Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE.

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2024	CR		62.10	62.10		R	Receipt(s) Banked
02/04/2024	BACS	10,000.00		10,000.00		R	Wardens payment - HDC
02/04/2024	DD	851.00		851.00		R	HDC - RATES.
02/04/2024	24/02		80.70	80.70		R	Receipt(s) Banked
02/04/2024	24/04		30.00	30.00		R	Receipt(s) Banked
03/04/2024	BACS	10,000.00		10,000.00		R	Wardens payment - HDC
03/04/2024	CR		32.18	32.18		R	Receipt(s) Banked
03/04/2024	CR		11.80	11.80		R	Receipt(s) Banked
04/04/2024	BACS	10,000.00		10,000.00		R	Wardens payment - HDC
04/04/2024	DD	240.00		240.00		R	Genke - phones
04/04/2024	VIS	6.98		6.98		R	Coat hooks - Amazon
04/04/2024	VIS	21.99		21.99		R	Amazon - mirror for changing r
04/04/2024	24/06		529.50	529.50		R	Receipt(s) Banked - FILM RECEIPTS
04/04/2024	CR		11.80	11.80		R	Receipt(s) Banked
05/04/2024	BACS	507.47		507.47		R	Business stream - Toilets
05/04/2024	10/24.25	31.49		31.49		R	Amazon - toilet rolls
05/04/2024	09/24.25	1,989.28		1,989.28		R	SALC subs
05/04/2024	07/24.25	20.00		20.00		R	Farmers market
05/04/2024	04/24.25	100.00		100.00		R	JD Windows
05/04/2024	02/24.25	655.00		655.00		R	Fox maintenance - PLAY AREA SURFACE MAINTENANCE
05/04/2024	03/24.25	2,793.25		2,793.25		R	Jack Lee bins & Street clean
05/04/2024	05/24.25	1,766.40		1,766.40		R	Rabbit skips - ALLOTMENT MAINTENANCE
05/04/2024	06	210.00		210.00		R	Smiths of Derby
05/04/2024	08/24.25	120.00		120.00		R	Sussex Timber
05/04/2024	11/24.25	346.75		346.75		R	Clare Austin
05/04/2024	12/24.25	1,270.00		1,270.00		R	TC Maintenance - Play Maintenance
05/04/2024	24/01		186.30	186.30		R	Receipt(s) Banked
05/04/2024	24/05		442.77	442.77		R	Receipt(s) Banked
05/04/2024	CR		15.83	15.83		R	Receipt(s) Banked
05/04/2024	CR		223.60	223.60		R	Receipt(s) Banked
06/04/2024	CR		367.20	367.20		R	Receipt(s) Banked
08/04/2024	BACS	10,000.00		10,000.00		R	Wardens payment - HDC
08/04/2024	CR		6,569.62	6,569.62		R	Receipt(s) Banked - HDC ROOM HIRE
09/04/2024	BACS	10,000.00		10,000.00		R	Wardens payment - HDC
09/04/2024	VIS	21.99		21.99		R	Amazon - mirror for Ch Rms
09/04/2024	BP		108.00	108.00		R	Receipt(s) Banked
09/04/2024	BP		60.00	60.00		R	Receipt(s) Banked
10/04/2024	VIS	38.75		38.75		R	Site lock security
10/04/2024	DDR	1.06		1.06		R	Transaction fee - site lock
10/04/2024	17/24.25	130.16		130.16		R	KCS printing
10/04/2024	16/24.25	312.20		312.20		R	HDC Waste
10/04/2024	15/24.25	686.40		686.40		R	Festive lighting - HIGH ST XMAS LIGHTS
10/04/2024	13/24.25	63.00		63.00		R	Alpha furniture
10/04/2024	14/24.25	98.39		98.39		R	BSG - stationary
10/04/2024	18/24.25	45.00		45.00		R	Open spaces - subs
10/04/2024	19/24.25	287.09		287.09		R	PiP Services
10/04/2024	20/24.25	1,896.00		1,896.00		R	Rialtus software support - FINANCE SYSTEM.
10/04/2024	21/24.25	352.10		352.10		R	SCS films

