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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th JANUARY 2024 AT 7.30PM

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

Members of the Public in attendance: **3**
Meeting commenced: **7:30 pm**

DRAFT MINUTES

ACTIONS

F&GP/23/62 **APOLOGIES FOR ABSENCE**

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

F&GP/23/63 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

63.1 None

F&GP/23/64 **QUESTIONS FROM THE FLOOR** **{in summary}**

64.1 None

F&GP/23/65 **MINUTES OF PREVIOUS MEETING**

65.1 Cllr S Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 12th December 2023 be agreed as a true and fair record. **Agreed**

F&GP/23/66 **MATTERS ARISING AND ACTIONS –** These items taken as read

66.1 Bring back projects for 24/25 for further discussion **– Actioned / See item 67.1**

66.2 Operational survey (Heating Plant controls) to be arranged for the Steyning Centre **– Actioned**

66.3 Clerk to bring back full consolidated draft SPC budget for next meeting – **Actioned/ See item 67.2**

66.4 One agreed invoice payment plus one Town clock service arrangement **– Actioned**

66.5 Storyboard /Tourist Signs for Steyning to be brought back to F&GP **– Actioned / See Item 68.3**

66.6 To look at Christmas decoration options for next year / three years from same provider **– See item 68.1**

66.7 Clerk's office waiting for Land registry searches to be completed to enable further updating of the SPC Land and Asset register, item to come back to F&GP in six months **– Diarised**

66.8 For next Action Plan update exclude 'Mitigation to risks if item completed – **Actioned /See item 68.2**

66.9 Community Engagement Sub Committee terms to be discussed by Working Practices **– Actioned**

66.10 Clerk's office to enquire about Youth Service contract payment reimbursements, now with JPYC **– Actioned**

66.11 Grass contractors to be contacted to convey the decisions from F&GP – **Actioned**

F&GP/23/67 FINANCIAL MATTERS.

67.1 **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 were no decisions on projects made at this meeting, with the item to be further discussed at the March F&GP. The only item currently considered for earmarking in March '24 was the 'Youth Service' unspent funds. It was however stated that all the 'proposed' and 'partly agreed' projects could be completed using existing funds available, with the exception of the MPF play area renewal, which was heavily dependent on successful third-party funding application/s. The Clerk will prepare a draft action plan for the 24/25 year, for next F&GP, to include likely projects. **CLERK**

67.2 **To consider the SPC consolidated budget for 2024/25.** Members considered the budget papers presented, and concluded discussions on any final queries. Then moved on to discuss the headline Precept figure of £404,325.00; the consequent percentage rise in comparison to last year's SPC Precept request {19.27%}; and the associated annual Band D Tax figure {£157.42} – This being the Parish Council element alone, not the full amount. **CLERK**
Cllr S Alexander **proposed, seconded** by Cllr Sharp that F&GP recommends to SPC Full Council the consolidated budget for approval {as per presented in Supporting papers} for later this month {January 15th}. **Agreed**

67.3 **To consider a new phone system for the Steyning Centre**. The existing phone system and supplier had reached the end of the three-year contract. The Clerks office had secured significant savings from another supplier for a fixed term of 7 years. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC agrees to the new phone supplier for the Steyning Centre, being 'CRE', and at the rates as shown within the briefing paper. **Agreed** **CLERK**

67.4 **To consider a grant funding request from the 'Hope' charity.** The request was to support one - to- one session provision based at the Steyning Grammer School, for those youths aged between 12 and 18 with mental health issues. Cllr S Alexander **proposed, seconded** by Cllr Foxwell that SPC accepts the grant application to the value of £600, which would cover a 'Full' {12 session} service for one person. **Agreed** **CLERK**

67.5 **To agree the need for an out of hours security call out service for the Steyning Centre.** Currently staff are asked to attend alarm call outs at any hour, and this was thought by the Personnel Committee to be a safety issue which warranted further consideration. The Clerks office had therefore found a number of quotes from local security companies which could supply this service. Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC agrees that there is a need for an out of hours security call out service at the Steyning Centre, and that quotes should be sought and brought back to a future meeting. **Agreed** **CLERK**

67.6 **To discuss future project aspirations for the F&GP Committee**. No new projects were discussed

F&GP/23/68 GOVERNANCE AND COMMUNITY MATTERS

68.1 **To consider next year's Christmas light display on the Steyning High Street.** Members further discussed the displays but councillors had not brought forward any new ideas for the Clerks office to investigate, so the existing supplier will be asked to provide options which are to be discussed at a future meeting. **CLERK**

68.2 **SPC Action Plan update.** Cllrs considered the various projects that have been prioritised for action for this first year of the current council's term. The Youth service provision project was discussed in greater detail with recommendations from the JPYC to be agreed or otherwise at the next Full Council Meeting. **CLERK**

68.3 **Storyboard/ Tourist Signs to be considered as a project for 24/25.** Last meeting this idea was tabled for further consideration. It was recognised that other local groups, notably the Steyning and District Partnership, had done a great deal of good work already on this topic

68.4	Cllr S Alexander **proposed, seconded** by Cllr Sharp that SPC agree to set up a working party to involve any SPC member plus any other local groups or individuals {notably the Steyning and District Partnership visitor and tourism representatives}. **Agreed**	**CLERK**
68.5	**Discuss and agree the first message for the likely, and soon to be set up, SPC Community Engagement Group, to be working on**. Cllr S Alexander **proposed, seconded** by Cllr Norcross that the first item the Community Engagement group should consider organising, is the councillor representation and displays associated with the Steyning Farmers Market, then the answering of the responses associated with the 'Call for Projects' promotion / suggestion box and then a promotional document consisting of this Q and A plus a list signposting the services associated with and responsibilities of each of the tiers of Local Government {County, District and Parish}. **Agreed**	**CLERK**
F&GP/23/69	**PROGRESS REPORT**	
69.1	*F&GP/22/55.3 Earmarking of reserves to be discussed at March '24 meeting* ***- Ongoing.***	**CLERK**
69.2	*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/23/70	**INFORMATION/CORRESPONDENCE ITEMS**	
70.1	The Clerk reported on two reasons for recent administrative cheer, that being the securing of reduced charges for both the annual grass cutting service invoice {reduction of £1500} and a reduced alarm call out charge saving £300. Thanks go in particular to the Deputy Clerk for her determination to prevail.	
F&GP/23/71	**DATE OF NEXT MEETING – 12th March 2024 @7.30pm.**	

The Chair closed the meeting at 8.32pm

Signed ……………………………………………………. **Date 12th March 2024**
Chair

A video recording of this meeting can be found using this link ;
https://youtu.be/1nsYFsyXgV8

Item 6.1

Considering SPC Projects for 2024/25 and to agree Earmarking Reserves for ‘24

Briefing Note

Forward Planning for Projects and Business/ Action Plan

For the June F&GP meeting we will need to agree the annual SPC Business plan {including Action plan} for the next year – {June 24-25}. To do this we will need to know the SPC End of Year Balance and have agreed plans for the list of projects for the next year and how we intend to pay for these projects.

We have already briefly discussed the projects for next year at all of the subcommittees, and it is proposed that members look to agree in principle what these projects are to be at the May F&GP meeting, so that the clerk can prepare a final Draft Business Plan paper for members for the June meeting.

