system (AW8 or higher), the PAR-100 can run off the same power supply unit, which is configured to run both systems together.

Parameters

The system will not necessarily pause the clock every hour, but will maintain timekeeping to within a few seconds an hour so that long term accuracy is maintained. Gains and pauses are small enough not to be noticeable.

If the clock has become exceptionally fast for any reason, the PAR-100 will not pause the clock for more than three minutes, but will continue to pause on subsequent hours so as to bring it back to the correct time. If the clock has become exceptionally slow for any reason, the PAR will keep it running without pausing to bring it back to the correct time.

If a power failure is prolonged, backup power will be cut to preserve the battery. The clock will continue to operate until it runs out of weightfall. Should this occur, it will require re-setting. Programming memory is not affected by power failures.

Site requirements

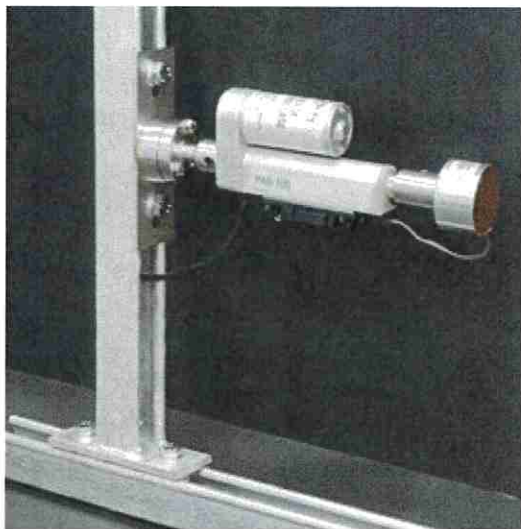
Installation

The system must be installed by qualified personnel only in order that guarantees are not invalidated. It is for indoor use only and should be installed where it will not be subject to great temperature variations, or dampness, such as outside walls, window openings, or direct sunlight.

Before installation of the PAR system a preliminary site inspection by our engineer is required. This will ensure that information such as access, space for installation, power supply and any special requirements can be verified.

There must be sufficient space for the PAR mechanism and catcher plate. Please refer to the dimension diagram.

Sufficient space must also be allowed for access to and maintenance of the control unit and power unit.



Smith of Derby recommend and use a standard racking and frame system which uses 40 x 40mm galvanised channel. This is a versatile system suitable for PAR mechanisms and autowind units.

Electrical requirements

A power outlet to the correct specification must be provided by the client prior to installation of the PAR system. To comply with regulations this must be installed by an approved electrical contractor.

Maintenance

PAR series regulators must be serviced every 12 months by a qualified clock engineer. Please ask about our annual maintenance contract.

