The Steyning Centre, Fletchers Croft, Steyning
West Sussex, BN44 3XL
Tel. 01903 812042
www.steyningpc.gov.uk

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th SEPTEMBER 2023 AT 7.30PM

Present: Cllrs S Alexander (Chairman), Sharp, Ballance, Foxwell, I Alexander, Norcross and Trundle.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/23/25 **APOLOGIES FOR ABSENCE**
25.1 Apologies were received from Cllrs Bell and Campbell. Cllr Trundle arrived at item 28.1.

F&GP/23/26 **DECLARATIONS OF INTEREST AND DISPENSATIONS**
26.1 None

F&GP/23/27 **QUESTIONS FROM THE FLOOR** **{in summary}**
27.1 **None**

F&GP/23/28 **MINUTES OF PREVIOUS MEETING**
28.1 Cllr S Alexander **proposed, seconded** by Cllr Ballance that the minutes of the meeting held on the 11th July 2023 be agreed as a true and fair record. **Agreed 6 For, 1 Abstained**
Cllr Trundle arrived during this item

F&GP/23/29 **MATTERS ARISING AND ACTIONS –** These items taken as read
29.1 Steyning & District Partnership Food festival Grant paid **– Actioned**

29.2 Ukrainian Refuge rep. informed of unsuccessful grant request **– Actioned**

29.3 Partnership informed of SPC support for their Tug of War event – **Actioned**

29.4 Insurance coverage undertaken based upon agreement as per meeting motion **– Actioned**

29.5 Bring back the deferred SPC Business plan for agreement at the next meeting **– See item 31.4**

29.6 Bring back the deferred SPC Action Plan for agreement at the next meeting **– See item 31.5**

29.7 Quarterly Newsletter final draft inc. amendments sent off to printers **– Actioned**

29.8 Work on Staff Contracts undertaken and prepared for Personnel Committee – **Actioned**

29.9 Clerk to organise SPC specific Finance training for those F&GP Members interested – **Actioned**

29.10 Monies transferred into 'Emergency Reserve' Unity Bank Account from HSBC **- Actioned**

F&GP/23/30 **FINANCIAL MATTERS**.
30.1 **To approve the list of SPC payments for July & August 2023.** Cllr S Alexander **proposed, seconded** by Cllr Sharp that the list of payments for July and August 2023 be approved as a correct record**. Agreed**

30.2 **To agree F&GP Income & Expenditure reports for July and August 2023.** Cllr S Alexander **proposed, seconded** by Cllr Norcross to agree the F&GP Income and Expenditure report for July and August 2023 as a correct record. **Agreed**

30.3 **To agree a request for grant funding from the Allotment Association for £79.81 to cover AGM Charge.** {Cllr I Alexander remembered he needed to declare an interest in this item as he is a member of the Association}. Cllr S Alexander **proposed, seconded** by Cllr Trundle to agree the grant fund application from the Allotment Association for £79.81. **Agreed** **CLERK**

F&GP/23/31 GOVERNANCE AND COMMUNITY MATTERS

31.1 **SPC Community Award – To agree the invitation details for nominations and the associated Publicity.** Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC accepts the invitation for nominations and associated publicity (in 'Your Steyning'), subject to agreeing the next motion under agenda item 7.2, whereby the date for the Chairmans function is to be agreed (Which is the 1st Dec). **Agreed** **CLERK**

31.2 **To agree arrangements and date for the Chairmans Function '23.** Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agree the date of the Chairmans Function as the 1st of December and that the Clerk reaches out to the school to see if it is possible to promote some community engagement with the school whereby entertainment could be organised. **Agreed** **CLERK**

31.3 **To agree the SPC budget setting timetable for 2023/24**. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC agree the {SPC Budget setting} timetable as set out within supporting papers. **Agreed** **CLERK**

31.4 **To agree the 2023/24 SPC Finance and Business Plan.** In answer to a question raised, the clerk confirmed that £81,353 was potentially available as working capital for projects. Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC agree the 2023/24 Finance and Business Plan. **Agreed**

31.5 **To agree the draft 2023/24 SPC Action Plan.** Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term, and in particular the rebooting of the youth service, and wondered if the clerk felt the council was on track to achieve all the projects outlined. The Clerk suggested the council was 4 or 5 tasks behind where he had hoped to be and that this was down to continued internal disruption. He emphasized that though the list was substantial and involved the completion of 90 tasks by years end, it was still entirely achievable but only if the whole council was able to work collectively towards these goals. **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC agree the 2023/24 Action Plan subject to the changes discussed which included changing the order associated with Finger-post signs project tasks, and the title of the Bus Shelter project. **Agreed**

31.6 **To agree the payment for High St. Lamppost testing, to enable Christmas lighting displays.**
It was suggested that the clerk consider contacting with the Community Partnership to see if a joint approach to Lamppost testing be pursued next year in order to save money. **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agree the payment for the High St. Lamppost testing, to enable Christmas lighting displays. **Agreed** **CLERK**

F&GP/23/32 DATA PROTECTION AND FREEDOM OF INFORMATION

32.1 The Clerk reported that there had been five Freedom of Information requests and review requests received in the last few weeks and that because they were from the same individual and that it was the same individual who historically had frequently burdened the Council with requests, that he had combined these latest requests and made one response, which included that he was refusing the requests under section 14 of the Freedom of information Act (Vexatious Requests). However, because a review had also been requested, there needed to be a convening of the SPC FOI panel to deal with the matter. After a discussion with member representatives present, it was decided this should take place on the 5th October at 6pm. **CLERK**

F&GP/23/33 PROGRESS REPORT

33.1 *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**

33.2 *F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group* ***– This had been discussed at the last meeting, but it was felt there needed to be a separate meeting as there was such a lot to discuss*** **W Party**

33.3 *F&GP/22/68.1 F&GP request that Steyning Council obtain the 'Power of Competence' –* ***This was due to be discussed at the next Full Council meeting*** **CLERK**

33.4 *F&GP/22/68.1 Clerks office to enquire about Youth Service contract payment reimbursements* ***The Clerk had received an email asking for completion of a 'proof of debt' form.*** **CLERK**

33.5 *F&GP/22/68.1 Clerk to reconvene a CCTV working party meeting –* ***Work was continuing with quotes being sought with then the working party needing to meet once more so that a scope of works could be agreed for recommendation back to this committee.*** **W. Party**

F&GP/23/34 INFORMATION/CORRESPONDENCE ITEMS

34.1 None

F&GP/23/35 DATE OF NEXT MEETING – 14th November 2023 @7.30pm.