Current List of Priority Projects for 24/25 includes:

MPF Play Area Renewal

Chandlers Way Play Park Development

High Street Christmas Lighting Display

MPF Charlton Street entrance re-surfacing

MPF Car Park Bollards and possible planter installation

MPF Entrance notice / storyboards

Steyning Centre energy cost & Carbon saving measures

CCTV enhancement/ installation

Bus Shelter improvements

{Neighbourhood Plan Update}

Earmarked Reserve Proposal

In order to complete the annual business plan, we need to agree the list of SPC Earmarked Reserves. Many of the existing Earmarked Reserve budgets have been called upon this year with, LED lighting, Steyning Centre Audio / Visual, Allotment Access Improvement and Election Reserve funds all being utilised – amounting to £9,893 for the year so far.

It is proposed to currently agree only one additional Earmarked Reserve for next year – that of Youth Service 'unspent funds'. This has been agreed in principle by all three Councils.

The total amount to be placed in this new reserve account by years end being - £16,584, with Upper Beeding likely to add an amount subsequent to their office development (to encompass Youth Service workers) plans being completed. {To remind members , this has been set up as a separate Bank Account}

Could we agree this figure please.

At the May F&GP meeting we will return to this item to see if members want to consider any other reserves to be earmarked – and to do this we will look at the final figures from the current year as a whole, both in terms of Current Earmarked Reserves and also all the SPC year-end budget lines.

Current Years Budget

The SPC budget for 23/24 continues to be on track to be within a 3% margin of deviation (overspent).

{Budget deviations refer to the variances that occur between the planned budget and the actual financial outcomes of an organisation}

There follows a copy of the last years Business plan for reference only at this point.

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

Introduction

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

1. SPC Finance Plan

Purpose

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

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

The SPC Annual Budget

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

SPC Reserves

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

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

General Reserves

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

Earmarked Reserves

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

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

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

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

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

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

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

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

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

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

- **High Street Christmas Light Display** – To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas Display as agreed by F&GP and in time for the Christmas 'late night shopping' event.

- **MPF / Allot Access** – To upgrade the access points as appropriate.

- **Land Registry Works Undertaken** – To ensure that these ongoing works being undertaken by the SPC Solicitor are progressed, given they are dependent upon the Land Registry Office, and that the SPC Land Register can be brought up to date.

- **Clock Tower Maintenance** – To undertake an assessment of the High St. Clock Tower to enable a scope of works to be agreed with the owner, then agree a contractor for Clock faces and attempt to complete the works before years end, by working with the owner to share scaffolding costs. If there is no movement on completing this project this year, then look at **Solar panel installation** at the Steyning Centre instead.

- **Memorial Bench installations** – This project is to complete a number of installations from last year and into 23/24 – probably three in total, to enhance provision on the MPF.

- **Bus Shelter Notice Boards**– To work with local schools and or local art groups to come up with a possible art installation for the Bus Shelter

- **Steyning Centre Projector installation** – To find the appropriate replacement for the defunct system currently in place in Coombe Court.

- **Nursery Investment Project -** To agree in collaboration with the previous manager a project whereby funding that has already been allocated to their now defunct organisation can possibly be used to the benefit of the Steyning Centre and the wider community.

- **CCTV** – To upgrade {install} the CCTV monitoring arrangements for the Steyning High Street, and to progress as much as possible the other two CCTV installation dispositions for Fletchers Croft and the MPF.

- **Complete Implementation Plan** – To work through the recommendations as per Hoey Ainscough review and complete to the satisfaction of the HDC monitoring department the actions noted within the implementation plan.

- **Finger Post Installation and Notice Board moved on the High Street –** Two finger posts installed identifying location and promoting visits to the MPF Memorial Gardens and to move SPC Notice Board.

- **Chandlers Way Pocket Park and Play Area renewal** – To work collaboratively with the local residents to plan a park for the benefit of the local community. Part of the project is to work out in what way the scheme is to be funded and to determine therefore the details of the scheme.

- **Upgrade Bins on the Steyning High Street** – To work with HDC to ensure the Bins on the High Street are restored, painted and fit for purpose. And replace existing conventional bin with recycling bin install.

- **Traffic Regulation Orders** – Complete a TRO or small selection of TROs for the benefit of Steyning Residents {Certainly Vicarage Lane as a top priority}

3. The SPC Action Plan for 2023/24

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

Detailed Income & Expenditure by Phased Budget Heading 01/01/2024

Month No: 9
DECEMBER

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	3,300	2,628	(672)	3,500			94.3%	
1004	Reimbursed Charges & donations	3	120	117	200			1.6%	
1010	Miscellaneous income	30	186	156	250			12.0%	
1075	CIL Receipts	267	2,500	2,233	2,500			10.7%	
1076	Precept Received	338,997	338,997	0	338,997			100.0%	
1090	Bank Interest Received	4,070	380	(3,690)	550			740.0%	
	Administration :- Income	**346,667**	**344,811**	**(1,856)**	**345,997**			**100.2%**	**0**
4000	Salaries	144,224	126,378	(17,846)	168,500		24,276	85.6%	
4002	Printing, stationery, postage	1,222	1,989	767	2,650		1,428	46.1%	
4003	Staff Ill Health Insurance	2,351	1,450	(901)	1,450		(901)	162.1%	
4004	Telephones and Alarm	1,641	2,286	645	3,050		1,409	53.8%	
4005	Insurance	7,395	6,500	(895)	6,500		(895)	113.8%	
4006	Salaries Outsourcing	294	333	39	440		146	66.8%	
4007	Data Protection	974	936	(38)	1,250		276	77.9%	
4010	Audit Fees	1,068	1,400	332	2,000		932	53.4%	
4016	Legal Fees/Elections	0	850	850	850		850	0.0%	
4017	Bank Charges	280	414	134	550		270	50.8%	
4021	General Grants	2,370	1,872	(498)	2,500		130	94.8%	2,000
4025	CCTV Maintenance	399	350	(49)	650		251	61.4%	
4030	Steyning in Bloom	2,400	2,400	0	2,400		0	100.0%	

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Detailed Income & Expenditure by Phased Budget Heading 01/01/2024

Month No: 9

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032	Memorial Gardens - upkeep	82	300	218	450		368	18.3%	
4033	Christmas Lights Grant	3,866	5,925	2,059	5,925		2,059	65.2%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,000	2,300	300	2,450		450	81.6%	
4039	Publicity and Advertising	567	378	(189)	500		(67)	113.4%	
4040	Town Clock	200	400	200	400		200	50.1%	
4045	Misc & Petty Cash	65	189	124	250		185	26.0%	
4047	Training	781	1,125	344	1,500		719	52.0%	
4049	Showcase	0	50	50	200		200	0.0%	
4055	HR Support	475	747	272	1,000		525	47.5%	
4060	Chairman's Function	769	500	(269)	500		(269)	153.8%	
4061	Councillors' Allowances	0	72	72	100		100	0.0%	
4063	Legionnaires	533	1,872	1,339	2,500		1,967	21.3%	
4070	Software support & Packages	1,378	1,953	575	2,600		1,222	53.0%	
4071	ICT Equipment	4,665	1,950	(2,715)	2,250		(2,415)	207.3%	3,877
4072	Website Development	141	342	201	450		309	31.4%	
4073	Neighbourhood Plan Exp	145	1,278	1,133	1,700		1,555	8.5%	
4075	Isolation and Loneliness	0	1,800	1,800	3,000		3,000	0.0%	
	Administration :- Indirect Expenditure	**180,284**	**168,339**	**(11,945)**	**218,565**	**0**	**38,281**	**82.5%**	**5,877**
	Net Income over Expenditure	**166,383**	**176,472**	**10,089**	**127,432**				
6000	plus Transfer from EMR	5,877							
	Movement to/(from) Gen Reserve	**172,260**							

