

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th DECEMBER 2023 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT NON-CONFIDENTIAL MINUTES

ACTIONS

F&GP/23/50 APOLOGIES FOR ABSENCE

50.1 Apologies were received from Cllrs Trundle, Campbell and Foxwell.

F&GP/23/51 DECLARATIONS OF INTEREST AND DISPENSATIONS

51.1 None

F&GP/23/52 QUESTIONS FROM THE FLOOR {in summary}

52.1 None

F&GP/23/53 MINUTES OF PREVIOUS MEETING

53.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the non-confidential and confidential minutes of the meeting held on the 14th November 2023 be agreed as a true and fair record.
Agreed

F&GP/23/54 MATTERS ARISING AND ACTIONS – These items taken as read

54.1 Cllrs to research Christmas light display options for next 3 years & bring to next meeting – **Actioned**

54.2 Staff pay award resultant admin completed – **Actioned**

54.3 Internal audit report approved, and recommendations being actively followed – **Actioned**

54.4 Agreed SPC Asset register with one amendment published on Web Site – **Actioned**

54.5 SPC Action plan progressed and brought back to next meeting – **Actioned / See 56.2**

54.6 Recent FOI requests and responses uploaded onto SPC Web Site – **Actioned**

54.7 Clerk's office seeks quote from grass cutting company to cover tender – **Actioned / See 60.1**

54.8 SPC Community Awards certificates completed and awarded at Chairmans Function – **Actioned**

F&GP/23/55 FINANCIAL MATTERS.

55.1 **To approve the list of SPC payments for November 2023.**

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

55.2 **To agree F&GP Income & Expenditure reports for November 2023.**

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

- | | | |
|-----------------------|---|----------------------|
| 55.3 | To consider SPC projects for 2024/25, and earmarking reserves for 2023 'year-end'. Members discussed at length the proposed projects for 2024/25 as per supporting papers and attempted to prioritise them in consideration of the proposed budget funding for the next fiscal year. There was a suggestion that, if possible, play areas ought to be serviced via an annual sinking fund so that there was an ongoing process in place to renew them over time. It was also thought however that this should happen only after the current round of renewals which it was suggested are outweighing all other project priorities. There were no decisions on projects made at this meeting, with the item to be further discussed at the January F&GP. The only item currently considered for earmarking in March '24 were the 'Youth Service' unspent funds. In consideration of the planning and premises committee's proposed projects the following motion was put forward. Cllr Norcross proposed, seconded by Cllr S Alexander that SPC agree that an operational survey is carried out to check existing Steyning Centre plant controls to see if efficiency could be improved, and savings made, at the quoted cost of £325. Agreed | CLERK

D CLERK |
| 55.4 | To consider the F&GP committee budget and SPC consolidated budget for 2023/24. The Chair explained that this was the committees first consideration of the full consolidated annual SPC budget. First the committee checked the other committees budget recommendations and there was only one point noted for possible amendment, that being the fact that the grass cutting contract amount was liable for change, but this was dependent upon the decision being made in this meeting's confidential session. Members discussed several other budget items, but could find no easy way of reducing further the expenditure budgets noted as per supporting papers. This matter to be brought back to the next meeting for a final recommendation. | CLERK |
| 55.5.1 | To consider two invoices which due to their amounts, need agreement from F&GP Committee Cllr S Alexander proposed, seconded by Cllr Bell that SPC accept to pay the invoice as per quoted for £4,570 plus VAT for the audio improvements at the Steyning Centre. Agreed | CLERK |
| 55.5.2 | Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accept to pay the invoice as per quoted for £1,840 plus VAT for the pendulum mechanism installation at the Clock Tower, and that the monies be taken out of the Town Improvement budget line. Agreed | |
| 55.6 | To discuss future project aspirations for the F&GP Committee. Members considered that upgrading tourist story-board signs around the town be brought back to this committee for future discussion and that other key-stakeholders such as the Steyning Society and Community Partnership be contacted and the project be facilitated by SPC. | CLERK |
| F&GP/23/56 | GOVERNANCE AND COMMUNITY MATTERS | |
| 56.1 | To consider next year's Christmas light display on the Steyning High Street. Members had considered the matter and the current display was considered reasonably good by consensus. It was also fed back to committee that the Business Chamber were 'happy' with the current display provided by SPC with the idea that there be a return to displays which straddled the high street being rejected. The SPC current display, but to include an 'icicle feature', as per seen elsewhere was put forward as a possible enhancement. Cllr S Alexander proposed, seconded by Cllr Ballance that the Clerk reach out to the existing contractor for all options for 2024 up to a value of £6,200. Agreed | CLERK |
| 56.2 | SPC Action Plan update. Cllrs discussed the various projects that have been prioritised for action for this first year of the current council's term. Three projects had been completed. Other project completion was more or less on schedule. It was suggested that the narrative be removed from the 'Mitigation to risks' section when projects are completed. | CLERK |
| F&GP/23/57 | PROGRESS REPORT | |
| 57.1 | <i>F&GP/22/15.10 Clerks office produce an interim Land and Asset register whilst waiting for Registry search to be completed via the SPC solicitors. – Members considered that because SPC is in the hands of the Land registry office on this matter, and that an Asset register had recently been agreed, that the item be brought back at a later date rather than continually being discussed for no reason.</i> | |