The Chair closed the meeting at 8.29pm

Signed ………………………………………………… Date 14th November 2023
Chair

A video recording of this meeting can be found using this link ; -
https://youtu.be/24TxlBBuuAI

SEPTEMBER

Bank Reconciliation up to 01/10/2023 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
01/09/2023	JF10923	10,000.00		10,000.00		R	Unity Emergency Account - TRANSFER
01/09/2023	DD	848.00		848.00		R	HDC Rates - STEYNING CENTRE
01/09/2023	CR		32.00	32.00		R	Receipt(s) Banked
02/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
02/09/2023	CR		76.00	76.00		R	Receipt(s) Banked
02/09/2023	CR		58.00	58.00		R	Receipt(s) Banked
02/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
02/09/2023	CR		20.00	20.00		R	Receipt(s) Banked
02/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
04/09/2023	JF040923T	10,000.00		10,000.00		R	Unity Emergency Account - TRANSFER
04/09/2023	CR		62.71	62.71		R	Receipt(s) Banked
04/09/2023	Cr		20.00	20.00		R	Receipt(s) Banked
[illegible]/09/2023	JF050923Tr	10,000.00		10,000.00		R	Unity Emergency Account - TRANSFER
05/09/2023	VIS	38.95		38.95		R	Site lock data protection
05/09/2023	DR	1.07		1.07		R	Transaction fee - Site lock
05/09/2023	CR		283.02	283.02		R	Receipt(s) Banked
05/09/2023	CR		96.00	96.00		R	Receipt(s) Banked
05/09/2023	Cr		94.52	94.52		R	Receipt(s) Banked
06/09/2023	JF060923Tr	2,000.00		2,000.00		R	Unity Emergency Account - TRANSFER
06/09/2023	166/23.24	2,693.25		2,693.25		R	Jack Lee - STREET CLEANING
06/09/2023	167/23.24	224.13		224.13		R	PiP Services
06/09/2023	168/23.24	185.00		185.00		R	The Sussex plumber
06/09/2023	169/23.24	260.00		260.00		R	TC Maintenance
06/09/2023	170/23.24	366.10		366.10		R	SCS - film
06/09/2023	171/23.24	228.00		228.00		R	Clare Austin
06/09/2023	172/23.24	255.33		255.33		R	FPS
06/09/2023	173/23.24	150.00		150.00		R	Crucial Env.
06/09/2023	174/23.24	79.61		79.61		R	Gallagher insurance
[illegible]/09/2023	CR		556.48	556.48		R	Receipt(s) Banked - ROOM HIRE
07/09/2023	CR		458.91	458.91		R	Receipt(s) Banked - SOLAR ENERGY
07/09/2023	BP		58.00	58.00		R	Receipt(s) Banked
07/09/2023	CR		17.70	17.70		R	Receipt(s) Banked
07/09/2023	23/40		292.50	292.50		R	Receipt(s) Banked
08/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
08/09/2023	Cr		75.00	75.00		R	Receipt(s) Banked
08/09/2023	BP		41.90	41.90		R	Receipt(s) Banked
08/09/2023	CR		57.30	57.30		R	Receipt(s) Banked
08/09/2023	23/37		38.00	38.00		R	Receipt(s) Banked
08/09/2023	23/39		196.64	196.64		R	Receipt(s) Banked
09/09/2023	CR		76.00	76.00		R	Receipt(s) Banked
09/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
11/09/2023	CR	11.45		11.45		R	Post Office
11/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
11/09/2023	23/38		323.17	323.17		R	Receipt(s) Banked
13/09/2023	175/23.24	372.14		372.14		R	Bus.Stream CarPark - WATER CHARGES
13/09/2023	176/23.24	168.00		168.00		R	Cardinus cost assess.
13/09/2023	177/23.24	28.55		28.55		R	T.eckert postage
13/09/2023	178/23.24	62.28		62.28		R	BSG - printer

Bank Reconciliation up to 01/10/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/09/2023	179/23.24	12.00		12.00		R	Function 28
13/09/2023	180/23.24	20.00		20.00		R	HALC - subs
13/09/2023	181/23.24	312.20		312.20		R	HDC Waste
13/09/2023	182/23.24	225.82		225.82		R	Over;line
13/09/2023	183/23.24	171.67		171.67		R	PiP Services
13/09/2023	184/23.24	306.00		306.00		R	Southern Cinema Services
13/09/2023	185/23.24	556.48		556.48		R	Sumup RH - ROOM HIRE REIMBURSEMENT.
13/09/2023	186/23.24	144.50		144.50		R	TC Maintenance
13/09/2023	CR		168.70	168.70		R	Receipt(s) Banked
13/09/2023	CR		223.56	223.56		R	Receipt(s) Banked
13/09/2023	BP		125.42	125.42		R	Receipt(s) Banked
13/09/2023	BP		77.72	77.72		R	Receipt(s) Banked
/09/2023	CR		60.00	60.00		R	Receipt(s) Banked
13/09/2023	CR		76.40	76.40		R	Receipt(s) Banked
13/09/2023	CR		76.40	76.40		R	Receipt(s) Banked
14/09/2023	CR		92.00	92.00		R	Receipt(s) Banked
14/09/2023	CR		43.80	43.80		R	Receipt(s) Banked
14/09/2023	CR		181.69	181.69		R	Receipt(s) Banked
15/09/2023	VIS	116.92		116.92		R	Amazon - mobile phone
15/09/2023	Cr		93.32	93.32		R	Receipt(s) Banked
15/09/2023	CR		269.68	269.68		R	Receipt(s) Banked
15/09/2023	CR		79.81	79.81		R	Receipt(s) Banked
15/09/2023	CR		58.00	58.00		R	Receipt(s) Banked
16/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
17/09/2023	CR		32.02	32.02		R	Receipt(s) Banked
17/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
18/09/2023	VIS	31.18		31.18		R	Zoom
18/09/2023	187/23.24	25.98		25.98		R	S Cobb paintnw.spirit
'/09/2023	188/23.24	69.39		69.39		R	British Gas
18/09/2023	189/23.24	37.50		37.50		R	Chichester Payroll
18/09/2023	190/23.24	3,073.82		3,073.82		R	Nics in HMRC
18/09/2023	191/23.24	2,756.76		2,756.76		R	WSCC Pensions
18/09/2023	192/23.24	72.00		72.00		R	Hove piano tuning
18/09/2023	CR		14,001.46	14,001.46		R	Receipt(s) Banked - 2ND OF 2 CLEANSING GRANT.
18/09/2023	CR		99.00	99.00		R	Receipt(s) Banked
18/09/2023	CR		141.78	141.78		R	Receipt(s) Banked
19/09/2023	BP		90.00	90.00		R	Receipt(s) Banked
19/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
19/09/2023	CR`		20.00	20.00		R	Receipt(s) Banked
20/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
20/09/2023	CR		437.84	437.84		R	Receipt(s) Banked - ROOM HIRE
21/09/2023	DR	29.57		29.57		R	HSBC Charges
21/09/2023	CR		38.00	38.00		R	Receipt(s) Banked
21/09/2023	CR		39.82	39.82		R	Receipt(s) Banked
21/09/2023	BP		167.60	167.60		R	Receipt(s) Banked
22/09/2023	CR		20.00	20.00		R	Receipt(s) Banked
22/09/2023	CR		81.22	81.22		R	Receipt(s) Banked
23/09/2023	CR		92.02	92.02		R	Receipt(s) Banked