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	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	22,050	7,249	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	**14,801**	**22,050**	**7,249**	**29,500**	**0**	**14,699**	**50.2%**	**0**
Net Expenditure	**(14,801)**	**(22,050)**	**(7,249)**	**(29,500)**				
Finance & General Purposes Ctt :- Income	**346,667**	**344,811**	**(1,856)**	**345,997**			**100.2%**	
Expenditure	**195,085**	**190,389**	**(4,696)**	**318,304**	**0**	**123,219**	**61.3%**	
Net Income over Expenditure	**151,582**	**154,422**	**2,840**	**27,693**				
plus Transfer from EMR	**5,877**							
Movement to/(from) Gen Reserve	**157,459**							

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Detailed Income & Expenditure by Phased Budget Heading 31/01/2024

Month No: 10
JANUARY

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	3,300	2,920	(380)	3,500			94.3%	
1004	Reimbursed Charges & donations	3	120	117	200			1.6%	
1010	Miscellaneous income	30	186	156	250			12.0%	
1075	CIL Receipts	267	2,500	2,233	2,500			10.7%	
1076	Precept Received	338,997	338,997	0	338,997			100.0%	
1090	Bank Interest Received	4,450	440	(4,010)	550			809.2%	
	Administration :- Income	**347,047**	**345,163**	**(1,884)**	**345,997**			**100.3%**	**0**
4000	Salaries	159,784	140,420	(19,364)	168,500		8,716	94.8%	
4002	Printing, stationery, postage	1,417	2,210	793	2,650		1,233	53.5%	
4003	Staff Ill Health Insurance	2,351	1,450	(901)	1,450		(901)	162.1%	
4004	Telephones and Alarm	1,904	2,540	636	3,050		1,146	62.4%	
4005	Insurance	7,485	6,500	(985)	6,500		(985)	115.2%	
4006	Salaries Outsourcing	331	370	39	440		109	75.3%	
4007	Data Protection	1,007	1,040	33	1,250		243	80.6%	
4010	Audit Fees	1,068	2,000	932	2,000		932	53.4%	
4016	Legal Fees/Elections	0	850	850	850		850	0.0%	
4017	Bank Charges	312	460	148	550		238	56.7%	
4021	General Grants	2,970	2,080	(890)	2,500		(470)	118.8%	2,000
4025	CCTV Maintenance	399	650	251	650		251	61.4%	
4030	Steyning in Bloom	2,400	2,400	0	2,400		0	100.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 31/01/2024

Month No: 10

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032	Memorial Gardens - upkeep	442	300	(142)	450		8	98.3%	
4033	Christmas Lights Grant	3,866	5,925	2,059	5,925		2,059	65.2%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,000	2,450	450	2,450		450	81.6%	
4039	Publicity and Advertising	567	420	(147)	500		(67)	113.4%	
4040	Town Clock	200	400	200	400		200	50.1%	
4045	Misc & Petty Cash	65	210	145	250		185	26.0%	
4047	Training	781	1,250	469	1,500		719	52.0%	
4049	Showcase	0	100	100	200		200	0.0%	
4055	HR Support	475	830	355	1,000		525	47.5%	
4060	Chairman's Function	769	500	(269)	500		(269)	153.8%	
4061	Councillors' Allowances	0	80	80	100		100	0.0%	
4063	Legionnaires	667	2,080	1,413	2,500		1,833	26.7%	
4070	Software support & Packages	1,413	2,170	757	2,600		1,187	54.3%	
4071	ICT Equipment	4,665	1,950	(2,715)	2,250		(2,415)	207.3%	3,877
4072	Website Development	236	380	144	450		214	52.6%	
4073	Neighbourhood Plan Exp	145	1,420	1,275	1,700		1,555	8.5%	
4075	Isolation and Loneliness	1,500	3,000	1,500	3,000		1,500	50.0%	
	Administration :- Indirect Expenditure	**199,220**	**186,435**	**(12,785)**	**218,565**	**0**	**19,345**	**91.1%**	**5,877**
	Net Income over Expenditure	**147,827**	**158,728**	**10,901**	**127,432**				
6000	plus Transfer from EMR	5,877							
	Movement to/(from) Gen Reserve	**153,704**							

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	29,500	14,699	29,500		14,699	50.2%	
Youth Provision :- Indirect Expenditure	**14,801**	**29,500**	**14,699**	**29,500**	**0**	**14,699**	**50.2%**	**0**
Net Expenditure	**(14,801)**	**(29,500)**	**(14,699)**	**(29,500)**				
Finance & General Purposes Ctt :- Income	**347,047**	**345,163**	**(1,884)**	**345,997**			**100.3%**	
Expenditure	**214,021**	**215,935**	**1,914**	**318,304**	**0**	**104,283**	**67.2%**	
Net Income over Expenditure	**133,026**	**129,228**	**(3,798)**	**27,693**				
plus Transfer from EMR	**5,877**							
Movement to/(from) Gen Reserve	**138,903**							