Cllr S Alexander **proposed, seconded by** Cllr Norcross that SPC drop the Land Registry search item for the next six months and then report back at that time any amendments from the Land Registry Office. **Agreed**

CLERK

57.2 F&GP/23/8.2 Community Engagement Sub Committee terms to be discussed by Working Practices Group – **Ongoing – members agreed that the Working practices would convene on the 19th December at 11am to consider this matter**

Working Party

57.3 F&GP/22/18.1 Clerks office to enquire about Youth Service contract payment reimbursements **The Clerk had completed a 'proof of debt' form and sent it to liquidators and was awaiting a response. This now with the JPYC.**

57.4 F&GP/23/42.3 CCTV working party to reconvene when first quotes received – **Cllr S Alexander reported that he was continuing to chase the long-awaited quote.**

Cllr S Alexander

F&GP/23/58 INFORMATION/CORRESPONDENCE ITEMS

58.1 None

F&GP/23/59 **CONFIDENTIAL SESSION** – Cllr S Alexander **proposed, seconded by** Cllr Norcross to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 11 (below) may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/23/60 SPC GRASS CUTTING CONTRACT

60.1 **To consider the situation concerning the current grass contract and agree any subsequent actions.** It had been agreed that the current grass cutting service provision was below standard and not in keeping with the terms of the three-year contract. At the previous F&GP meeting it was agreed that the Clerk's office would seek an updated quote from the company considered the 2nd best option during the tendering process which had been completed in February 2023, and that the matter be brought back to F&GP for a determination to be made.
Cllr S Alexander **proposed, seconded by** Cllr I Alexander that SPC agree to the new company completing the remainder of the three-year grass cutting contract for the {price set out within confidential supporting papers}*. **Agreed**

CLERK

F&GP/23/61 **DATE OF NEXT MEETING – 9th January 2024 @7.30pm.**

The Chair closed the meeting at 9.15pm

Signed Date 9th January 2024
Chair

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

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

Thoughts on SPC project priorities for 24/25

Briefing Notes

Introduction

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

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

Projects Funding for 24/25

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

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

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

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

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

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

2024/25 Proposed Projects list.