Bank Reconciliation up to 01/10/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
23/09/2023	CR		121.82	121.82		R	Receipt(s) Banked
25/09/2023	BP	9,313.51		9,313.51		R	Salaries various
25/09/2023	BP		38.00	38.00		R	Receipt(s) Banked
25/09/2023	BP		20.00	20.00		R	Receipt(s) Banked
25/09/2023	CR		20.00	20.00		R	Receipt(s) Banked
25/09/2023	CR		97.01	97.01		R	Receipt(s) Banked
26/09/2023	VIS	11.04		11.04		R	Zoho
26/09/2023	CR		90.67	90.67		R	Receipt(s) Banked
26/09/2023	CR		64.78	64.78		R	Receipt(s) Banked
27/09/2023	193/23.24	189.00		189.00		R	Barawood publishing
27/09/2023	194/23.24	458.91		458.91		R	Bus.stream changingrms - WATER CHARGE
27/09/2023	196/23.24	174.38		174.38		R	EDF elec.Carpark
/09/2023	197/23.24	9.56		9.56		R	sumupRH reinburse
27/09/2023	198/23.24	1,492.36		1,492.36		R	Laser Steyning Cntre - ELECTRIC CHARGE.
27/09/2023	199/23.24	260.48		260.48		R	LaserCarpark
27/09/2023	200/23.24	741.41		741.41		R	Laser elec Changingrooms
27/09/2023	201/23.24	335.63		335.63		R	NGFplay Ltd
27/09/2023	202/23.24	79.80		79.80		R	PHS Group
27/09/2023	203/23.24	186.00		186.00		R	sowerby toilets
27/09/2023	204/23.24	570.00		570.00		R	Worknest - EMPLOYMENT CONTRACT CHECKS - HR SERVICES.
27/09/2023	205/23.24	502.66		502.66		R	Catercraft - GAS BOILER MAINT'
27/09/2023	CR		81.32	81.32		R	Receipt(s) Banked
27/09/2023	CR		26.52	26.52		R	Receipt(s) Banked
27/09/2023	23/42		345.69	345.69		R	Receipt(s) Banked
28/09/2023	CR		400.00	400.00		R	Receipt(s) Banked
28/09/2023	CR		169,498.50	169,498.50		R	Receipt(s) Banked - 2ND OF 2 PRECEPT
28/09/2023	23/41		20.00	20.00		R	Receipt(s) Banked
28/09/2023	23/43		394.83	394.83		R	Receipt(s) Banked
/09/2023	BP		30.92	30.92		R	Receipt(s) Banked
29/09/2023	BP		95.50	95.50		R	Receipt(s) Banked
29/09/2023	CR		76.00	76.00		R	Receipt(s) Banked
29/09/2023	CR		20.62	20.62		R	Receipt(s) Banked
29/09/2023	Cr		444.09	444.09		R	Receipt(s) Banked - ROOM HIRE
		60,258.39	192,087.38				

Clerk / RFO:

Name JOHN FULLBROOK .... Signed .... Date 9th OCTOBER '23

Chair of F&GP:

Name SIMON ALEXANDER .... Signed .... Date 9th Oct 23

OCTOBER

Bank Reconciliation up to 31/10/2023 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
01/10/2023	JF001.23.4	-61.43		-61.43		R	Laser electric } Miss-coding from previous month.
01/10/2023	JF	61.43		61.43		R	Laser electric
01/10/2023	DD	848.00		848.00		R	HDC Rates
02/10/2023	BP		20.00	20.00		R	Receipt(s) Banked
02/10/2023	CR		11.80	11.80		R	Receipt(s) Banked
03/10/2023	215/23.24	312.20		312.20		R	Horsham District Council
03/10/2023	CR		38.00	38.00		R	Receipt(s) Banked
04/10/2023	206/23.24	351.50		351.50		R	C Austin
04/10/2023	207/23.24	2,843.25		2,843.25		R	Jack Lee - Street Cleaning
04/10/2023	208/23.24	100.00		100.00		R	JD Window cleaning
04/10/2023	209/23.24	1,584.00		1,584.00		R	Kiwa - lamp testing - Xmas lighting
04/10/2023	210/23.24	79.80		79.80		R	PHS Group
04/10/2023	211/23.24	655.00		655.00		R	TC Maintenance - Godstalls lane fence repairs
04/10/2023	CR		20.00	20.00		R	Receipt(s) Banked
05/10/2023	VIS	40.71		40.71		R	SiteLock Websecurity
05/10/2023	DR	1.11		1.11		R	TransactionFee
05/10/2023	212/23.24	7,478.42		7,478.42		R	Gallagher insurance
05/10/2023	213/23.24	180.00		180.00		R	Horsham District Council
05/10/2023	214/23.24	76.00		76.00		R	TC Maintenance
05/10/2023	216/23.24	18.15		18.15		R	T Eckert film supplies
05/10/2023	217/23.24	458.91		458.91		R	Business S water,Ch rms
05/10/2023	218/23.24	130.16		130.16		R	KCS -printing
05/10/2023	219/23.24	226.20		226.20		R	PiP Services
05/10/2023	215A23.24	-0.20		-0.20		R	HDC Waste
05/10/2023	CR		807.88	807.88		R	Receipt(s) Banked - Cricket Club Rent.
05/10/2023	Cr		734.47	734.47		R	Receipt(s) Banked - Bowling Club Rent.
05/10/2023	Cr		38.00	38.00		R	Receipt(s) Banked
05/10/2023	CR		38.00	38.00		R	Receipt(s) Banked
05/10/2023	CR		81.12	81.12		R	Receipt(s) Banked
06/10/2023	VIS	296.64		296.64		R	Microsoft
06/10/2023	23/44		231.05	231.05		R	Receipt(s) Banked
06/10/2023	23/45		288.84	288.84		R	Receipt(s) Banked
06/10/2023	23/46		242.50	242.50		R	Receipt(s) Banked
08/10/2023	CR		150.00	150.00		R	Receipt(s) Banked
08/10/2023	CR		15.00	15.00		R	Receipt(s) Banked
08/10/2023	BP		1,067.52	1,067.52		R	Receipt(s) Banked - Tennis Club Rent.
10/10/2023	CR		20.00	20.00		R	Receipt(s) Banked
12/10/2023	224/23.24	1,969.63		1,969.63		R	PPL PRS licence - Music licence
12/10/2023	Cr		53.21	53.21		R	Receipt(s) Banked
13/10/2023	220/23.24	12.65		12.65		R	T Eckert - film wine
13/10/2023	221/23.24	2,192.69		2,192.69		R	PPL PRS license - Music Licence
13/10/2023	22/23.24	1,084.20		1,084.20		R	SmartWood flooring - St. Centre floor maintenance
13/10/2023	223/23.24	224.37		224.37		R	overline - phones
13/10/2023	CR		221.75	221.75		R	Receipt(s) Banked
13/10/2023	CR		-221.75	-221.75		R	Receipt(s) Banked
15/10/2023	CR		135.00	135.00		R	Receipt(s) Banked
16/10/2023	VIS	31.18		31.18		R	Zoom
16/10/2023	DR	25.00		25.00		R	Petty Cash reimbursement