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DECEMBER

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Account

* ALL FIGURES ARE INCLUSIVE OF V.A.T WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/11/2023	041223JF	17.81		17.81		R	Petty Cash Account
01/12/2023	DD	848.00		848.00		R	HDC Rates
01/12/2023	VIS	102.00		102.00		R	Amazon - Mic Lead
04/12/2023	273/23.24	20.00		20.00		R	Smith Mem gardens
04/12/2023	274/23.24	178.70		178.70		R	Nocross Chairmans wines
04/12/2023	275/23.24	317.67		317.67		R	Woodland Trust JF
04/12/2023	22/53		503.58	503.58		R	Receipt(s) Banked - VARIOUS ROOM HIRES
05/12/2023	38.89	38.89		38.89		R	Site Lock security
05/12/2023	DR	1.06		1.06		R	Transaction fee
05/12/2023	266A/23.24	37.50		37.50		R	Chichester payroll
05/12/2023	267/23.24	2,040.00		2,040.00		R	Festivelighting - CHRISTMAS LIGHTS
05/12/2023	268/23.24	380.40		380.40		R	Kestral alarms
05/12/2023	269/23.24	874.50		874.50		R	Streeter hedgerow works - CONTRACT WORKS.
05/12/2023	270/23.24	100.00		100.00		R	Tip Top wasteremoval
05/12/2023	271/23.24	2,793.25		2,793.25		R	Jack Lee gardening - STREET CLEANING
05/12/2023	275/23.24	-0.45		-0.45		R	Fullbrook Chair function
05/12/2023	277/23.24	-5,484.00		-5,484.00		R	Tom Packer Audio project } CODING ERROR
05/12/2023	277/23.24	5,484.00		5,484.00		R	Tom Packer Audio Project
05/12/2023	CR		181.02	181.02		R	Receipt(s) Banked
06/12/2023	VIS	33.49		33.49		R	Amazon - Toilet Seat
06/12/2023	53/58		40.00	40.00		R	Receipt(s) Banked
06/12/2023	53/59		30.00	30.00		R	Receipt(s) Banked
06/12/2023	CR		159.22	159.22		R	Receipt(s) Banked
06/12/2023	CR		33.00	33.00		R	Receipt(s) Banked
06/12/2023	CR		500.00	500.00		R	Receipt(s) Banked - STEYNING CC DONATION
06/12/2023	CR		50.00	50.00		R	Receipt(s) Banked
07/12/2023	303/23.24	37.50		37.50		R	Chichester Payroll
07/12/2023	304/23.24	3,314.95		3,314.95		R	HMRC NI Contributions
07/12/2023	305/23.24	2,849.18		2,849.18		R	Pensions
07/12/2023	53/56		471.71	471.71		R	Receipt(s) Banked - VARIOUS ROOM HIRES
07/12/2023	53/57		312.91	312.91		R	Receipt(s) Banked
07/12/2023	CR		11.80	11.80		R	Receipt(s) Banked
07/12/2023	CR		27.21	27.21		R	Receipt(s) Banked
08/12/2023	282/23.24	299.98		299.98		R	Bus. stream - H St Water
08/12/2023	283/23.24	142.80		142.80		R	1st Clearflow
08/12/2023	284/23.24	780.00		780.00		R	D&T Tree surgery - EMERGENCY TREE WORKS.
08/12/2023	285/23.24	12.00		12.00		R	Function28
08/12/2023	286/23.24	135.20		135.20		R	HDC Waste
08/12/2023	286A/23.24	170.55		170.55		R	Waste - Steyning Centre
08/12/2023	287/23.24	227.14		227.14		R	Overline phones
08/12/2023	288/23.24	1,998.00		1,998.00		R	Sussex timber co - TREE WORKS AT MPF.
08/12/2023	289/23.24	160.00		160.00		R	TSS facilities - legionella
08/12/2023	CR		243.98	243.98		R	Receipt(s) Banked
09/12/2023	274/23.24	285.00		285.00		R	Clare Austin
09/12/2023	275/23.24	105.50		105.50		R	Fullbrook for Chairmans
09/12/2023	276/23.24	100.00		100.00		R	JDWindow cleaning
09/12/2023	277/23.24	5,484.00		5,484.00		R	Tom Packer audio update - STEYNING PROJECT @CENTRE.
09/12/2023	278/23.24	285.91		285.91		R	PiP Services

Steyning Parish Council 2023/24

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/12/2023	279/23.24	49.00		49.00		R	South Coast vending
09/12/2023	280/23.24	220.00		220.00		R	TC Maintenance
09/12/2023	281/23.24	500.00		500.00		R	Auctioneers kitchen – CHAIRMANS FUNC' FOOD.
12/12/2023	BP		242.60	242.60		R	Receipt(s) Banked
13/12/2023	CR		-0.10	-0.10		R	Receipt(s) Banked
13/12/2023	CR		0.10	0.10		R	Receipt(s) Banked
13/12/2023	CR		97.20	97.20		R	Receipt(s) Banked
13/12/2023	BP		77.72	77.72		R	Receipt(s) Banked
13/12/2023	CR		134.96	134.96		R	Receipt(s) Banked
14/12/2023	CR		57.30	57.30		R	Receipt(s) Banked
14/12/2023	CR		181.69	181.69		R	Receipt(s) Banked
15/12/2023	CR		99.00	99.00		R	Receipt(s) Banked
15/12/2023	BP		90.00	90.00		R	Receipt(s) Banked
15/12/2023	CR		130.20	130.20		R	Receipt(s) Banked
18/12/2023	DD	13.20		13.20		R	Mobile Phone
18/12/2023	VIS	31.18		31.18		R	Zoom
18/12/2023	CR		135.00	135.00		R	Receipt(s) Banked
18/12/2023	CR		269.68	269.68		R	Receipt(s) Banked
18/12/2023	CR		94.87	94.87		R	Receipt(s) Banked
18/12/2023	CR		93.32	93.32		R	Receipt(s) Banked
20/12/2023	290/23.24	674.18		674.18		R	Stebbing honours board – NEW COMMUNITY AWARD BOARD
20/12/2023	291/23.24	176.27		176.27		R	EDF electric H St.`
20/12/2023	292/23.24	108.00		108.00		R	PiP Services
20/12/2023	293/23.24	1,226.94		1,226.94		R	British Gas – STEYNING CENTRE
20/12/2023	294/23.24	883.20		883.20		R	Smith of Derby clock – TOWN CLOCK MAINTENANCE.
20/12/2023	295/23.24	180.00		180.00		R	Sowerby toilet security
20/12/2023	53/60		142.50	142.50		R	Receipt(s) Banked
20/12/2023	CR		433.08	433.08		R	Receipt(s) Banked
20/12/2023	CR		64.78	64.78		R	Receipt(s) Banked
21/12/2023	DR	32.26		32.26		R	HSBC Bank Charges
21/12/2023	296/23.24	34.46		34.46		R	Fullbrook hedgerow supplies
21/12/2023	297/23.24	90.00		90.00		R	TC Maintenance
21/12/2023	298/23.24	1,984.58		1,984.58		R	Laser energy elec – STEYNING CENTRE
21/12/2023	299/23.24	348.69		348.69		R	Laser elec Public toilets
22/12/2023	BP	9,809.11		9,809.11		R	Salaries
22/12/2023	CR		600.00	600.00		R	Receipt(s) Banked – MPF GATE DONATION
22/12/2023	BP		470.78	470.78		R	Receipt(s) Banked – STEYNING ART ROOM HIRE.
24/12/2023	BP		143.30	143.30		R	Receipt(s) Banked
27/12/2023	300/23.24	74.83		74.83		R	Bus stream water allot canada
27/12/2023	301/23.24	156.88		156.88		R	Eventbrite Training
27/12/2023	302/23.24	972.01		972.01		R	Laser Changing rms – ELECTRIC
27/12/2023	CR		45.00	45.00		R	Receipt(s) Banked
27/12/2023	CR		417.94	417.94		R	Receipt(s) Banked
27/12/2023	Cr		141.78	141.78		R	Receipt(s) Banked
29/12/2023	VIS	11.04		11.04		R	Zoho
		41,746.36	6,727.13				