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

Proposed Projects

Cost estimate

Partly agreed

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

Proposed

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

And F&GP to be discussed

Bus Shelter floor lowering	Quotes awaited
CCTV enhancement	Quotes awaited

06/12/2023

Steining Parish Council 2023/24

11:53

Earmarked Reserves

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

Steyping Parish Council

Balance Sheet as at 30th November 2023

30th November 2023

Current Assets {Finance}

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

Total **£467,545.57**

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

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

Total **£37,650.00**

Estimated Current Liabilities – To End March {Approx}

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

Total **£346,497.00**

BALANCE **£158,700.00**

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Administration</u>											
1000	Donations Received	3,500	2,244	0	0	3,500	0	3,500	2,200	4,500	0	0
1004	Reimbursed Charges & donations	200	63	0	0	200	0	200	3	200	0	0
1010	Miscellaneous income	250	59	0	0	250	0	250	0	250	0	0
1075	CIL Receipts	2,000	5,167	0	0	2,500	0	2,500	267	3,500	0	0
1076	Precept Received	332,357	332,357	0	0	338,997	0	338,997	338,997	404,325	0	0
1090	Bank Interest Received	120	1,515	0	0	550	0	550	2,946	7,200	0	0
Total Income		338,427	341,406	0	0	345,997	0	345,997	344,413	419,975	0	0
4000	Salaries	154,500	173,546	0	0	168,500	0	168,500	128,251	194,500	0	0
4002	Printing, stationery, postage	2,500	3,178	0	0	2,650	0	2,650	1,222	2,750	0	0
4003	Staff Ill Health Insurance	1,350	1,108	0	0	1,450	0	1,450	2,351	2,750	0	0
4004	Telephones and Alarm	2,850	2,865	0	0	3,050	0	3,050	1,440	3,050	0	0
4005	Insurance	5,350	6,650	0	0	6,500	0	6,500	7,395	7,800	0	0
4006	Salaries Outsourcing	425	395	0	0	440	0	440	219	465	0	0
4007	Data Protection	1,200	1,076	0	0	1,250	0	1,250	940	1,320	0	0
4010	Audit Fees	1,850	2,567	0	0	2,000	0	2,000	1,068	2,075	0	0
4016	Legal Fees/Elections	2,400	15	0	0	850	0	850	0	500	0	0
4017	Bank Charges	285	445	0	0	550	0	550	247	550	0	0
4021	General Grants	2,000	1,927	0	0	2,500	0	2,500	2,370	2,500	0	0
4025	CCTV Maintenance	650	0	0	0	650	0	650	82	1,000	0	0
4030	Steyping in Bloom	2,200	2,200	0	0	2,400	0	2,400	2,400	2,750	0	0
4032	Memorial Gardens - upkeep	412	0	0	0	450	0	450	66	260	0	0
4033	Christmas Lights Grant	5,825	4,019	0	0	5,925	0	5,925	2,166	6,200	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,365	2,351	0	0	2,450	0	2,450	2,000	2,550	0	0
4039	Publicity and Advertising	200	175	0	0	500	0	500	567	900	0	0
4040	Town Clock	450	413	0	0	400	0	400	200	450	0	0
4045	Misc & Petty Cash	275	125	0	0	250	0	250	65	250	0	0