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/04/2024	22/24.25	555.00		555.00		R	TC Maintenance play area
10/04/2024	23/24.25	772.20		772.20		R	Wellers Headley – LAND REGISTRY SEARCH.
10/04/2024	24/24.25	120.00		120.00		R	Treedom Emerg tree works
10/04/2024	CR		7.00	7.00		R	Receipt(s) Banked
10/04/2024	CR		200.00	200.00		R	Receipt(s) Banked
11/04/2024	BACS	2,756.00		2,756.00		R	Wardens payment - HDC
12/04/2024	BACS	4,699.00		4,699.00		R	Youth Service transfer
12/04/2024	BACS	8.51		8.51		R	Annual PM supplies
13/04/2024	BACS	22.74		22.74		R	Annual PM supplies
13/04/2024	12.04.24		40,000.00	40,000.00		R	Receipt(s) Banked – TRANSFER FROM SAVINGS ACCOUNT.
16/04/2024	BACS	10,000.00		10,000.00		R	HDC - Swim Pool
16/04/2024	CR		89.25	89.25		R	Receipt(s) Banked
16/04/2024	CR		105.00	105.00		R	Receipt(s) Banked
16/04/2024	Cr		165.50	165.50		R	Receipt(s) Banked
16/04/2024	CR		155.40	155.40		R	Receipt(s) Banked
16/04/2024	CR		71.50	71.50		R	Receipt(s) Banked
16/04/2024	CR		62.10	62.10		R	Receipt(s) Banked
16/04/2024	CR		80.00	80.00		R	Receipt(s) Banked
16/04/2024	CR		173.60	173.60		R	Receipt(s) Banked
16/04/2024	CR		80.00	80.00		R	Receipt(s) Banked
16/04/2024	CR		34.00	34.00		R	Receipt(s) Banked
16/04/2024	BP		295.02	295.02		R	Receipt(s) Banked
16/04/2024	CR		249.90	249.90		R	Receipt(s) Banked
17/04/2024	DD	14.35		14.35		R	Mobile phone
17/04/2024	VIS	31.18		31.18		R	Zoom
17/04/2024	26/24.25	1,926.86		1,926.86		R	British Gas – STEYNING CENTRE
17/04/2024	27/24.25	849.54		849.54		R	Broxap ~~printing~~ → BIN REPLACEMENT
17/04/2024	28/24.25	376.32		376.32		R	Bus stream - Steyning Centre
17/04/2024	29/24.25	12.00		12.00		R	Function 28
17/04/2024	30/24.25	1,916.77		1,916.77		R	Overline - phones - RENTAL
17/04/2024	31/24.25	1,923.32		1,923.32		R	PHS Group – ANNUAL SERVICE CHARGE
17/04/2024	32/24.25	95.00		95.00		R	Sussex Plumber
17/04/2024	BP		71.55	71.55		R	Receipt(s) Banked
17/04/2024	CR		422.00	422.00		R	Receipt(s) Banked
17/04/2024	BP		210.00	210.00		R	Receipt(s) Banked
18/04/2024	BACS	9,070.00		9,070.00		R	HDC - Swim Pool
18/04/2024	CR		189.63	189.63		R	Receipt(s) Banked
19/04/2024	CR		297.15	297.15		R	Receipt(s) Banked
19/04/2024	CR		46.40	46.40		R	Receipt(s) Banked
19/04/2024	CR		98.85	98.85		R	Receipt(s) Banked
19/04/2024	CR		21.80	21.80		R	Receipt(s) Banked
21/04/2024	DDR	28.87		28.87		R	HSBC Charges
21/04/2024	CR		258.30	258.30		R	Receipt(s) Banked
22/04/2024	BP		90.00	90.00		R	Receipt(s) Banked
22/04/2024	CR		3,015.21	3,015.21		R	Receipt(s) Banked – WATER USE CREDIT
23/04/2024	CR		102.80	102.80		R	Receipt(s) Banked
23/04/2024	CR		128.72	128.72		R	Receipt(s) Banked
24/04/2024	034	960.00		960.00		R	South Coast Elec Pat Test – STEYNING CENTRE