Date: 07/02/2024 | **Steyning Parish Council 2023/24** | Page 1

Time: 12:04 | User: JMF

JANUARY

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

*ALL FIGURES ARE INCLUSIVE OF V.A.T. WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/12/2023	277/23.24	-5,484.00		-5,484.00		R	Tom Packer Audio project } PROJECT MIS POSTING
05/12/2023	277/23.24	5,484.00		5,484.00		R	Tom Packer audio project
02/01/2024	DD	848.00		848.00		R	Horsham District Council - RATES
02/01/2024	283/23.24	-142.80		-142.80		R	first clearflow
02/01/2024	283/23.24	142.80		142.80		R	First clearflow
03/01/2024	030124JF		30,000.00	30,000.00		R	Receipt(s) Banked - CASH TRANSFER
03/01/2024	CR		94.87	94.87		R	Receipt(s) Banked
03/01/2024	CR		24.90	24.90		R	Receipt(s) Banked
04/01/2024	VIS	38.76		38.76		R	SiteLock Websecurity
04/01/2024	DR	1.06		1.06		R	Transaction fee
04/01/2024	CR		140.88	140.88		R	Receipt(s) Banked
04/01/2024	53/65		279.50	279.50		R	Receipt(s) Banked
/01/2024	306/23.24	514.80		514.80		R	ADT Alarms - ALARM CALL OUT RESOLUTION
05/01/2024	307/23.24	242.25		242.25		R	Clare Austin
05/01/2024	308/23.24	360.00		360.00		R	Earth & Turf
05/01/2024	309/23.24	444.14		444.14		R	OMG trading Ltd
05/01/2024	310/23.24	38.00		38.00		R	Green thumb
05/01/2024	311/23.24	2,843.25		2,843.25		R	Jack Lee - STREET CLEANING
08/01/2024	CR		165.00	165.00		R	Receipt(s) Banked
09/01/2024	CR		57.03	57.03		R	Receipt(s) Banked
10/01/2024	312/23.24	594.11		594.11		R	business stream water Ch Rm
10/01/2024	313/23.24	120.00		120.00		R	Dormation
10/01/2024	314/23.24	15.85		15.85		R	Coop Wines for film show
10/01/2024	315/23.24	312.20		312.20		R	Horsham District Council
10/01/2024	316/23.24	130.16		130.16		R	KCS - photocopy
10/01/2024	318/23.24	504.00		504.00		R	Southcoastelec - LIGHT INSTALLATION & MAINTENANCE
10/01/2024	319	306.00		306.00		R	Southern Cinema Services
11/01/2024	VIS	12.99		12.99		R	Amazon - tarpaulin
/01/2024	BP		113.80	113.80		R	Receipt(s) Banked
12/01/2024	VIS	25.45		25.45		R	Amazon - door closer
12/01/2024	CR		90.00	90.00		R	Receipt(s) Banked
15/01/2024	CR		17.70	17.70		R	Receipt(s) Banked
16/01/2024	VIS	31.18		31.18		R	Zoom
16/01/2024	DD	13.20		13.20		R	Mobile phone
16/01/2024	CR		73.16	73.16		R	Receipt(s) Banked
16/01/2024	CR		60.00	60.00		R	Receipt(s) Banked
16/01/2024	BP		97.98	97.98		R	Receipt(s) Banked
16/01/2024	CR		181.69	181.69		R	Receipt(s) Banked
16/01/2024	CR		118.90	118.90		R	Receipt(s) Banked
16/01/2024	CR		10.42	10.42		R	Receipt(s) Banked
16/01/2024	BP		67.50	67.50		R	Receipt(s) Banked
17/01/2024	CR		134.96	134.96		R	Receipt(s) Banked
17/01/2024	CR		189.04	189.04		R	Receipt(s) Banked
17/01/2024	53/62		175.62	175.62		R	Receipt(s) Banked
17/01/2024	23/64		20.00	20.00		R	Receipt(s) Banked
18/01/2024	320/23.24	1,461.25		1,461.25		R	British Gas - STEYNING CENTRE
18/01/2024	321/23.24	407.55		407.55		R	Bus stream water Steyning Cent
18/01/2024	322/23.24	12.00		12.00		R	Function 28

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/01/2024	323/23.24	90.38		90.38		R	Shelter insurance
18/01/2024	324/23.24	6,760.86		6,760.86		R	idVerde - GRASS CONTRACT PAYMENT
18/01/2024	325/23.24	390.00		390.00		R	Option enrgry plant survey
18/01/2024	326/23.24	231.26		231.26		R	Overline phones
18/01/2024	327/23.24	180.04		180.04		R	PiP Services
18/01/2024	328/23.24	95.00		95.00		R	The Sussex Plumber
19/01/2024	329/23.24	600.00		600.00		R	Hope Charity grant
19/01/2024	330/23.24	1,500.00		1,500.00		R	Vintage Years - ANNUAL GRANT
19/01/2024	331/23.24	65.00		65.00		R	TC Maintenance play areas
19/01/2024	CR		99.00	99.00		R	Receipt(s) Banked
19/01/2024	CR		87.62	87.62		R	Receipt(s) Banked
19/01/2024	CR		43.80	43.80		R	Receipt(s) Banked
9/01/2024	Cr		324.42	324.42		R	Receipt(s) Banked
19/01/2024	CR		168.54	168.54		R	Receipt(s) Banked
19/01/2024	Cr		65.70	65.70		R	Receipt(s) Banked
19/01/2024	23/61		548.65	548.65		R	Receipt(s) Banked - VARIOUS ROOM HIRE INCOME
20/01/2024	VIS	28.18		28.18		R	Amazon - filing storage
21/01/2024	DR	32.51		32.51		R	HSBC Total charges
23/01/2024	BP		81.32	81.32		R	Receipt(s) Banked
23/01/2024	CR		417.94	417.94		R	Receipt(s) Banked
24/01/2024	332/23.24	75.89		75.89		R	BSG - photocopying
24/01/2024	333/23.24	101.99		101.99		R	function 28
24/01/2024	334/23.24	160.00		160.00		R	TSS legionella
24/01/2024	335/23.24	37.50		37.50		R	Chichester payroll
24/01/2024	CR		2,965.99	2,965.99		R	Receipt(s) Banked - VAT REIMBURSEMENT
24/01/2024	CR		97.01	97.01		R	Receipt(s) Banked
25/01/2024	CR		94.86	94.86		R	Receipt(s) Banked
25/01/2024	CR		273.41	273.41		R	Receipt(s) Banked
[illegible]/01/2024	VIS	11.04		11.04		R	Zoho
26/01/2024	CR		64.78	64.78		R	Receipt(s) Banked
26/01/2024	BP		57.32	57.32		R	Receipt(s) Banked
26/01/2024	CR		76.40	76.40		R	Receipt(s) Banked
26/01/2024	CR		11.80	11.80		R	Receipt(s) Banked
29/01/2024	BP	9,681.02		9,681.02		R	Salaries - staff
29/01/2024	Cr		11.80	11.80		R	Receipt(s) Banked
30/01/2024	BP		197.60	197.60		R	Receipt(s) Banked
30/01/2024	JF30Jan		50,000.00	50,000.00		R	Receipt(s) Banked - CASH TRANSFER
31/01/2024	336/23.24	194.40		194.40		R	Catercraft
31/01/2024	337/23.24	72.00		72.00		R	J fullbrook - phones
31/01/2024	338/23.24	2,793.25		2,793.25		R	Jack Lee - STREET CLEANING
31/01/2024	339/23.24	180.00		180.00		R	Delwood - contractor
31/01/2024	340/23.24	186.00		186.00		R	Sowerby toilet opening
31/01/2024	341/234.24	275.00		275.00		R	TC Maintenance
31/01/2024	341/23.24	100.00		100.00		R	TC Maintenance
31/01/2024	342/23.24	2,807.07		2,807.07		R	WSCC pensions
31/01/2024	343/23.24	11.00		11.00		R	Coop film supplies
31/01/2024	344/23.24	3,072.08		3,072.08		R	HMRC - Tax
31/01/2024	CR		140.88	140.88		R	Receipt(s) Banked