Bank Reconciliation up to 31/10/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/10/2023	DD	35.00		35.00		R	ICO subs
17/10/2023	VIS	37.50		37.50		R	PostOffice-Stamps
17/10/2023	CR		93.32	93.32		R	Receipt(s) Banked
17/10/2023	BP		75.00	75.00		R	Receipt(s) Banked
17/10/2023	CR		43.80	43.80		R	Receipt(s) Banked
17/10/2023	CR		27.37	27.37		R	Receipt(s) Banked
17/10/2023	CR		602.76	602.76		R	Receipt(s) Banked - Film Society
17/10/2023	CR		269.68	269.68		R	Receipt(s) Banked Room Hire
17/10/2023	CR		60.00	60.00		R	Receipt(s) Banked
18/10/2023	VIS	39.41		39.41		R	Amazon - Weed Killer
18/10/2023	225/23.24	1,266.72		1,266.72		R	ADT Alarms service - Steyning Centre
18/10/2023	226/23.24	201.46		201.46		R	British Gas
18/10/2023	227/23.24	381.15		381.15		R	Bus. Strm. water Steyning Cent
18/10/2023	228/23.24	21.99		21.99		R	S Cobb
18/10/2023	229/23.24	1,625.00		1,625.00		R	Direct Blinds - Main Hall black-out
18/10/2023	230/23.24	12.00		12.00		R	Function28 web site blinds replaced.
18/10/2023	231/23.24	306.00		306.00		R	Southern Cinema Services
18/10/2023	BP		76.40	76.40		R	Receipt(s) Banked
18/10/2023	CR		153.44	153.44		R	Receipt(s) Banked
18/10/2023	CR		134.96	134.96		R	Receipt(s) Banked
18/10/2023	CR		181.69	181.69		R	Receipt(s) Banked
18/10/2023	CR		524.34	524.34		R	Receipt(s) Banked - Lodge Room Hire
19/10/2023	DD	13.20		13.20		R	O2 phone Sim
19/10/2023	BP		77.72	77.72		R	Receipt(s) Banked
19/10/2023	CR		39.82	39.82		R	Receipt(s) Banked
19/10/2023	CR		64.78	64.78		R	Receipt(s) Banked
20/10/2023	VIS	20.00		20.00		R	Amazon - Wall clock
21/10/2023	DR	44.09		44.09		R	HSBC charges
21/10/2023	CR		135.18	135.18		R	Receipt(s) Banked
21/10/2023	CR		99.00	99.00		R	Receipt(s) Banked
21/10/2023	CR		157.10	157.10		R	Receipt(s) Banked
23/10/2023	BP		90.00	90.00		R	Receipt(s) Banked
24/10/2023	CR		378.14	378.14		R	Receipt(s) Banked
24/10/2023	CR		11.80	11.80		R	Receipt(s) Banked
24/10/2023	CR		120.00	120.00		R	Receipt(s) Banked
26/10/2023	VIS	11.04		11.04		R	Zoho
26/10/2023	232/23.24	1,044.99		1,044.99		R	Legal & General ill health insurance
26/10/2023	233/23.24	123.00		123.00		R	TC Maintenance
26/10/2023	234/23.24	978.67		978.67		R	Glasdon Memorial bench - For MPF.
26/10/2023	235/23.24	180.00		180.00		R	Sowerby toilets security
26/10/2023	CR		97.01	97.01		R	Receipt(s) Banked
26/10/2023	CR		154.93	154.93		R	Receipt(s) Banked
26/10/2023	Cr		470.78	470.78		R	Receipt(s) Banked - Room Hire
26/10/2023	CR		180.70	180.70		R	Receipt(s) Banked
27/10/2023	CR		273.41	273.41		R	Receipt(s) Banked
30/10/2023	BP	7,366.90		7,366.90		R	Various salaries
30/10/2023	CR		32.02	32.02		R	Receipt(s) Banked
30/10/2023	CR		236.30	236.30		R	Receipt(s) Banked

Bank Reconciliation up to 31/10/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/10/2023	CR		273.41	273.41		R	Receipt(s) Banked
31/10/2023	VIS	48.56		48.56		R	Amazon - Toilet signs
31/10/2023	BP	2,657.24		2,657.24		R	Salary payment
31/10/2023	BP		30.92	30.92		R	Receipt(s) Banked
31/10/2023	CR		11.80	11.80		R	Receipt(s) Banked
31/10/2023	BP		116.90	116.90		R	Receipt(s) Banked
31/10/2023	CR		98.80	98.80		R	Receipt(s) Banked
		37,633.49	9,385.67				

Clerk / RFO:

Name JOHN FULLBROOK Signed .... Date 3rd November '23

Chair of F&GP:

Name .... Signed .... Date ....

09/10/2023

15:20

Steyning Parish Council 2023/24

Detailed Income & Expenditure by Phased Budget Heading 01/10/2023

Month No: 6

SEPTEMBER '23

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration								
1000	Donations Received	1,800	1,752	(48)	3,500			51.4%	
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	338,997	169,499	(169,498)	338,997			100.0%	
1090	Bank Interest Received	2,494	240	(2,254)	550			453.5%	
	Administration :- Income	**343,561**	**173,455**	**(170,106)**	**345,997**			**99.3%**	**0**
4000	Salaries	92,005	84,252	(7,753)	168,500		76,495	54.6%	
4002	Printing, stationery, postage	877	1,326	449	2,650		1,773	33.1%	
4003	Staff Ill Health Insurance	1,306	1,200	(106)	1,450		144	90.1%	
4004	Telephones and Alarm	1,041	1,524	483	3,050		2,009	34.1%	
4005	Insurance	66	0	(66)	6,500		6,434	1.0%	
4006	Salaries Outsourcing	181	222	41	440		259	41.2%	
4007	Data Protection	557	624	67	1,250		693	44.6%	
4010	Audit Fees	860	1,000	140	2,000		1,140	43.0%	
4016	Legal Fees/Elections	0	650	650	850		850	0.0%	
4017	Bank Charges	180	276	96	550		370	32.8%	
4021	General Grants	2,370	1,248	(1,122)	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%	