4047	Training	1,500	1,876	0	0	1,500	0	1,500	650	800	0	0
4049	Showcase	200	0	0	0	200	0	200	0	0	0	0
4055	HR Support	1,000	0	0	0	1,000	0	1,000	475	1,000	0	0
4060	Chairman's Function	500	701	0	0	500	0	500	15	750	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	2,440	0	0	2,500	0	2,500	400	2,440	0	0
4070	Software support & Packages	2,600	2,223	0	0	2,600	0	2,600	1,343	2,600	0	0
4071	ICT Equipment	2,250	427	0	0	2,250	0	2,250	95	2,250	0	0
4072	Website Development	450	350	0	0	450	0	450	131	450	0	0
4073	Neighbourhood Plan Exp	1,700	2,726	0	0	1,700	0	1,700	145	1,000	0	0
4075	Isolation and Loneliness	3,000	1,500	0	0	3,000	0	3,000	0	3,000	0	0
Overhead Expenditure		202,887	215,299	0	0	218,565	0	218,565	156,303	247,010	0	0
101 Net Income over Expenditure		135,540	126,107	0	0	127,432	0	127,432	188,110	172,965	0	0
6000	plus Transfer from EMR	0	2,026	0	0	0	0	0	2,000	0	0	0
6001	less Transfer to EMR	0	5,167	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		135,540	122,966			127,432		127,432	190,110	172,965		
102	Finance & Community Appendix											
4100	Neighbourhood Wardens	45,500	51,063	0	0	52,989	0	52,989	0	56,000	0	0
4101	Swimming Pool	16,500	19,175	0	0	17,250	0	17,250	0	21,500	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	62,000	70,238	0	0	70,239	0	70,239	0	77,500	0	0
	Movement to/(from) Gen Reserve	(62,000)	(70,238)			(70,239)		(70,239)	0	(77,500)		
103	<u>Youth Provision</u>											
4023	Youth Service	28,450	28,016	0	0	29,500	0	29,500	14,801	31,000	0	0
	Overhead Expenditure	28,450	28,016	0	0	29,500	0	29,500	14,801	31,000	0	0
	Movement to/(from) Gen Reserve	(28,450)	(28,016)			(29,500)		(29,500)	(14,801)	(31,000)		
201	<u>Highways & Lighting</u>											
1001	HDC Cleaning Grant	24,800	25,384	0	0	25,700	0	25,700	27,962	29,500	0	0
	Total Income	24,800	25,384	0	0	25,700	0	25,700	27,962	29,500	0	0
4200	Street Light Energy	900	889	0	0	975	0	975	1,697	1,800	0	0
4201	Street Light Maintenance	2,200	1,964	0	0	2,250	0	2,250	2,121	2,250	0	0
4202	Lamp Post Testing	850	1,305	0	0	1,550	0	1,550	1,320	1,600	0	0
4210	Road Sweeping	18,250	18,077	0	0	18,400	0	18,400	16,516	30,000	0	0
4211	Town Improvements	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	200	200	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	400	76	0	0	250	0	250	0	250	0	0
	Overhead Expenditure	24,300	22,511	0	0	25,125	0	25,125	21,654	37,600	0	0
	Movement to/(from) Gen Reserve	500	2,872			575		575	6,308	(8,100)		
202	<u>Public Toilets</u>											
4005	Insurance	150	0	0	0	150	0	150	150	150	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4250	Public Toilets - opening/clsng	1,800	2,184	0	0	2,000	0	2,000	1,254	2,100	0	0
4252	Electricity	800	1,137	0	0	1,200	0	1,200	848	1,350	0	0