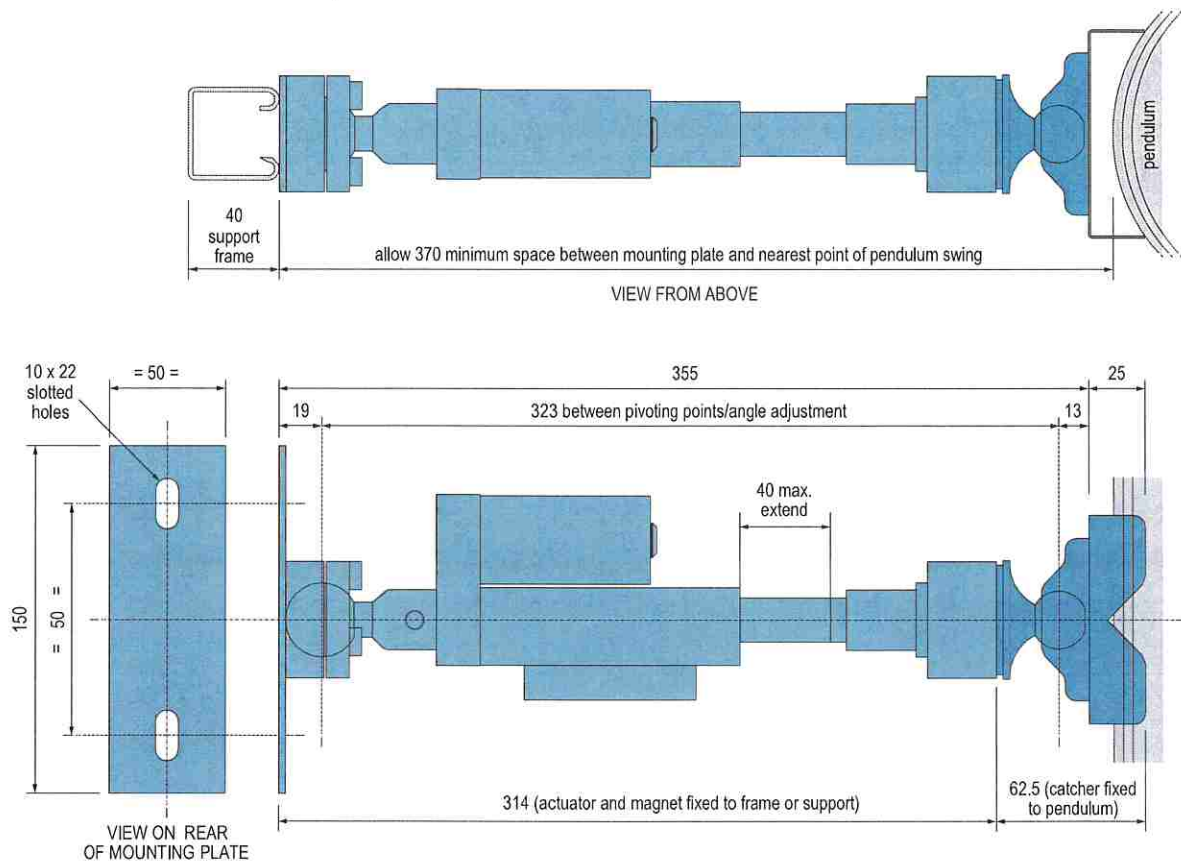
Guarantee

12 months warranty against failure through faulty workmanship or materials. Please see our full terms and conditions, available on our website or on request.

Heritage

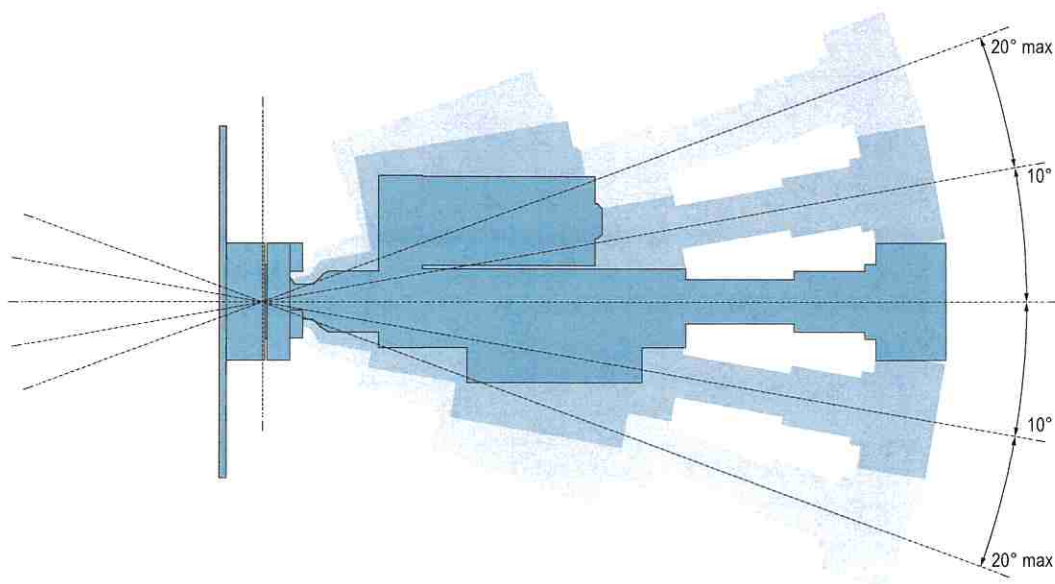
All Smith of Derby work on heritage clocks is fully conservation compliant, and does not involve drilling or modifying any part, nor the attachment of equipment that could not be subsequently removed. Your clock could if required be returned to its exact un-regulated (and un-auto-wound) condition.