Continued over page

		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	1,971	2,300	329	2,450		479	80.5%	
4039	Publicity and Advertising	567	252	(315)	500		(67)	113.4%	
4040	Town Clock	0	150	150	400		400	0.0%	
4045	Misc & Petty Cash	40	126	86	250		210	16.0%	
4047	Training	105	750	645	1,500		1,395	7.0%	
4049	Showcase	0	0	0	200		200	0.0%	
4055	HR Services	475	498	23	1,000		525	47.5%	
4060	Chairman's Function	0	0	0	500		500	0.0%	
4061	Councillors' Allowances	0	48	48	100		100	0.0%	
4063	Legionnaires	400	1,248	848	2,500		2,100	16.0%	
4070	Software Packages	1,272	1,302	30	2,600		1,328	48.9%	
4071	ICT Equipment	95	1,300	1,205	2,250		2,155	4.2%	
4072	Website Development	111	228	117	450		339	24.8%	
4073	Neighbourhood Plan Exp	0	852	852	1,700		1,700	0.0%	
4075	Isolation and Loneliness	0	1,200	1,200	3,000		3,000	0.0%	
	Administration :- Indirect Expenditure	**108,909**	**109,976**	**1,067**	**218,565**	**0**	**109,656**	**49.8%**	**2,000**
	Net Income over Expenditure	**234,652**	**63,479**	**(171,173)**	**127,432**				
6000	plus Transfer from EMR	2,000							
	Movement to/(from) Gen Reserve	**236,652**							

Continued over page

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix								
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	**0**	**0**	**0**	**70,239**	**0**	**70,239**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**0**	**(70,239)**				
103 Youth Provision								
4023 Youth Service	14,801	14,700	(101)	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	**14,801**	**14,700**	**(101)**	**29,500**	**0**	**14,699**	**50.2%**	**0**
Net Expenditure	**(14,801)**	**(14,700)**	**101**	**(29,500)**				
Finance & General Purposes Ctt :- Income	**343,561**	**173,455**	**(170,106)**	**345,997**			**99.3%**	
Expenditure	**123,711**	**124,676**	**965**	**318,304**	**0**	**194,593**	**38.9%**	
Net Income over Expenditure	**219,850**	**48,779**	**(171,071)**	**27,693**				
plus Transfer from EMR	**2,000**							
Movement to/(from) Gen Reserve	**221,850**							

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 01/10/2023

Month No: 6

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	**410,819**	**225,631**	**(185,188)**	**445,872**			**92.1%**	
Expenditure	**180,747**	**181,075**	**328**	**445,872**	**0**	**265,125**	**40.5%**	
Net Income over Expenditure	**230,072**	**44,556**	**(185,516)**	**0**				
plus Transfer from EMR	**2,816**							
Movement to/(from) Gen Reserve	**232,888**							

Detailed Income & Expenditure by Phased Budget Heading 01/11/2023

Month No: 7

OCTOBER

Committee Report

Finance & General Purposes Ctt

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
101	Administration							
1000	Donations Received	1,800	2,044	244	3,500		0	
1004	Reimbursed Charges & donations	3	40	37	200		0	
1010	Miscellaneous income	0	124	124	250		0	
1075	CIL Receipts	267	1,800	1,533	2,500		0	
1076	Precept Received	338,997	338,997	0	338,997		0	
1090	Bank Interest Received	2,716	280	(2,436)	550		0	
	Administration :- Income	**343,783**	**343,285**	**(498)**	**345,997**			**0**
4000	Salaries	102,029	98,294	(3,735)	168,500		66,471	
4002	Printing, stationery, postage	1,016	1,547	531	2,650		1,634	
4003	Staff Ill Health Insurance	2,351	1,200	(1,151)	1,450		(901)	
4004	Telephones and Alarm	1,239	1,778	539	3,050		1,811	
4005	Insurance	7,545	6,500	(1,045)	6,500		(1,045)	
4006	Salaries Outsourcing	181	259	78	440		259	
4007	Data Protection	839	728	(111)	1,250		411	
4010	Audit Fees	860	1,400	540	2,000		1,140	
4016	Legal Fees/Elections	0	650	650	850		850	
4017	Bank Charges	224	322	98	550		326	
4021	General Grants	2,370	1,456	(914)	2,500		130	2,000
4025	CCTV Maintenance	82	350	268	650		568	
4030	Steyning in Bloom	2,400	2,400	0	2,400		0	

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4032	Royal British Legion	41	150	110	450		410	
4033	Christmas Lights Grant	1,907	4,500	2,593	5,925		4,018	
4036	SALC NALC Subs	2,000	2,300	300	2,450		450	
4039	Publicity and Advertising	567	294	(273)	500		(67)	
4040	Town Clock	0	150	150	400		400	
4045	Misc & Petty Cash	65	147	82	250		185	
4047	Training	105	875	770	1,500		1,395	
4049	Showcase	0	0	0	200		200	
4055	HR Services	475	581	106	1,000		525	
4060	Chairman's Function	0	0	0	500		500	
4061	Councillors' Allowances	0	56	56	100		100	
4063	Legionnaires	400	1,456	1,056	2,500		2,100	
4070	Software Packages	1,307	1,519	212	2,600		1,293	
4071	ICT Equipment	95	1,300	1,205	2,250		2,155	
4072	Website Development	121	266	145	450		329	
4073	Neighbourhood Plan Exp	0	994	994	1,700		1,700	
4075	Isolation and Loneliness	0	1,800	1,800	3,000		3,000	
	Administration :- Indirect Expenditure	**128,220**	**133,272**	**5,052**	**218,565**	**0**	**90,345**	**2,000**
	Net Income over Expenditure	**215,563**	**210,013**	**(5,550)**	**127,432**			
6000	plus Transfer from EMR	2,000						
	Movement to/(from) Gen Reserve	**217,563**						

Continued over page

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	0	0	52,989		52,989	
4101 Swimming Pool	0	0	0	17,250		17,250	
Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**70,239**	**0**	**70,239**	**0**
Net Expenditure	**0**	**0**	**0**	**(70,239)**			
103 Youth Provision							
4023 Youth Service	14,801	14,700	(101)	29,500		14,699	
Youth Provision :- Indirect Expenditure	**14,801**	**14,700**	**(101)**	**29,500**	**0**	**14,699**	**0**
Net Expenditure	**(14,801)**	**(14,700)**	**101**	**(29,500)**			
Finance & General Purposes Ctt :- Income	**343,783**	**343,285**	**(498)**	**345,997**			
Expenditure	**143,021**	**147,972**	**4,951**	**318,304**	**0**	**175,283**	
Net Income over Expenditure	**200,761**	**195,313**	**(5,448)**	**27,693**			
plus Transfer from EMR	**2,000**						
Movement to/(from) Gen Reserve	**202,761**						