4253	Water Charges	1,250	1,118	0	0	1,400	0	1,400	539	1,500	0	0
4254	Rates	380	334	0	0	0	0	0	0	0	0	0
4256	Repairs, pdh, consumables	1,200	1,084	0	0	1,200	0	1,200	899	1,300	0	0
Overhead Expenditure		5,580	5,857	0	0	5,950	0	5,950	3,690	6,400	0	0
Movement to/(from) Gen Reserve		(5,580)	(5,857)			(5,950)		(5,950)	(3,690)	(6,400)		
301	<u>Playing Fields</u>											
1004	Reimbursed Charges & donations	500	583	0	0	500	0	500	540	500	0	0
1014	Memorial Donations	0	0	0	0	0	0	0	0	1,000	0	0
Total Income		500	583	0	0	500	0	500	540	1,500	0	0
4276	Tree and Hedge Cutting	5,000	5,758	0	0	5,000	0	5,000	512	5,000	0	0
4300	Grass Cutting	5,200	5,362	0	0	6,800	0	6,800	0	8,250	0	0
4309	Tree Reports & Essential works	6,000	5,440	0	0	2,903	0	2,903	1,386	2,000	0	0
4310	Grounds Maintenance	3,500	2,453	0	0	3,500	0	3,500	5,010	4,200	0	0
4312	Waste Removal	1,450	1,930	0	0	1,850	0	1,850	1,309	2,250	0	0
4320	Play & Gym Equip Inspections	1,800	2,982	0	0	2,000	0	2,000	1,920	2,450	0	0
4321	Play Equipment & Maintenance	2,100	3,237	0	0	2,500	0	2,500	3,219	4,600	0	0
4322	Memorial Tributes	0	0	0	0	0	0	0	0	1,000	0	0
4352	Litter and Bins	3,200	3,396	0	0	3,250	0	3,250	2,612	4,200	0	0
4360	Allotment Maintenance	3,800	9,445	0	0	3,200	0	3,200	0	3,250	0	0
Overhead Expenditure		32,050	40,004	0	0	31,003	0	31,003	15,966	37,200	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
301 Net Income over Expenditure		-31,550	-39,421	0	0	-30,503	0	-30,503	-15,426	-35,700	0	0
6000	plus Transfer from EMR	0	8,335	0	0	0	0	0	816	0	0	0
Movement to/(from) Gen Reserve		<u>(31,550)</u>	<u>(31,086)</u>			<u>(30,503)</u>		<u>(30,503)</u>	<u>(14,610)</u>	<u>(35,700)</u>		
302 Allotments												
1005	Allotment Rents	4,600	4,706	0	0	4,700	0	4,700	5,211	5,400	0	0
Total Income		4,600	4,706	0	0	4,700	0	4,700	5,211	5,400	0	0
4253	Water Charges	1,200	1,117	0	0	1,300	0	1,300	0	1,350	0	0
Overhead Expenditure		1,200	1,117	0	0	1,300	0	1,300	0	1,350	0	0
Movement to/(from) Gen Reserve		<u>3,400</u>	<u>3,589</u>			<u>3,400</u>		<u>3,400</u>	<u>5,211</u>	<u>4,050</u>		
303 Playing Field Costs												
4252	Electricity	620	1,022	0	0	1,500	0	1,500	1,462	1,950	0	0
4253	Water Charges	1,200	1,482	0	0	1,350	0	1,350	1,392	1,850	0	0
Overhead Expenditure		1,820	2,504	0	0	2,850	0	2,850	2,855	3,800	0	0
Movement to/(from) Gen Reserve		<u>(1,820)</u>	<u>(2,504)</u>			<u>(2,850)</u>		<u>(2,850)</u>	<u>(2,855)</u>	<u>(3,800)</u>		
401 Steyping Centre												
1003	Clubs Lease Rentals	2,500	2,295	0	0	2,675	0	2,675	4,205	4,400	0	0
1007	Room Hire	60,000	57,368	0	0	60,000	0	60,000	36,507	61,500	0	0
1010	Miscellaneous income	650	286	0	0	650	0	650	434	650	0	0
1015	Coffee Machine Income	550	193	0	0	250	0	250	196	250	0	0
1017	Income Film Night	5,750	4,724	0	0	4,200	0	4,200	3,047	4,200	0	0