Date: 07/02/2024
Time: 12:04

User: JMF

Steyning Parish Council 2023/24

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/01/2024	BP		61.84	61.84		R	Receipt(s) Banked
		39,007.67	88,003.63				

Clerk / RFO:

Name John Fullbrook Signed .... Date 7th February '24

Chair of F&GP:

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

Grant Requests to SPC {End of Fiscal Year} Item 6.4

Briefing Note

- **We have had four grant requests in for the end of this year {details noted below}.**
- **We have £1,530 left under this particular SPC budget heading and therefore available for our immediate consideration**
- **It is possible to accommodate all four applications, but it is for you to decide.**
- **Request Totals as follows**
  1. - £157
  2. – Up to £800
  3. - £250
  4. – Up to £500

- **We need to agree a motion to incorporate our preference for this period please**

Grant Request 1.

Dear John,

Hope all goes well for you.
Attached {Now Below} you will find the receipt of payment to the Zurich Co for the Public Liability cove for the SCO.
We look forward to the SPC refunding for this as it has in previous years.
Many thanks and best wishes,

Alec
Leader SCO

Description of item	Amount
Combined insurances	£140.19
Engineering Inspection Contract	£0.00
Sub total:	**£140.19**
Insurance Premium Tax at the prevailing rate	£16.81
VAT due on Engineering Inspection Contract at the prevailing rate	£0.00
Total amount paid:	**£157.00**

Grant Request 2.

SPC Grant Application

Organisation	Person responsible for financial Administration
Name Steyning Bowls Club	Name John Cadman
Year of Formation 1933	Telephone number
Current membership 70	Email address
Objectives (not more than 50 words) To promote lawn bowls as a sportfor every ability. To encourage & support bowlers to improve their skills and play competitively. To create a welcome & inclusive atmosphere to ensure membership is open to all	Postal address Upper Beeding West Sussex

Steyning Parish Council has recognised there is a Climate Crisis and so it is desirable, though not essential, that your project, equipment, installation or other reason for funding focuses on one of the following - (please tick all that apply)

- [ ] **Biodiversity** - Rewilding to create more and better spaces for wildlife
- [ ] **Carbon Reduction** - Radically reducing carbon emissions
- [x] **Climate Resilience** - Improving resilience to changing climate
- [ ] **Energy** - Transitioning to clean secure, affordable energy, or energy conservation
- [ ] **Food** - Developing a fairer or more sustainable food source
- [ ] **Transport** - Shifting to sustainable transport and improving air quality
- [ ] **Waste Reduction** - Reducing waste, increasing reuse, recycling and composting
- [x] **Water** - Improving water quality and reducing consumption

Explain the purpose of your grant application and how this may benefit Steyning

Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding

The club is looking to reduce the water consumption used by the sprinkler system in maintaining the bowling green by adding a new valve and control system.
This will ensure that water is only delivered as and when required rather than the set times at present. The new valve will also prevent any future water loss from leaking pipes and ensure that the system is viable for the foreseeable future with a minimum of maintenance

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ 800	£ 800 April / May 2024

Bank Account details for BACS Payment arrangements	
Bank Account Number -	Bank Sort Code -

[y] I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms and conditions are complied with

[y] I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyning

Signed .... Dated 6th MARCH 2024

Please return to the Council Office in person, by post or by email

Grant Request 3.

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD

The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ
Please contact us via email: steyninganddistrict@gmail.com

Steyning Vintage Revival Sunday 5th May 2024
- overview and Funding Request

Funding Request

We are asking for a grant of £250 from Steyning Parish Council's 2023/24 Grants Fund to enable us to publicise the forthcoming Steyning Vintage Revival Event.

Background

The Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning our second Steyning Vintage Revival on the 5th of May 2024.
This event will take place on the bank holiday weekend and will include local enthusiasts with classic cars, buses, classic motor bikes, traction engines and other vehicles to be displayed in the High Street. We also hope to have a small ride-on railway that will be located off the High Street. It is planned that there will be more entertainment than last year, with a focus of local acts as well a pop-up stalls that will include food and drink as well as vintage and collectable items. We are keen to promote fancy dress on the day and we are working on some other fun and exciting ideas to compliment the day.

Overview of the Steyning and District Community Partnership

Steyning & District Community Partnership was formed in 2001 and incorporated as a non-profit making limited company in May 2007. The "& District" consists of Ashurst, Wiston, Upper Beeding, Bramber, Edburton & Small Dole. Since its onset it has instigated and overseen a great many community projects and events, working with groups of hard working local volunteers. There are 5 sub-groups working within the Partnership and reporting to the Management Committee, one of these being the Visitor & Tourism Committee, who are responsible for organising and running numerous projects and event, one of which is the Vintage Revival Day, for which funding is now sought.
The Partnership currently has 3 directors with approximately 12 other management Committee members and a further 30-40 active volunteers across all Committees.

Publicity

The publicity campaign has already started and will ramp up at the start of April 2024 with the production of; A5, A4 and A3 fliers and posters, to be distributed in local shops, the library and museum etc. Nearer the time three banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street, one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and hopefully a radio slot and all publicity will link to more details about the event on our website (www.VisitSteyning.co.uk) as well as on Facebook at facebook.com/visitsteyning and Instagram too.
Total anticipated costs for this part of the project (2023 costs previously approved)

Purpose of the publicity campaign

To publicise the Steyning Vintage Revival in order to provide a good level of attendance to support the event and local business and to create a level of energy and excitement around the event.

Aim of the Steyning Vintage Revival

o To host an event following the success of last year

o To create an exciting and vibrant High Street for the residents and visitors to experience a range of vintage and historic vehicles, memorabilia and entertainment.

o To promote the local shops and the town in general

o To build community cohesion

o To provide a level of education and knowledge

o To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

Printing:
A4 posters x 30 = £15 + VAT
A3 posters x 10 = £7 +VAT
A5 flyers (double sided) x 250 = £58 (no VAT)
One New Entertainment Banner – 4.5m x 3m =£299 + VAT
Banner Vinyl Patches (reuse banners from last year) - £100 + VAT
Total cost therefore = £479.00
Match Funding from V&T Committee

Value of volunteer time to plan and execute event, including the time of volunteers outside the V&T Committee who will assist: circa 200 hours @ £15ph = £3,000.00
Amount of Grant to be requested

A contribution from the Parish Council of £250 from its Grants budget to fund the publicity materials to support the event.

Grant Request 4

Steyning & District Good Neighbours Association.

Dear Mr Fullbrook

I am writing to you as it has been suggested that the Council may be able to assist us. We are a volunteer driving organisation serving Steyning, Bramber, Upper Beeding and the environs. We are a car ambulance service taking patients to healthcare appointments anywhere in Sussex and we have 90 or so volunteer drivers, though not all are available all the time. There are approximately 400 residents in our catchment area who use our service on a regular or occasional basis.