Continued over page

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	**418,940**	**401,582**	**(17,358)**	**445,872**			
Expenditure	**216,299**	**212,715**	**(3,584)**	**445,872**	**0**	**229,573**	
Net Income over Expenditure	**202,641**	**188,867**	**(13,774)**	**0**			
plus Transfer from EMR	**2,816**						
Movement to/(from) Gen Reserve	**205,457**						

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

Version 1 Nov-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	£ 102,029.00	£ 184,500.00	£ 192,500.00
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	£ 1,016.00	£ 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	£ 2,250.00
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	£ 1,239.00	£ 2,950.00	£ 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	£ 7,545.00	£ 7,545.00	£ 8,000.00
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 237.00	£ 425.00	£ 395.00	£ 440.00	£ 181.00	£ 420.00	£ 440.00
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	£ 839.00	£ 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	£ 860.00	£ 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	£ 224.00	£ 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	£ 32,000.00
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	£ 41.00	£ 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	£ 1,907.00	£ 5,850.00	£ 6,200.00
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,880.00	£ 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	£ 800.00
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ 255.00	£ 450.00	£ 150.00	£ 450.00	£ -	£ 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	£ 105.00	£ 450.00	£ 500.00
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	£ -	£ 500.00	£ 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	£ 2,080.00	£ 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	£ 121.00	£ 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	£ -	£ 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		£ 21,000.00	£ 22,500.00
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 20,000.00	£ 9,638.00	£ -	£ -	£ -	£ 20,000.00
	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	£ 143,020.00	£ 332,420.00	£ 374,785.00
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	£ 1,800.00	£ 6,800.00	£ 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	£ 388,500.00
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 19.00	£ 120.00	£ 1,515.00	£ 550.00	£ 2,716.00	£ 4,300.00	£ 6,200.00
	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	£ 343,783.00	£ 352,177.00	£ 403,150.00
	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	£ 28,365.00

nalc
National Association
of Local Councils

t: 020 7637 1865 w: www.nalc.gov.uk
e: nalc@nalc.gov.uk

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

nalc
National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

	1 April 2023		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**Based on SCP**
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

nalc
National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

	1 April 2023		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**Based on SCP**
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

	1 April 2023		Scale Ranges
SCP	**£ per annum**	*** £ per hour**	**Based on SCP**
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

ITEM 7.1

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref:

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

27 October 2023

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31 March 2024 – Interim Audit report

Executive summary
Following completion of our interim internal audit on 27 October 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.steyningpc.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2022/23 has not been completed (the 2021/22 is also outstanding). The interim External Auditor's report has been published on the council website and the interim certificate for 2021/22 is still available on the website.

There is reference within the council minutes of the receipt and review of the internal auditor's report.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the individual councillor's Register of Members' Interests forms.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. I note the council has established a transparency tab on the council website and publishes the required information.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.

5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.

5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.

5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.

The council has a Privacy Notice and Accessibility Statement on its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year
In addition to full council, the council has a committee structure in place. Future meeting dates and historic agendas and minutes for council and committee meetings are published on the council website.

Check that agendas for meetings are published giving 3 clear days' notice
I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the agendas include supporting documentation either as hyperlinks or as appendices in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website
Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months
The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 15 May 2023 (minute ref 10.1).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations
Financial Regulations are based on the current NALC model and were last reviewed and adopted by council on 15 May 2023 (minute ref 10.1). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed
The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- *the council for all items over £5,000*
- *prior approval by delegated committee for items - £1,000 to £5,000*
- *Clerk has authority to spend within the budget heading for items - £0 - £1,000.*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes legal advice, repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate although the levels should be kept under review to ensure they remain unrestrictive. It is worth noting that a review of the NALC model Financial Regulations is taking place with a view to completion by 1 April 2024 and this may be an opportune time to review and agree appropriate thresholds.

I tested a sample of invoices and found these had been approved in accordance with the thresholds contained within the Financial Regulations, and approval, where needed, recorded in the minutes of meetings.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector
The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply.

Check receipt of VAT refund matches last submitted VAT return
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2023 which showed a refund amount due of £2,094.72. I was able to confirm receipt of this amount to the council's bank account on 22 August 2023. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a financial risk assessment in place, which was most recently reviewed and approved by council in May 2023. I reviewed the risk assessment record, which covers the areas of risk typically associated with a council of this size and details what measures the council has in place to mitigate the associated risks.

This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Hiscox which expires in August 2024. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fraud & Dishonesty (Fidelity Guarantee) cover level of £400,000 which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £338,997 for 2023/24. With a tax base of 2,583.9, this equates to a band D equivalent of £131.20 (compared to the average in England of £79.35).

The Clerk confirmed that the 2024/25 budget setting process is underway, having started at the Finance & General Purposes Committee meeting in September. The committee budgets will be reviewed and amended over the next few months prior to a recommendation being agreed at the January Finance & General Purposes committee meeting for approval by Council at the meeting scheduled for 15 January 2024.

I reveiwed the year to date budget performance report to the end of September which shows expenditure in line with expectation. Updated budget reports are made available to the council throughout the year, providing councillors with sufficient financial information to make informed decisions.

The council holds circa £104,000 in earmarked reserves, spread across a range of clearly identifiable projects including an amount in relation to the joint burial arrangements. I checked the purpose of these earmarked reserves with the Clerk and am content they are all for legitimate future planned projects of the council.

Council is reminded that the Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

A check of the year-end general reserve balance will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from a variety of sources including hall hires, club leases, allotments and bank interest, VAT refunds and grants/s.106/CIL income. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

There is reference within council minutes of reviews and agreement of charges for the upcoming financial year.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float which is used for incidental expenditure. I have physically checked the tin on previous visits and am content that the council manages petty cash appropriately.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

There are seven employees in total, all of whom have an updated signed contract of employment.

The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for April and May and the payroll deductions appear correct. The salary payments are authorised and paid by the council in the same way as other payments.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There are no councillor allowances.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a fixed asset register in place which includes details of each asset, its location, condition, date of last inspection, estimated replacement date, cost or proxy cost and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The council no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2.2 states *'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Community Committee.'*

Bank reconciliations are completed monthly and presented to council for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that although the reconciliation sheet has been signed, the bank statement has not been signed in accordance with the Financial Regulations and I will need to see confirmation of both being signed at the final internal audit to positively confirm compliance with this internal control objective.