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Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1020	FITS Receipts	1,200	1,096	0	0	1,200	0	1,200	746	1,300	0	0
Total Income		70,650	65,962	0	0	68,975	0	68,975	45,134	72,300	0	0
4053	Entertainment Licence	2,750	309	0	0	2,000	0	2,000	3,649	2,350	0	0
4252	Electricity	4,550	5,192	0	0	5,000	0	5,000	2,930	5,850	0	0
4253	Water Charges	1,800	1,509	0	0	1,900	0	1,900	773	2,000	0	0
4254	Rates	10,650	9,731	0	0	10,650	0	10,650	6,787	10,650	0	0
4257	Gas	4,500	8,057	0	0	6,500	0	6,500	1,978	6,750	0	0
4310	Grounds Maintenance	3,500	3,951	0	0	3,500	0	3,500	2,368	3,700	0	0
4341	Repairs	750	753	0	0	650	0	650	311	750	0	0
4342	Repairs/Mtce/Renewals	9,000	9,184	0	0	12,000	0	12,000	8,819	12,750	0	0
4401	Trade Waste	2,200	2,623	0	0	2,500	0	2,500	1,140	2,700	0	0
4402	Annual Maintenance Contracts	8,200	7,457	0	0	9,000	0	9,000	6,416	9,000	0	0
4404	Alarm System	500	497	0	0	500	0	500	551	575	0	0
4406	Cleaning and Consumables	3,000	2,097	0	0	2,850	0	2,850	815	2,450	0	0
4407	Coffee Machine Expenditure	40	43	0	0	40	0	40	9	40	0	0
4408	Film Night	4,250	3,081	0	0	4,250	0	4,250	2,457	4,250	0	0
Overhead Expenditure		55,690	54,483	0	0	61,340	0	61,340	39,002	63,815	0	0
Movement to/(from) Gen Reserve		14,960	11,479			7,635		7,635	6,133	8,485		
503	<u>Earmarked Res F & C</u>											
4971	General Balance Reserve	5,000	0	0	0	0	0	0	0	5,000	0	0
4977	Special Projects	20,000	9,638	0	0	0	0	0	0	18,000	0	0
Overhead Expenditure		25,000	9,638	0	0	0	0	0	0	23,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(25,000)</u>	<u>(9,638)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(23,000)</u>		
550	<u>Joint Parishes Cemetery Ctre</u>											
1600	JPCC income	0	9,950	0	0	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>9,950</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5500	JPCC Expenditure	0	3,064	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>3,064</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	550 Net Income over Expenditure	<u>0</u>	<u>6,885</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	3,064	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	9,950	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
	Total Budget Income	<u>438,977</u>	<u>447,990</u>	<u>0</u>	<u>0</u>	<u>445,872</u>	<u>0</u>	<u>445,872</u>	<u>423,261</u>	<u>528,675</u>	<u>0</u>	<u>0</u>
	Expenditure	<u>438,977</u>	<u>452,731</u>	<u>0</u>	<u>0</u>	<u>445,872</u>	<u>0</u>	<u>445,872</u>	<u>254,272</u>	<u>528,675</u>	<u>0</u>	<u>0</u>
	Net Income over Expenditure	<u>0</u>	<u>-4,741</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>168,989</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	13,425	0	0	0	0	0	2,816	0	0	0
	less Transfer to EMR	0	15,117	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,432)</u>			<u>0</u>		<u>0</u>	<u>171,805</u>	<u>0</u>		