Steyning Parish Council 2024.25

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/04/2024	035/24.25	660.00		660.00		R	Sussex Timber - TREE
24/04/2024	036/24.25	186.00		186.00		R	Sowerby toilets security
24/04/2024	037/24.25	190.00		190.00		R	TC Maintenance -Play Maint
25/04/2024	CR		15.90	15.90		R	Receipt(s) Banked
25/04/2024	Cr		42.17	42.17		R	Receipt(s) Banked
25/04/2024	CR		68.01	68.01		R	Receipt(s) Banked
26/04/2024	VIS	11.04		11.04		R	Zoho - software
26/04/2024	CR		38.95	38.95		R	Receipt(s) Banked
28/04/2024	CR		62.70	62.70		R	Receipt(s) Banked
29/04/2024	BACS	7,510.36		7,510.36		R	Salaries - Various
29/04/2024	24/07		149.60	149.60		R	Receipt(s) Banked
29/04/2024	24/08		30.00	30.00		R	Receipt(s) Banked
29/04/2024	CR		202,162.50	202,162.50		R	Receipt(s) Banked - PRECEPT PAYMENT.
29/04/2024	CR		577.78	577.78		R	Receipt(s) Banked - ST ANDREWS LODGE.
29/04/2024	CR		88.01	88.01		R	Receipt(s) Banked
29/04/2024	BP		32.70	32.70		R	Receipt(s) Banked
29/04/2024	BP		140.70	140.70		R	Receipt(s) Banked
30/04/2024	BACS	2,923.80		2,923.80		R	Salary payment
30/04/2024	BACS	2,593.25		2,593.25		R	Jack Lee - STREET CLEANING
30/04/2024	BACS	270.00		270.00		R	TC Maintenance - play A
		115,343.86	258,861.10				

Clerk / RFO:

Name JOHN FULLBROOK Signed .... Date 2nd July '24

Chair of F&GP:

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

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2024	DD	848.00		848.00		R	HDC Rates for Steyning Centre
01/05/2024	038/24.25	40.00		40.00		R	Chichester payroll
01/05/2024	039/24.25	2,856.00		2,856.00		R	MD Douglas roofing Ltd - MARLEY SHED
01/05/2024	040/24.25	292.20		292.20		R	Online playgrounds
01/05/2024	040/24.25A	-50.40		-50.40		R	Online playgrounds
01/05/2024	041/24.25	160.00		160.00		R	TSS - legionella
01/05/2024	042/24.25	2,759.92		2,759.92		R	WSCC pensions
01/05/2024	043/24.25	3,195.83		3,195.83		R	HMRC Tax
01/05/2024	031/24.25	-2,856.00		-2,856.00		R	Mark Douglas roofing } TO INCLUDE
01/05/2024	031/24.25	2,856.00		2,856.00		R	Mark Douglas roofing } EARMARKED RESERVES
01/05/2024	CR		111.00	111.00		R	Receipt(s) Banked
01/05/2024	24/05		1,185.58	1,185.58		R	Receipt(s) Banked - VARIOUS R.HIRE
01/05/2024	24/07a		3.72	3.72		R	Receipt(s) Banked
01/05/2024	24/10		169.50	169.50		R	Receipt(s) Banked
02/05/2024	CR		23.60	23.60		R	Receipt(s) Banked
03/05/2024	046/24.25	550.00		550.00		R	Auctioneers Kitchen - H. LEAVING DO FOOD.
03/05/2024	047/24.25	270.00		270.00		R	Clare Austin
03/05/2024	048/24.25	2,593.25		2,593.25		R	Jack Lee street cleaning
03/05/2024	049/24.25	5,994.00		5,994.00		R	Moore - ext. audit review
03/05/2024	050/24.25	360.00		360.00		R	Nalc Job advertising
03/05/2024	CR		125.40	125.40		R	Receipt(s) Banked
07/05/2024	DD	240.00		240.00		R	Grenke Leasing phones
07/05/2024	VIS	39.14		39.14		R	Sitelock security
07/05/2024	DDR	1.07		1.07		R	Trans Fee
07/05/2024	CR		11.80	11.80		R	Receipt(s) Banked
08/05/2024	CR		19.10	19.10		R	Receipt(s) Banked
09/05/2024	CR		17.00	17.00		R	Receipt(s) Banked
09/05/2024	CR		42.17	42.17		R	Receipt(s) Banked
13/05/2024	VIS	54.99		54.99		R	Amazon - weed suppresent
13/05/2024	VIS	9.94		9.94		R	Amazon - Garden pegs
13/05/2024	CR		180.00	180.00		R	Receipt(s) Banked
13/05/2024	Cr		84.64	84.64		R	Receipt(s) Banked
14/05/2024	CR		444.79	444.79		R	Receipt(s) Banked
14/05/2024	CR		34.00	34.00		R	Receipt(s) Banked
14/05/2024	BP		95.40	95.40		R	Receipt(s) Banked
14/05/2024	BP		81.61	81.61		R	Receipt(s) Banked
14/05/2024	CR		68.80	68.80		R	Receipt(s) Banked
15/05/2024	BP		62.51	62.51		R	Receipt(s) Banked
15/05/2024	CR		267.15	267.15		R	Receipt(s) Banked
15/05/2024	CR		389.50	389.50		R	Receipt(s) Banked
15/05/2024	CR		98.85	98.85		R	Receipt(s) Banked
16/05/2024	DD	14.35		14.35		R	O2 Phone
16/05/2024	VIS	25.99		25.99		R	Amazon - water softner
16/05/2024	VIS	31.18		31.18		R	Zoom software
16/05/2024	51/24.25	387.00		387.00		R	1st Clearflow
16/05/2024	52/24.25	5.00		5.00		R	T Eckert film supplies
16/05/2024	153/24.25	386.80		386.80		R	HDC waste
16/05/2024	154/24.25	360.00		360.00		R	Nalc job advert