The council does not qualify for any protection from the Financial Services Compensation Scheme (FSCS) due to the size of the annual budget but has opened accounts with a range of financial providers to mitigate the risk.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	19 June 2023
Date inspection notice issued	22 June 2023
Inspection period begins	23 June 2023
Inspection period ends	3 August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2023 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4*
- *Section 2 - Accounting Statements 2022/23, approved and signed, page 5*

Not later than 30 September 2023 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing to be conducted at final audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.		√	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final audit		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final audit		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	To be tested at final audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Your final audit date has been booked for Thursday 16 May 2023 at 11 am at the Parish Office.

Yours sincerely

Andy Beams
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
I. BANK AND CASH	I noted that although the reconciliation sheet has been signed, the bank statement has not been signed in accordance with the Financial Regulations and I will need to see confirmation of both being signed at the final internal audit to positively confirm compliance with this internal control objective.	

STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September '23 - 31st August '24

Purchase date (if known) Before 2015 unless specified	Asset	Location	Condition	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Insured values
	Buildings					Updated March 2023	As at October 2023
	Steyning Centre	Fletcher's Croft	Very Good	Daily /Annually	Maintained	£ 1,852,811.12	£ 2,607,698.00
	Marley Shed Recreation Gnd	MPF	Average / Poor	Annually	Maintained	£ 8,358.26	{Insured by C. Club}
	Changing Rooms	MPF	Good	Weekly	Maintained	£ 192,757.04	£ 220,000.00
	Clock {Clock Faces and mechanism within Clock Tower}	High Street	Good	Annually	Maintained	£ 17,823.12	£ 27,601.00
	St. Cuthman's statue	Fletcher's Croft	Good	In 2021	Maintained	£ 23,420.91	£ 36,269.00
	Total - Building Costs					£ 2,095,170.45	£ 2,891,568.00
	Play and Recreation						
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	Fortnightly and annually	Some Due	£ 107,250.00	£ 170,063.00
Various	Safety Surfacing various locations	Various	Good / Poor	Fortnightly and annually	Some Due	£ 80,379.23	£ 123,043.00
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	Fortnightly and annually	Replaced 2019	£ 28,850.00	£ -
	Contents - Steyning Centre:						
	Outsite Steyning Centre 3 x Memorial bench	Steyning Centre	Good	Annually	Maintained	£ 1,200.00	£ -
	Office Contents*	Steyning Centre	Good	Annually	Maintained	£ 9,833.14	£ -
	General contents**	Steyning Centre	Good	Annually	Maintained	£ 112,470.00	£ 241,867.00
	Contents - Outside equipment:						
	Street furniture***	Various	Good / Fair	Annually	Maintained	£ 45,439.69	£ 56,942.00
	Gates & Fences	Various	Good	Monthly	Maintained	£ 1,350.00	£ 2,151.00
	Mowers & Machinery****	Various	Fair	Annually	Maintained	£ 2,436.10	£ 9,928.00
Year 2019	Sports Equip Basketball Stands	MPF	Excellent	Monthly	Replaced 2019	£ 750.00	£ -
	Steyning Town Pump and Trough	High Street	Poor	Unknown	Maintained	£ -	£ -
21.05.15	War Memorial	MPF	Excellent	Monthly	Maintained	£ 30,000.00	£ 52,629.00
	Total - Contents + Play & Recreation					£ 419,958.16	£ 656,623.00
	***OFFICE CONTENTS INCLUDE**						
	Telephones	Steyning Centre	Good	Annually	Maintained	£ 180.25	£ -
	Zoostorm computers and equip	Steyning Centre	Fair	Annually	Maintained	£ 2,128.98	£ -
	Lenovo B5400 Laptop	Steyning Centre	Fair	Annually	Maintained	£ 1,200.00	£ -
Year 2020	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 960.00	£ -
Year 2021	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 750.00	£ -
Year 2019	New network computers / monitors	Steyning Centre	Good	Annually	Maintained	£ 600.00	£ -
	Photocopier	Steyning Centre	Good	Annually	Maint' Agreement	£ 4,013.91	£ -
					Total	£ 9,833.14	{See General Contents}
	****GENERAL CONTENTS INCLUDES**						
	Steyning Centre - General	Steyning Centre	N/A	N/A	N/A	£ 25,080.00	£ -
Added 2019	Piano & Stool	Steyning Centre	Excellent	Annually	Maintained	£ 800.00	£ -
	Phillips Audio system	Steyning Centre	Fair	Annually	Maintained	£ 571.00	£ -
	Various Kitchen equipment	Steyning Centre	Good/Fair	Annually	Maintained	£ 35,000.00	£ -
Added 2023	inc. New Fridge/Freezer CHIQ {£289}						
Added 2023	inc. New Cooker - Falcon 6 {£2,371}						
	Sound system main hall	Steyning Centre	Good	Annually	Maintained	£ 8,450.00	£ -
	Film screens main hall & Saxon room	Steyning Centre	Fair	Annually	Maintained	£ 3,287.00	£ -
	Sound equip speakers and amplifyer	Steyning Centre	Fair	Annually	Maintained	£ 2,450.00	£ -
	Cinema equip.screen,DVD & amplifyer	Steyning Centre	Good	Annually	Maintained	£ 10,525.00	£ -
	Television trolley	Steyning Centre	Fair	N/A	N/A	£ 140.00	£ -
2021	Epson Projector	Steyning Centre	Good	N/A	N/A	£ 550.00	£ -
2022	2 x Large TV Monitors	Steyning Centre	Excellent	Annually	Maintained	£ 1,311.00	£ -
2022	2 x Camera / Audio visual enhancement	Steyning Centre	Excellent	Annually	Maintained	£ 2,640.00	£ -
2022	16 x Microphones	Steyning Centre	Excellent	Annually	Maintained	£ 3,661.00	£ -
2019	Chairs x 250	Steyning Centre	Good	Annually	Maintained	£ 16,755.00	£ -
	Chairmans Badge of office	Steyning Centre	Fair	N/A	N/A	£ 800.00	£ -
Nov-15	Water colour painting by J Binns (Gift to PC)	Steyning Centre	Good	N/A	N/A	£ 450.00	£ -
					Total	£ 112,470.00	£ 241,867.00
	*****STREET FURNITURE INCLUDES**						
	Street lights (49 lamps) - See separate sheet	Various	Fair		N/A	£ 26,793.00	£ -
Year 2000	Poem on the stone	Mouse Lane	Good	Bi - Annually	Maintained	£ 2,924.00	£ -
Various	Seats / Benches	Various	Varies	Annually	Maintained	£ 2,703.00	£ -
2 x Added '20	Notice Board	Allotments/High St	Good	Annually	Maintained	£ 1,091.69	£ -
	CCTV	Various	Poor	N/A	N/A	£ 8,000.00	£ -
Added May19	Steyning Welcome Sign		Excellent	Annually	N/A	£ 3,528.00	£ -
Added April 20	St Cuthman silhouette	Fletchers Croft	Excellent	Annually	N/A	£ 400.00	£ -
					Total	£ 45,439.69	£ 56,942.00
	******MOWERS & MACHINERY INCLUDES**						
	Maint. tools	Steyning Centre	Fair	Annually	Maintained	£ 575.00	£ -
	4 x goal mouth irons & large roller	Cricket Club Shed	Unknown	Annually	Maintained	£ 389.10	£ -
2018 /2019	Strimmers	Steyning Centre	Good	Annually	Maintained	£ 350.00	£ -
2020	Dust Cart	Cricket Club Shed	Good	N/A	N/A	£ 1,122.00	£ -
					Total	£ 2,436.10	£ 2,757.00
Total						£ 2,515,128.61	£ 3,548,191.00