Firstly, we would very much appreciate the Council's consideration of placing our promotional video on the P.C. website. We already have exposure through The Hub, Upper Beeding and U3A whose members have all received a link to the video. We have stills in the display at the Steyning Health Centre, Steyning Post Office and The Hub and we usually attend Steyning Farmers' Markets to encourage drivers to sign up for the service. Our problem is not a lack of clients, but a paucity of active drivers. Most of our drivers are retired and are not always available causing us to continuously seek out new volunteers. I can let you have a copy of the 3-minute video for approval, if you wish.

Which brings me to our next request: Funding.

We ask for a donation from clients of 50p per mile to reimburse drivers for their car costs, but we rely on "tips" which are handed over to the association for our running costs. We charge only for the first visit each week for those who visit the same facility for treatment more than once ion a week; we "charge" only for the first driver where two may be required (usually where a wait of 2 or more hours is anticipated) and we request no donation at all where we assess an inability to pay.

This year, we have had to register under the DBS Regulations at a cost of £15.00 per driver and this has impacted our reserves significantly. We have some provision for this, but we would appreciate help from SPC if you are mindful to consider a contribution specifically for this purpose. Subsequently, each new driver will cost us £15.00 which will represent a new drain on our funds. We would like to ask for a contribution of £500.00 which would cover the cost of 33 of the initial 90 driver registrations we are presently undertaking, but any amount would help.

I am submitting a copy of our latest accounts in support of this application.

Finally, thank you in anticipation of your consideration of this request.

SPC Action Plan for 2023/24

Updated 6th March '24

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	Completed
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	Completed
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	Completed
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	Completed
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	Completed
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 maintain restraint in terms of scope of acheivement. Lamp post tests might be prohibitive	

Local councils can now apply for a free portrait of His Majesty The King

The National Association of Local Councils and the Cabinet Office can confirm that local (parish and town) councils can now apply for a free portrait of His Majesty The King.

The accession of His Majesty The King marked a new chapter in the national story. A new Reign means new national symbols, such as the face on stamps, coins, and banknotes, gradually changing from Queen Elizabeth II to King Charles III.

Portraits of past Monarchs also hang in public buildings across the United Kingdom, from local council offices and town halls to 10 Downing Street. They are a visible reminder of the institutions that unite our United Kingdom.

To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government-funded voluntary scheme throughout the United Kingdom to allow public authorities to apply for a free, framed portrait.

The scheme was launched on 14 November 2023 and is now open for applications from parish, town, and community councils.

If your council falls within the scope of this voluntary scheme, you can **view the image and apply for one free framed portrait** per council.

Once your registration has been accepted, you can place an order and provide delivery details. The closing date for applications is 28 March 2024.

Item 7.4.1

Community Engagement Group

Briefing Note

The group met for the first time on the 22nd February

It was a Zoom meeting attended by Cllrs Foxwell, Trundle, Ballance, Young. Linfield and S Alexander with the Clerk also in attendance

Its Remit

At the 9th February F&GP Meeting members agreed the following

Discuss and agree the first message for the likely, and soon to be set up, SPC Community Engagement Group, to be working on*. Cllr S Alexander* ***proposed, seconded*** *by Cllr Norcross that the first item the Community Engagement group should consider organising, is the councillor representation and displays associated with the Steyning Farmers Market, then the answering of the responses associated with the 'Call for Projects' promotion / suggestion box and then a promotional document consisting of this Q and A plus a list signposting the services associated with and responsibilities of each of the tiers of Local Government {County, District and Parish}.* ***Agreed***

There was only one hour in which to discuss and agree how members would effectively take this list of items forward as per the group's terms of ref'.

Nonetheless it was a very productive meeting with some clear aims put in place

1. There would be Cllr representation at the farmers market and members would agree who was to be there and when **– Actioned**

2. That the Clerk's office should provide presentation boards with a display showing SPC 'works' promotional items and a basic list of the Councils responsibilities and recent achievements **– Actioned**

3. That's Cllr S Alexander should attempt to come up with a promotional leaflet that could be distributed to residents at the farmers market which in essence explained what Parish, District and County Councils were responsible for doing in a community, and that this should be sent to all other members for their input, comments and tacit agreement and that this could help those members in attendance at the Farmers market with their explanations to residents as to 'who does what' – **Actioned (See S. Paper 7.4.2)**

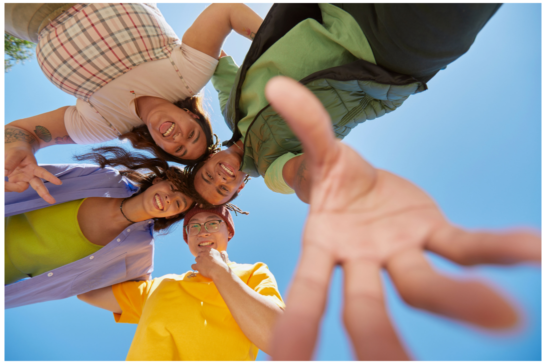
4. That the clerk be responsible for responding to residents 'Call for projects queries' with the agreed leaflet attached to the response emails to help get the message across. **– This to be actioned when leaflet formally agreed (with or without any amendments) at this meeting please.**

We also need to agree under this item – the next round of items for the Community Engagement group to consider

COMING SOON

YOUTH SERVICE

Steyning, Bramber and Upper Beeding Parish Councils are about to launch a new youth service in April 2024



Look out for details soon on our Website, Noticeboards & Social Media

Contact Us

Phone
01903 812042

Website
www.steyningpc.gov.uk

Email Address
clerk@steyningpc.gov.uk

DO YOU SEE AN ISSUE IN STEYNING?

WHOSE RESPONSIBILITY IS IT?

Steyning PARISH COUNCIL

west sussex county council

Responsibilities

ROADS & PAVEMENTS

Potholes
Road Markings
Pathways
Some Verges

SIGNAGE

Road Signs
Street Signage

Contact

Paul Linehan

paul.linehan@westsussex.gov.uk
www.westsussex.gov.uk

Horsham District Council

Responsibilities

CAR PARKS & PARKING

Car parks
Traffic Wardens

WASTE REMOVAL

NEIGHBOURHOOD WARDENS

PLANNING APPLICATIONS

Contact

Victoria Finnegan

victoria.finnegan@horsham.gov.uk

Nicholas Marks

nicholas.marks@horsham.gov.uk

Steyning Parish Council

Our Responsibilities

COUNCIL PROPERTY

Steyning Centre
High Street Bus Shelter
Memorial Playing Field
Abbey Road Open Space
Playgrounds
Allotments
High Street Clock
Some Trees and Hedgerows

SOME STREET CLEANING & BIN EMPTYING

SOME CCTV
On SPC owned property

NEIGHBOURHOOD WARDENS

YOUTH SERVICE

LOBBYING/LIAISING WITH COUNTY OR DISTRICT COUNCILS

BEFORE CALLING THE NEIGHBOURHOOD WARDENS CALL 101 OR 999 TO REPORT

Anti-social behaviour, Shoplifting, Anti-social driving or any other possible criminal activity

NEIGHBOURHOOD WARDENS

The wardens provide a reassuring, uniformed patrol presence in our town. They are not a replacement for the police, an emergency service or response team, but they support out community, engaging with young people and looking out for those who are elderly, isolated or vulnerable

Alison
07734 387 889

Mike
07734 387 888

Item 7.5

Community Committee recommendation concerning Full Council Presentation request

Briefing Note

At the 5th March Community Committee there was a request discussed under 'Correspondence and Information' items concerning a request to make a presentation to our Full Council to look at the local current 'Active travel' initiatives and especially an idea to create a local Cycling and Walking Infrastructure Plan.