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/05/2024	155/24.25	3,320.40		3,320.40		R	Tom Packer - IT - AUDIO VISUAL EQUIP
16/05/2024	156/24.25	344.82		344.82		R	PiP Services STEYNING CENTRE
16/05/2024	157/24.25	624.00		624.00		R	Rabbit skips - ALLOTMENTS.
16/05/2024	158/24.25	60.00		60.00		R	South Coast Vend
16/05/2024	159/24.25	306.00		306.00		R	Southern Cinema Services
16/05/2024	160/24.25	20.00		20.00		R	Steyning Farmers Market
16/05/2024	161/24.25	1,414.28		1,414.28		R	Sussex Land Services - GRASS CONTRACT
16/05/2024	162/24.25	12.00		12.00		R	Function 28
16/05/2024	163/24.25	180.00		180.00		R	Parish Online
16/05/2024	164/24.25	225.80		225.80		R	KCS printers
16/05/2024	164/24.25	-0.20		-0.20		R	KCS printers
16/05/2024	164/24.25	30.00		30.00		R	KCS printers
16/05/2024	CR		86.00	86.00		R	Receipt(s) Banked
16/05/2024	CR		68.01	68.01		R	Receipt(s) Banked
16/05/2024	BP		244.50	244.50		R	Receipt(s) Banked
16/05/2024	CR		42.17	42.17		R	Receipt(s) Banked
16/05/2024	CR		111.30	111.30		R	Receipt(s) Banked
17/05/2024	CR		1,835.12	1,835.12		R	Receipt(s) Banked - VAT REIMBURSEMENT
17/05/2024	CR		46.40	46.40		R	Receipt(s) Banked
17/05/2024	CR		7.08	7.08		R	Receipt(s) Banked
17/05/2024	CR		80.00	80.00		R	Receipt(s) Banked
18/05/2024	CR		96.45	96.45		R	Receipt(s) Banked
19/05/2024	CR		105.00	105.00		R	Receipt(s) Banked
20/05/2024	CR		487.10	487.10		R	Receipt(s) Banked
20/05/2024	Cr		172.20	172.20		R	Receipt(s) Banked
20/05/2024	BP		88.80	88.80		R	Receipt(s) Banked
21/05/2024	DDR	35.30		35.30		R	HSBC charges
21/05/2024	CR		65.71	65.71		R	Receipt(s) Banked
22/05/2024	TRF 22.05.	80,000.00		80,000.00		R	Money Market Account - CASH TRANSFER
22/05/2024	165/24.25	1,276.34		1,276.34		R	British Gas - STEYNING CENTRE
22/05/2024	166/24.25	20.00		20.00		R	Halc invoice
22/05/2024	167/24.25	45.00		45.00		R	Open spaces subs
22/05/2024	168/24.25	160.00		160.00		R	TSS legionella
22/05/2024	CR		139.62	139.62		R	Receipt(s) Banked
23/05/2024	CR		42.17	42.17		R	Receipt(s) Banked
24/05/2024	VIS	8.88		8.88		R	Amazon - Fuses
24/05/2024	VIS	4.69		4.69		R	Amazon - Microphone protector
24/05/2024	BACS	7,824.64		7,824.64		R	Salaries -Various
24/05/2024	CR		288.17	288.17		R	Receipt(s) Banked
28/05/2024	VIS	11.04		11.04		R	Zoho Software
29/05/2024	CR		17.70	17.70		R	Receipt(s) Banked
30/05/2024	169/24.25	40.00		40.00		R	Chichester payroll
30/05/2024	171/24.25	990.00		990.00		R	Rialtus audit - END OF YEAR
30/05/2024	172/24.25	180.00		180.00		R	Sowerby toilets
30/05/2024	173/24.25	20.00		20.00		R	Steyning Farmers Market
30/05/2024	174/24.25	240.00		240.00		R	TC Maintenance
30/05/2024	175/24.25	2,033.54		2,033.54		R	WSCC pensions
30/05/2024	176/24.25	2,233.65		2,233.65		R	HMRC tax

Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/05/2024	177/24.25	220.00		220.00		R	Streeter
30/05/2024	178/24.25	114.30		114.30		R	Admin support - Hazel
31/05/2024	BACS	3,504.00		3,504.00		R	Middlepeak Engineering - LAMP POST
31/05/2024	BP		32.70	32.70		R	Receipt(s) Banked
31/05/2024	24/11		196.00	196.00		R	Receipt(s) Banked
31/05/2024	24/12		35.00	35.00		R	Receipt(s) Banked
		126,922.74	7,803.32				

Clerk / RFO:

Name JOHN FULLBROOK Signed .... Date 8TH JULY '24

Chair of F&GP:

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

Detailed Income & Expenditure by Phased Budget Heading 30/04/2024

Month No: 1
APRIL

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
Finance & General Purposes Ctt									
101	Administration								
1000	Donations Received	0	375	375	4,500			0.0%	
1004	Reimbursed Charges & donations	0	0	0	200			0.0%	
1010	Miscellaneous income	0	0	0	250			0.0%	
1075	CIL Receipts	0	0	0	3,500			0.0%	
1076	Precept Received	202,163	0	(202,163)	404,325			50.0%	
1090	Bank Interest Received	180	600	421	7,200			2.5%	
	Administration :- Income	**202,342**	**975**	**(201,367)**	**419,975**			**48.2%**	**0**
4000	Salaries	10,434	16,208	5,774	194,500		184,066	5.4%	
4002	Printing, stationery, postage	898	229	(669)	2,750		1,852	32.7%	
4003	Staff Ill Health Insurance	0	0	0	2,750		2,750	0.0%	
4004	Telephones and Alarm	212	254	42	3,050		2,838	6.9%	
4005	Insurance	0	0	0	7,800		7,800	0.0%	
4006	Salaries Outsourcing	0	39	39	465		465	0.0%	
4007	Data Protection	33	110	77	1,320		1,287	2.5%	
4010	Audit Fees	(4,576)	0	4,576	2,075		6,651	(220.5%)	
4016	Legal Fees/Elections	644	0	(644)	500		(144)	128.7%	
4017	Bank Charges	29	46	17	550		521	5.2%	
4021	General Grants	0	208	208	2,500		2,500	0.0%	
4025	CCTV Maintenance	0	0	0	1,000		1,000	0.0%	
4030	Steyning in Bloom	0	0	0	2,750		2,750	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 30/04/2024

Month No: 1

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	0	0	0	260		260	0.0%	
4033	Christmas Lights Grant	0	0	0	6,200		6,200	0.0%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,034	2,000	(34)	2,550		516	79.8%	
4039	Publicity and Advertising	20	0	(20)	900		880	2.2%	
4040	Town Clock	0	0	0	450		450	0.0%	
4045	Misc & Petty Cash	0	21	21	250		250	0.0%	
4047	Training	0	60	60	800		800	0.0%	
4055	HR Support	0	0	0	1,000		1,000	0.0%	
4060	Chairman's Function	31	0	(31)	750		719	4.2%	
4061	Councillors' Allowances	0	0	0	100		100	0.0%	
4063	Legionnaires	0	200	200	2,440		2,440	0.0%	
4070	Software support & Packages	1,171	250	(921)	2,600		1,429	45.0%	
4071	ICT Equipment	0	800	800	2,250		2,250	0.0%	
4072	Website Development	10	38	28	450		440	2.2%	
4073	Neighbourhood Plan Exp	0	0	0	1,000		1,000	0.0%	
4075	Isolation and Loneliness	0	0	0	3,000		3,000	0.0%	
	Administration :- Indirect Expenditure	**10,941**	**20,463**	**9,522**	**247,010**	**0**	**236,069**	**4.4%**	**0**
	Net Income over Expenditure	**191,401**	**(19,488)**	**(210,889)**	**172,965**				
102	Finance & Community Appendix								
4100	Neighbourhood Wardens	0	0	0	56,000		56,000	0.0%	
4101	Swimming Pool	0	0	0	21,500		21,500	0.0%	
	Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**77,500**	**0**	**77,500**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**0**	**(77,500)**				