Proposal for a new 7-year Steyning Centre phone system contract

Briefing Note –

We currently have;

Overline which charges £186.98 (Broadband, Phone services, Maintenance & calls)

Lease charges £112.54 (Phone system cost)

Total charges £299.52

Overline charge 2p per outbound call and are increasing their prices 15% in the new year.

Our three-year contract has elapsed

CRE are the proposed new supplier

In comparison to this **CRE's total charges will be fixed at £240.00 per month**, which is a saving of £59.52 per month, £714.24 per year or £4999.68 over the term. Their calls are free to landlines and mobiles in the UK and they fix their prices for the entire duration of the contract meaning no price rises.

They will guarantee to upgrade all of the handsets onto a new platform and supply a new faster broadband service to the building, allowing for more reliability for a one-off cost of £250.

They know the set up that we have, and can guarantee no disruption or down time during the switch over making it relatively easy to do and will allow us to start benefiting from the savings instantly. CRE ask for commitment to us but if a new platform comes out that is better suited for us then they will upgrade us onto this.

SPC Action Plan for 2023/24

Updated 28th December '23

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

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Risks to timescale	Mitigation to Risks
Youth Service Provision	Complete a Business Plan which enables the Youth Service to continue, after the loss of the previous provider	Compile first draft Business plan with previous providers assist.	By End July	Meet with potential provider partners & establish their commitments	By August	Agree draft Business plan with JPYC Com.	By Oct.	Complete Job descriptions, person specs, & gain wiston & HDC approval	By Nov	Gain Full Council Agreement and start selction process	By Jan	Clerk and JPYC Com.	There is an entire Business Plan to put together, then fact check, then agree, and then potentially appoint staff or new provider - many unknowns	Maintain close links with HDC so that administrative assistance available
Hedgerow Developments	Complete repairs and supplementary planting to Rublees hedges on western and eastern boundary.	Gain agreement from Community Com. for new hedgerow Scope and expenditure	By July	Take contractor round Allot. hedgerow to agree scope of Maint. Works	By Oct	Purchase plants for Hedgerows and find volunteers for planting	By Nov	Complete gap filling fencing at Rublees by contractor	By February	Complete Hedgerow planting programme	By April	Clerk & Community Com.	# - Finding Volunteers to assist # - Managing to purchase plants at the right time and keep them living until planted # - Organising prep of ground in right timescale	
MPF / Allotment Access	To upgrade the Access Points as appropriate and as funds allow	Complete remedial works to Southern Rublees entrance	By End June	Discuss draft plans for MPF entrance enhancements with working party	By End July	Draft and gain approval for Notice board ideas	By Nov	Gain approval for ent. Re-surfacing and planter ideas	By Jan	Complete plans for notice boards, planters and scope of works	By May 24	Clerk & Community Com.	# - Gaining permission for many different aspects at a number of meetings will take time. # - Proposals need agreement from Cricket Club	Keep Cricket club in the loop and ensure they are part of the process
Draft Part-Time Staff Contracts	Re-write using HR advice and technical assistance new contracts for the Steyning Centre part time employees	Compile two model draft contract options	By End June	Clerks to agree details of contract with ext. bodies to ensure compliant	By August	Clerk to gain support from Personnel for contracts	By End August	SPC to agree contracts with them then to be implemented	By Sept.	Clerks to agree through negotiations with staff, then contracts signed	By End Nov	Clerk and Personnel Com	Potential difficulties in terms of reaching agreement through negotiation with each staff member could take time	
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	
Tree Report and Essential Works	Health check tree report completed for year two remedials {Year II Tree Management completed already}.	Clerk to check Tree report and plan works for remainder of year	By Oct	Clerk to complete Tree Management plan for Community approval	By End Oct.	Tree surgeon completes checks to MPF & Cripps Lane	By Nov.	Complete scope of works after gaining Commuity approval	By Nov	Complete works in Canada Gardens, Abbey Road, Cripps Lane, MPF x 4, Rublees via 3 contractors	By Early March	Clerk / Community C.	The reports are obtained from a very busy tree surgeon whose report completion subsequent to site visits can be slow	Start processes as early as possible
Land Registry Works Undertaken	To bring up to date a more detailed understanding of SPC Land Assets	Attempt establishing time line for works to be completed with Solicitor	Previous Year	Establish and agree to convene F&GP working party for support	By End Sept.	Bring draft documents to working party for discussion & recommendations	By Dec	Agree documents for then Land register updates	By Feb '24	Agree Amended Land Register	By May '24	Clerk / F & GP	HM Land Registry department currently seems overwhelmed, understaffed & V. Slow. SPC Solicitors can also be somewhat slow to complete tasks.	
Clock Tower Maintenance	Agree scope of works with the owner, demarcation for scaffolding, timetabling & clock face renewal cont.	Agree contractor to undertake works.	By End of Nov.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Jan 24.	Agree financial commitment for part scaffold hire arrangements	By Feb 24.	Apply for permissions for work to be done & obtain timeframe	By End March '24	Clerk and F & GP	Main Building contractor could uncover more issues than originally thought or owner could renege on agreements	Maintain close contact with Clock Tower owner to ensure proactive scheme