Dimensions and specification

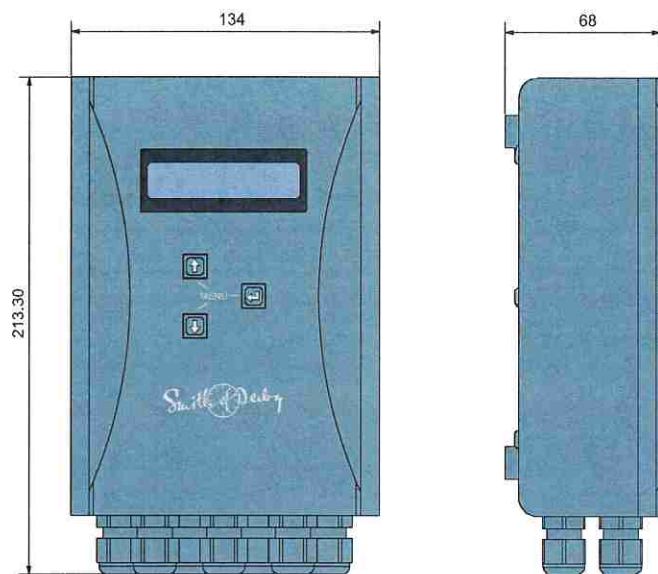


PAR-100 actuator unit and catcher plate overall dimensions and clearances. This diagram shows the unit in the extended position.

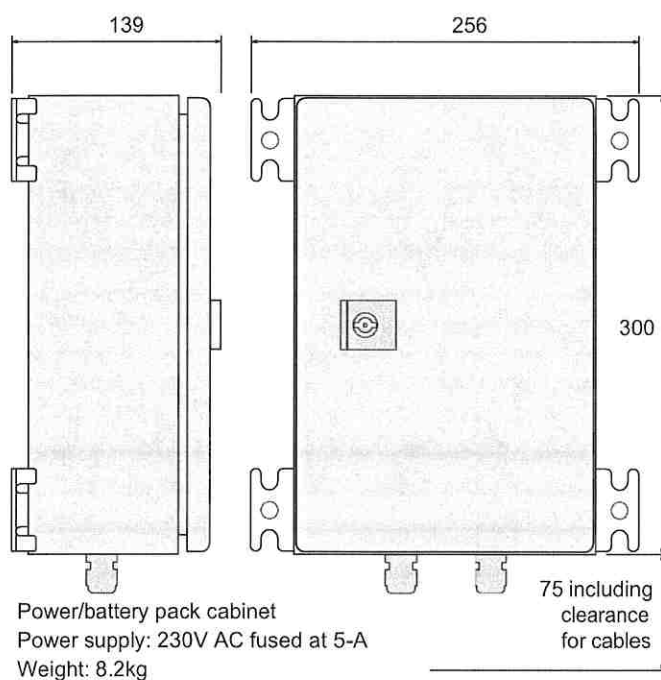
NOTE: site measurements must be compatible with PAR100 installation.



PAR-100 actuator unit swivel angles. In practice the unit will be fixed at 10 degrees or less from the horizontal, but in extreme circumstances the maximum pivot is 20 degrees.



PAR-100C control unit overall dimensions.



AW/PAR-100 power supply unit overall dimensions.

Technical specifications

Timekeeping accuracy	Quartz (standard):	+/- 2 sec/year
	GPS (optional):	+/- 20mS from UTC
Weights (nominal)	PAR100 actuator unit:	3.1kg
	PAR100C control unit:	600g
	AW/PAR power supply:	10kg
Power requirements	standard:	200-240V 50Hz AC
	special order:	100-120V 50/60Hz AC
	fuse rating:	5A
	power consumption:	5w

Operating temperature range -15 to +35 degrees Celsius

PAR-100 pendulum regulator and controller

Product data

Page 8

SPC Action Plan for 2023/24

Updated 28th November '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.	Complete Job descriptions, person specs, & gain wiston & HDC approval	By Nov	Gain Full Council Agreement and start selction process	By Jan	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.	Complete scope of works after gaining Commuity approval	By Nov	Complete works in Canada Gardens, Abbey Road, Cripps Lane, MPF x 4, Rublees via 3 contractors	By Early March	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	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 Nusury 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	Ensure permissions and Lamp post tests allow installation	By Dec	Agree costing	By Feb	Agree wording on Finger posts	By March	Purchase signs and consider other signage options	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	