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
103	Youth Provision								
4023	Youth Service - Outsources	(4,699)	31,000	35,699	31,000		35,699	(15.2%)	
	Youth Provision :- Indirect Expenditure	**(4,699)**	**31,000**	**35,699**	**31,000**	**0**	**35,699**	**(15.2%)**	**0**
	Net Expenditure	**4,699**	**(31,000)**	**(35,699)**	**(31,000)**				
	Finance & General Purposes Ctt :- Income	**202,342**	**975**	**(201,367)**	**419,975**			**48.2%**	
	Expenditure	**6,242**	**51,463**	**45,221**	**355,510**	**0**	**349,268**	**1.8%**	
	Movement to/(from) Gen Reserve	**196,100**							

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
Ear Marked Reserves								
503 Earmarked Res F & C								
4971 General Balance Reserve	0	0	0	5,000		5,000	0.0%	
4977 Special Projects	0	0	0	18,000		18,000	0.0%	
Earmarked Res F & C :- Indirect Expenditure	0	0	0	23,000	0	23,000	0.0%	0
Net Expenditure	0	0	0	(23,000)				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	0	0	23,000	0	23,000	0.0%	
Movement to/(from) Gen Reserve	0							
Grand Totals:- Income	213,791	6,721	(207,070)	528,675			40.4%	
Expenditure	11,574	58,998	47,424	528,675	0	517,101	2.2%	
Net Income over Expenditure	202,216	(52,277)	(254,493)	0				
Movement to/(from) Gen Reserve	202,216							

Finance & General Purposes Ctt

101 Administration

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000	Donations Received	0	750	750	4,500			0.0%	
1004	Reimbursed Charges & donations	0	0	0	200			0.0%	
1010	Miscellaneous income	0	62	62	250			0.0%	
1075	CIL Receipts	0	1,800	1,800	3,500			0.0%	
1076	Precept Received	202,163	202,162	(1)	404,325			50.0%	
1090	Bank Interest Received	243	1,200	958	7,200			3.4%	
	Administration :- Income	**202,405**	**205,974**	**3,569**	**419,975**			**48.2%**	**0**
4000	Salaries	28,596	32,416	3,820	194,500		165,904	14.7%	
4002	Printing, stationery, postage	1,111	458	(653)	2,750		1,639	40.4%	
4003	Staff Ill Health Insurance	0	0	0	2,750		2,750	0.0%	
4004	Telephones and Alarm	424	508	84	3,050		2,626	13.9%	
4005	Insurance	0	0	0	7,800		7,800	0.0%	
4006	Salaries Outsourcing	80	78	(2)	465		385	17.2%	
4007	Data Protection	67	220	153	1,320		1,253	5.1%	
4010	Audit Fees	1,244	0	(1,244)	2,075		831	60.0%	
4016	Legal Fees/Elections	644	350	(294)	500		(144)	128.7%	
4017	Bank Charges	58	92	34	550		492	10.6%	
4021	General Grants	0	416	416	2,500		2,500	0.0%	
4025	CCTV Maintenance	0	0	0	1,000		1,000	0.0%	
4030	Steyning in Bloom	0	0	0	2,750		2,750	0.0%	