Memorial Bench Installations	Memorial Bench installations {poss. 3} Requests to be processed, agreed & enhanced products installed.	Clerk obtains approval for first two projects to be completed	By End of June	Picnic Bench project completed	By End of June	Memorial Bench repurposing completed	By end July	Remove one delapidated bench from MPF & agree replacement cost	By End Dec	Complete installation of third Bench	Before End of March 24	Clerk / Community C.	Gaining permissions form committee on positioning of picnic bench	
Bus Shelter	Working with Schools or Local Art groups - come up with an artistic installation for the shelter interior	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders	By Dec.	Gain approval for ideas with committee	By Feb 24	Commission works & obtain ideas for appropriate installation protection	By April	Complete installation and official unveiling	By end May 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution	Set up community engagement meeting with key stakeholders to gain views early
Steyning Nursery investment project	In collaboration with the previous Steyning Nursery manager , to agree a project that will best use funds available.	Check with ex Nusury manager that funds can still be accessed	By End Oct	Come up with ideas that can be presented to Premises com.	By Dec.	Agree final scheme at Premises	By Feb 24	Order equipment and agree admin requirements	By March 24.	Complete purchases, intallation and associated admin processes	By May 24	Clerk's office, and Premises	To retrieve the funding will be tricky or perhaps impossible and will be the most difficult part of the project. Obtaining byin from Staff will be next difficult task.	Arrange meeting with main contact for ASAP to understand viability of project
CCTV	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Set up Working party and agree initial scope of scheme	By July	Obtain first quote and discuss timeframe for project at working party	By end Sept.	Bring recommendation for agreement at Full Council for phase 1.	By Dec.	Complete community engagement and obtain necessary permissions	By end Feb	Complete phase 1 installation	By April 24	Clerk, working party , F. Council	Obtain agreements from both SPC and Residents on what could be a tricky subject for collaborative resolution	Promote positive engagemnt and ensure scheme is understood by wider community
Implementation Plan complete	Work through recommendations & complete to the satisfaction of HDC monitoring department.	Gain approval for 6 month progress report from SPC & HDC	By end June	Obtain collaborative agreement from all councillors on progress	By end July	Complete necessary policy amendments and have them agreed	By Sept.	Agree any processes which promote better 'language'	By Nov.	Complete 12 month progress report and gain approval from SPC and HDC	By Dec.	ALL	All parties need to be open to change and be willing to modify behaviours and work collaboratively	Ensure there is always a willingness to work towards a resolution
Chandlers Way Pocket Park	Work collaboratively with residents to set up volunteer group to implement agreed scheme and management plan	Set up first community engagement working party to discuss first thoughts on scheme	By July	Obtain if possible grant funding for the scheme or seek alternative finance	By August	Gain voluntary assist to discuss play area options & complete new planting plan	By end Sept.	Take play area options back to com volunteer group to seek recommendation	By Nov.	Gain approval from Committee for play area & initial planting scope of works	By Dec.	Clerk / Community C.	Project needs to meet with residents expectations whilst obtaining majority support, gain finance from an external source and requires patience	Keep positive comms with residents while ensuring they are part of the resolution
Upgrade Bins on High Street	Work with HDC to ensure bins on High street are restored, painted and fit for purpose	Complete installation of Recycling bin adjacent Bus shelter	By July	Gain agreement from HDC that they will complete restorative	By End July	Ensure phase 1 bin restoration works are to be completed by HDC before October	By Sept.	Ensure there is a phase 2 works expenditure agreed at HDC	By Nov.	Obtain date for completion of phase 2 works	By Feb '24	Clerk / Community C.	Unless SPC give up on waiting for HDC and decide to take on the cost of bin renovation, SPC will be entirely in the hands of HDC	Keep open, regular and collaborative channels in place with HDC contacts
T. R. O. select & submit application	Complete a Traffic Regulation Order project or small selection of them for the benefit of Steyning residents	Community Committee to agree what TRO's are to be submitted	By July	Clerk to work with ClIr Linehan to agree potential scope of works	By Oct.	TRO draft submission to be brought back to Community for approval	By Nov.	Application submission approved and sent to WSCC	By end Nov	Any scheme approvals to be scoped before end of financial year	Before End of 23	Clerk / Community C.	TRO submissions need to be reasonable and realistic otherwise that will be turned down - which will mean resident involvement which will add to information gathering timescale	Ask ClIr Linehan to work with us to speed processes up
Steyning Centre Audio-Vis. system	To enable better and more user freindly audio-visual service at the Steyning Centre	Work with SPC IT consultant and other contractors to provide options	By End of Sept.	Present recommendations and agree options	By end of Nov	Compile Scope of works & quotes	By End Jan	Agree final planned works	By Feb 24.	Install equipment as per agreed	By End April 24	Clerk's office & Premises Com.	There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree	
Finger Post Install on the High Street	To install two finger posts to help promote visits to the Steyning memorial garden	Ensure permissions and Lamp post tests allow installation	By Dec	Agree costing	By Feb	Agree wording on Finger posts	By March	Purchase signs and consider other signage options	By April	Complete installation of Finger posts	Before End of May 24	Clerk and Community Com.	This is a new area of SPC service involvement, and SPC need to maintain restraint in terms of scope of achievement. Lamp post tests might be prohibitive	