Note: Since 2010 / 11 the External Auditor have advised that for the purposes on the Annual Return, the historic cost of items should be recorded, with no allowance for appreciation of depreciation - This is termed the Poxy Cost in the table above. The total value of fixed assets will only change therefore when an item is purchased or disposed of.
For insurance purposes, the Parish Council insurance provider shall recommend the percentage increase in uninsured values.
As per disposed asset details below, it has been established in 2020 & 2022, that The Bowls Club Pavillion and the Clock Tower are not owned by the Parish Council

Disposed assets:

Nov-14	Old office Laptop - stored until hard drive deleted.	£ 400.00	Aug-22	Panosonic Projector	£ 1,250.00
Jun-15	Fax - no longer used Disposed 2020	£ 120.63	Aug-22	Sony VCR	£ 100.00
Sep-18	Telephones	£ 180.25	Aug-22	Sony DVD	£ 100.00
Aug-19	Zoostorm - computer and equipment	£ 2,128.98	Dec-22	Clock Tower	£ 124,258.12
Nov-20	Bowls Club Pavillion	£ 124,630.00	Mar-23	Fridge	£ 250.00
Aug-22	Sony TV	£ 230.00	May-23	Cooker	£ 2,000.00
Aug-22	Overhead Projector	£ 175.00	Sep-23	Curtains - replaced	£ 1,625.00

Please also note that Steyning Parish Council owns land at the Memorial playing field , Chandlers Way, South Ash, Abbey Road, Fletchers Croft, Normans Way, Cripps Lane, Godstall Lane, Rublees Allotments & Canada Gardens Allotments, and the details of these Land assets are noted within the SPC Land register. It also leases the Bus Shelter from HDC

SPC Action Plan for 2023/24

Updated 20th October '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 admninistrative 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 Commuity 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	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 submittion 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 thet 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 maintrain restraint in terms of scope of acheivement. Lamp post tests might be prohibitive	

FOI Panel – Meeting October 5th 2023

Cllrs. present at meeting: Norcross, Sharp, Johnson and Lloyd
Absent: Cllr. Hanson

Subject: review 5 FOI requests from Cllr. Paul Campbell

Review Request 1

To be sent information concerning a 'legal claim against the Council' – Original request dated May 2021.

The FOI panel noted that full council were appraised in confidence on the 21st of November 2022 of the possibility that a claim could arise and were advised that legal advice was being sought at that time. The FOI panel also noted that should a claim be lodged, this will come to full council at the appropriate time.

The FOI Panel rejected the request on the grounds that there is no legal claim. The panel reviewed and determined that there has not been, nor is there currently, a legal claim against the Council and that full council has been appraised of this.

Review Request 2

To be sent a copy of the Twenty's Plenty Working Party Minutes.

The FOI panel rejected the request on the grounds that the request is exempt as the information was published on the SPC web site as a supporting paper to the 5th September Community Committee meeting (when they and the WSCC response was due to be discussed), and they were distributed to all councillors on the 30th August.

Review Request 3

To be sent a copy of previous and current SPC Gas supply agreements, all correspondence and file notes as per details of the request, plus 24 months of gas bills.

The panel determined that Cllr. Campbell does not provide a case as to the reasoning behind why he deems it necessary to be sent a copy of previous and current SPC Gas supply agreements, all correspondence and file notes as per details of the request, plus 24 months of gas bills at this point in time.

The panel noted that the correct time to review such contracts was prior to its signing and, going forward, towards the end of the 3-year period. At both these points the information might be actionable. At this moment it is unactionable. The request is therefore pointless and can not be logically justified as in any way necessary to properly perform his duties as a councillor.

The FOI Panel rejected the request on the ground that it is intended to be vexatious and made to overburden the clerk.

Request 4

To be sent a copy of the Steyning Ukrainian Refuge Charity Accounts.

NB It should also be noted, that SPC, as a full Council, recently approved a change to the Grant Policy – whereby the need to scrutinise accounts of grant seekers was delegated to the Proper Financial Officer and the Chair of the relevant committee.

This is consistent with the good practise of many other local councils who have adopted protocols such as:

- "*The Council is obliged to take particular care when dealing with confidential information relating to the financial and business affairs of the Council and third parties and when dealing with personal data" and*
- *" Where a Councillor's 'need to know' is not obviously apparent that Councillor may be asked to explain why they want the information and the uses to which it will be put. Councillors are requested to co-operate with such requests."*
- *In the event of a dispute as to a Councillor's 'need to know' the decision of the Chief Executive or the Monitoring Officer shall be final.*

Source: Protocol on Councillors' Rights of Access to Information – Kensington Council.

The FOI panel rejected the request on the grounds that it is intended to be vexatious as the grant request has been withdrawn by the Charity and can no longer logically be justified by Cllr Campbell as in any way necessary to properly perform his duties as a councillor.

Furthermore, as a Registered Charity, the accounts will soon appear in the public domain.

In the absence of any useful or actionable need for obtaining this information the only alternative explanation the FOI Panel can perceive is that Cllr. Campbells request is intended to be vexatious.

Request 5

To be sent information concerning the maintenance records associated with a swing on the MPF.

The common law "need to know" is clear on this subject: *" If not a member of that committee or sub-committee, the councillor would have to show good cause why sight of them is necessary to perform their duties (See R v. Clerk to Lancashire Police Committee ex parte Hook [1980] Q.B. 603)."*

Cllr. Campbell has not shown any cause (good or otherwise) why his inspection of the records is needed in addition to that of the existing 9 Community Committee members.

Nevertheless he would be entitled to come to the Committee meeting as a member of the Public to make his case.

The FOI Panel rejected the request on the grounds that the request is intended to be vexatious and intended to overburden the Clerk.

The panel could find no useful reason why Cllr. Campbell needs to have the maintenance records associated with this swing. The Community Committee already sees the inspection records

NB: It should be noted that in reaching our decisions as a Panel, we additionally took into account the CONFIDENTIAL 25 page letter from Thomas Thwaites, Senior Case Office, sent to Mr John Fullbrook (Clerk) on June 7th 2018, in reference to Cllr. Paul Campbell.