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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
4032	Memorial Gardens - upkeep	0	0	0	260		260	0.0%	
4033	Christmas Lights Grant	0	0	0	6,200		6,200	0.0%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,099	2,000	(99)	2,550		451	82.3%	
4039	Publicity and Advertising	660	100	(560)	900		240	73.3%	
4040	Town Clock	0	0	0	450		450	0.0%	
4045	Misc & Petty Cash	0	42	42	250		250	0.0%	
4047	Training	0	180	180	800		800	0.0%	
4055	HR Support	0	200	200	1,000		1,000	0.0%	
4060	Chairman's Function	581	0	(581)	750		169	77.5%	
4061	Councillors' Allowances	0	0	0	100		100	0.0%	
4063	Legionnaires	267	400	133	2,440		2,173	10.9%	
4070	Software support & Packages	1,356	1,450	94	2,600		1,244	52.2%	
4071	ICT Equipment	2,767	1,200	(1,567)	2,250		(517)	123.0%	1,462
4072	Website Development	20	76	56	450		430	4.4%	
4073	Neighbourhood Plan Exp	0	0	0	1,000		1,000	0.0%	
4075	Isolation and Loneliness	0	0	0	3,000		3,000	0.0%	
	Administration :- Indirect Expenditure	**39,974**	**40,186**	**212**	**247,010**	**0**	**207,036**	**16.2%**	**1,462**
	Net Income over Expenditure	**162,431**	**165,788**	**3,357**	**172,965**				
6000	plus Transfer from EMR	1,462							
	Movement to/(from) Gen Reserve	**163,893**							

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	56,000		56,000	0.0%	
4101 Swimming Pool	0	0	0	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	**0**	**0**	**0**	**77,500**	**0**	**77,500**	**0.0%**	**0**
Net Expenditure	**0**	**0**	**0**	**(77,500)**				
103 Youth Provision								
4023 Youth Service - Outsources	(4,699)	31,000	35,699	31,000		35,699	(15.2%)	
Youth Provision :- Indirect Expenditure	**(4,699)**	**31,000**	**35,699**	**31,000**	**0**	**35,699**	**(15.2%)**	**0**
Net Expenditure	**4,699**	**(31,000)**	**(35,699)**	**(31,000)**				
Finance & General Purposes Ctt :- Income	**202,405**	**205,974**	**3,569**	**419,975**			**48.2%**	
Expenditure	**35,275**	**71,186**	**35,911**	**355,510**	**0**	**320,235**	**9.9%**	
Net Income over Expenditure	**167,130**	**134,788**	**(32,342)**	**64,465**				
plus Transfer from EMR	**1,462**							
Movement to/(from) Gen Reserve	**168,592**							

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ITEM 7.3

Steyning & District Community Partnership

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD
The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Please contact us via email: steyninganddistrict@gmail.com

Steyning & District Food+Drink Festival Friday 6th until the 14th of September 2024 - overview and Funding Request

- **Funding Request**

  We are asking for a grant of approx. £550 from Steyning Parish Council's 2024/25 Grants Fund to enable us to publicise the forthcoming Steyning & District Food+Drink Festival with its new format and rebranding promoting a new collaborative partnering approach between Steyning Parish Council and the Steyning & District Community Partnership for community events.

- **Background**

  The Steyning & District Food+Drink Festival Sub Committee of the Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning this years Festival that has a new format and rebranded approach.

  The Festival is an outstanding series of events in the District calendar, where our aim is to promote our area and attract as many new faces as possible - bringing valuable business to our traders, together with enjoyment to our residents. The High Street still remains vulnerable and the Partnership continues to do as much as they can to support our businesses by coming up with events and projects that will give a boost to the local economy.

  The Festival is run by a hard working team of Partnership volunteers with the fantastic support of the "foodie" outlets/shops in our District, who annually come up with both events and special offers for the Festival duration. Because of this outstanding business support, our Festival now celebrates its 13th year. The Farmers Markets is, of course, a natural highlight with its wonderful array of local food and drink stalls, together with adding special "extras" to celebrate the Festival - demonstrations, tastings, offers & music, etc.

- **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 as a Committee and its sub-Committees are responsible for organising and running numerous projects and event, one of which is the Food+Drink Festival, 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.

- **Aim of the Steyning & District Food+Drink Festival**

  - To host an event following the success of a decade long running festival entering its 13th year.

- To promote the town and the surrounding villages to residents and visitors for them to experience a range of eateries and drinking establishments as well as those business taking part to support the event.
- To promote bring key events to Steyning High Street and help support local businesses.
- To build community cohesion
- To provide a level of education and knowledge
- To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

- **Purpose of the publicity campaign**

  - To publicise the Steyning & District Food+Drink Festival in order to provide a good level of attendance to support the events, which are part of the Festival, as well promoting local businesses whilst creating a level of energy and excitement around the event.
  - To promote Steyning Parish Council's support for this event and to begin a new approach to collaborative working between Steyning Parish Council and the Steyning & District Community Partnership.