The information arrived too late for it to be an agenda item for Community, and also too late in order to try and secure a place to be a presentation item at our 'Annual Parish Meeting', the agenda for which had been effectively agreed at the February Full Council meeting.

Because the item was not formally on the agenda at Community Committee, members could only make a recommendation without formal agreement via a motion and a vote – they did however recommend that F&GP Committee do so.

Could we please therefore discuss and agree a motion for this presentation (See details of the proposal under supporting paper 7.5.2), and that this takes place at the 15th April SPC Full Council Meeting.

Creating a Local Cycling & Walking Infrastructure Plan for Steyning, Bramber and Beeding

Briefing to Steyning Parish Council, March 2024

Rationale

Over the last few years a whole range of 'active travel' initiatives have been suggested for the Steyning area to encourage people to leave their cars at home, and walk and cycle more. These include introducing a 20mph zone, installing improved bike racks in the High Street, creating zebra crossings near schools, reducing speed limits on the bypass, and upgrading the White Bridge Link across the river. So far, and for a variety of different reasons, progress has been slow. But there is no doubt that many residents would welcome a shift in this direction – particularly parents with young children who need to get safely to and from school.

Up to now, these initiatives have been considered individually, with working parties set up to pursue some of these ideas, but others being progressed through a more ad hoc and piecemeal approach.

To provide a more holistic and strategic approach the suggestion has been raised of developing a Local Cycling & Walking Infrastructure Plan (LCWIP) for Steyning, Bramber and Upper Beeding – as the three communities are so close together, and interlinked.

The concept of creating LCWIPs has been actively promoted by the government as part of its strategy to encourage more active travel. The County Council has created one for West Sussex as a whole, and the District Council has produced one for Horsham District, focusing mainly on the Horsham area. The suggestion is to go down to the next level and create a more specific and fine-grained plan for our local community.

The purpose of an LCWIP is to set out an overall strategic framework for future investments in cycling and walking infrastructure. It does not come with any funding guaranteed. But it provides an agreed set of priorities so that when resources do become available they can be directed in ways to achieve the maximum benefit for the local community.

This is particularly relevant to Steyning given the Glebe Farm development, which is one of the potential schemes outlined in Horsham's draft District Plan. If this goes ahead, it will release significant CIL funds for local infrastructure development. So having an agreed LCWIP already in place would be very timely.

What is an LCWIP?

The key outputs of LCWIPs are:

- A plan for walking and cycling which identifies preferred routes and core zones for further development
- A prioritised programme of infrastructure improvements for future investment
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements

The government has published guidelines on how to develop an LCWIP. They involve

- Agreeing the scope of the plan, and setting out roles and responsibilities

- Deciding on which stakeholders to involve and how to engage with the public
- Gathering relevant information
- Agreeing a decision-making mechanism to sign off on the plan

The guidelines are designed for local authorities to implement, so are quite detailed and elaborate. The suggestion is to come up with a lighter touch version of the process suitable for the parish level that can be developed by a Working Party of volunteers, rather than council officials or paid consultants.

Several local residents have already put their names forward to join the group* and some initial conversations have begun on how to take the process forward.

It is still very early days. But the hope is to get moving on the process over the summer, so a final plan can be agreed before the end of 2024.

Suggested governance arrangements

To provide it with the necessary legitimacy, the suggestion is that the LCWIP Working Party should be set up under the auspices of the Steyning and District Community Partnership's Sustainable Travel Committee *(note, this is still tbc).*

The District Partnership is well placed to take on this role as it already has representation from the Parish, District and County Councils on this committee, as well as local stakeholders such as Steyning Grammar School, Greening Steyning and the Business Chamber. It is an approach that has worked well in the case of the White Bridge Link project, and will allow the Working Party to tap into local expertise and enthusiasm, while being responsive to local views and concerns.

Getting Parish Council support for the process

Having explicit Parish Council buy-in to the LCWIP process will be essential for its success and for ensuring the legitimacy of the plan that will eventually emerge.

The LCWIP Working Party is now looking to engage with each of the Parish Councils to:

- Explain what the Working Party has in mind in creating an LCWIP
- Get their support for the process and any advice on how to develop the plan
- Agree how the Parish Councils would like to be involved in the creation and sign-off of the final plan

The Working Party has been invited to give a presentation on the LCWIP idea to Upper Beeding and Bramber Parish Councils at their full council meetings in March.

We would be keen to receive suggestions on how best to engage with Steyning Parish Council.

** At present, LCWIP Working Party members include: Sarah Collins, Sally Barnard, Geoff Barnard, Mike Croker, Russell Barnes, Michael Owen and Ray Powell. We expect to be expanding this group over time.*

Member Briefing

Communities Directorate

Subject: Steyning Library fire alarm replacement project
Date: 04/03/2024

Contacts:
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Purpose of the Briefing
Steyning Library will be closed from Tuesday 19 March until Wednesday 27 March to allow for replacement of the existing fire alarm system.

Background
This is a capital maintenance project to refurbish the obsolete fire alarm and aging electrical distribution system. The fire alarm is beyond manufacturer's life expectancy (25+ years), is not to current standard and has been identified on recent Facilities Management Fire Risk Assessments as requiring action.

The fire alarm will be upgraded, allowing for easier routine testing and maintenance. The electrical distribution refurbishment will bring the installation to a modern standard including new boards, digital metering and surge suppression and additional electrical capacity. Some minor fabric alterations will be necessary (cupboard, panel relocation) including making good.

Latest Update
- Preparatory work will begin on Monday 18 March whilst the library is open to the public.
- Library Manager responsible for Steyning Library has coordinated a communications plan to ensure library customers are aware of the closure, and that customers are aware of alternative options.

Revenue/Capital impact
This is a capital project to maintain one of the county council's assets to enable the ongoing provision of a library service in the Steyning community. The project will cost approximately £38.5K

Division(s) which this briefing relates to:
Bramber Castle

The West Sussex Plan
Do any of these relate to this briefing? *(tick all that apply)*

1. Keeping people safe from vulnerable situations.
2. A sustainable and prosperous economy ✓
3. Helping people and communities to fulfil their potential.
4. Making the best use of resources ✓

Lines to take if briefing is confidential:
Not applicable

Circulation
Cllr Paul Linehan

Town Clock

The Town Clork had a new pendulum arrest regulator fitted on 14th February following issues with the clock going slow for several months. The clock worked for 2 days and then stopped. Smith of Derby were called back and apparently the clock electricity had been effected by a power cut and was turned back on. Since then, the clock has been losing time again. Smith of Derby reported that there has been water getting into the clock area but on investigation, even on a very wet day, our guy that changes the clock for us could not find any sign of water or rain getting in. Smith of Derby have contacted again and we are waiting for a date from them to attend the clock again.