- **Publicity**

The publicity campaign has already started will ramp up at the start of August 2024 with new branding and the production of; the festival guide, fliers, posters and banners, to be presented and distributed locally. Nearer the time three new 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 Festival on our websites; (www.steyningdistrictfooddrinkfestival.co.uk) (www.VisitSteyning.co.uk) as well as on Facebook and Instagram via all our social media channels.

- **Total anticipated costs for this part of the project due to new format and rebranding**

Printing:

A4 posters x 30 = £15 + VAT (Inc SPC Logo)
A3 posters x 20 = £12 +VAT (Inc SPC Logo)
A5 flyers (double sided) x 250 = £58 (no VAT) (Inc SPC Logo)
3 New Branded Banners – 2.4m x 0.6m =£550 + VAT (Inc SPC Logo)
Festival Guide (No. to be confirmed) - £900 + VAT (Inc SPC Logo)
Total cost therefore = £2,035.00

- **Match Funding from V&T Committee**

Value of volunteer time to plan and execute the Festival, including the time of volunteers outside the V&T Committee and the Food+Drink Festival Sub-Committee who will assist: circa 500 hours @ £15ph = £7,500.00

- **Amount of Grant to be requested**

A contribution from the Parish Council of £550 from its Grants budget to fund the publicity materials to promote the new Festival format and to have a larger presence, than previous years, as a collaborative partner to build on in the future.

- **Back account details - Internal Use Only**

  Bank: HSBC, Storrington
  Sort Code:
  Account No:
  Name of account:

By signing this grant application, I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms & conditions are complied with. Further I also confirm that I will submit updates to the council informing how the Grant was use to improve Steyning.

Signed: Russell G K Barnes (Director of the Steyning & District Community Partnership, Chair of the V+T Committee and Member of the Management Team)
Date: 03.07.24

SPC Action Plan for 2023/24

Updated 28th June '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.	# - We are now just waiting for a contractor to complete one element of the works that were originally scoped in September '23	Completed
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 # - Final project likely needs to be match funded	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.	One item remains outstanding - We have completed an outline Tree Management Plan - A full Plan will take time which has not been available to us since November 23	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 Maintenance	Agree scope of works with the Clock Tower 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 find more issues than originally thought or owner may renege on agree-ments. We have obtained a quote for our works, but coordination with owner remains the issue.	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. The school have recently been positive about collaboration	Set up community engagement meeting with key stakehoilders 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 buyin 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	Having been on schedule up until September 23, we have since been waiting for quote details from our first goto company which has bee emmencely frustrating	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 # - SPC has been waiting for HDC to pass comment on the Plan since November '23	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	Completed
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	Completed
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	Completed
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.	Waiting for Lamp Post final construction and delivery, then finger posts and Main Lamp Post could be installed	

10/06/2024

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Steyning Parish Council 2023/24

Balance Sheet as at 31st March 2024

31st March 2023					31st March 2024
		Current Assets			
385		Vat Control	1,835		
7,401		Prepayments	0		
63,154		Current Account	88,000		
121,577		Money Market Account	79,744		
32		Petty Cash Account	50		
80,616		Unity Emergency Account	115,259		
58,781		Joint Parish Cemetery Cttee	58,781		
0		Joint Parish Youth Cttee	11,877		
0		Upper Beeding PC Youth Ctte	1,520		
331,946				**357,067**	
	331,946	**Total Assets**			**357,067**
		Current Liabilities			
7,464		Creditors	0		
19,852		Accruals	93,776		
5,165		Receipts in Advance	0		
0		Bramber PC Youth Ctte	1,461		
32,480				**95,238**	
	299,465	**Total Assets Less Current Liabilities**			**261,829**
		Represented By			
	129,729	General Reserve			155,928
	1,119	EMR-NHP			2,674
	1,000	EMR-Bus Shelter Notice Boards			1,000
	1,142	EMR-Lighting Upgrades			942
	5,000	EMR-Legal Fees			0
	6,750	EMR-Tree Report & Essential Wk			6,750
	0	EMR-High St N. Board relocate			1,500
	2,000	EMR-Allotment Access			1,184
	3,743	EMR-HR Services			3,743
	0	EMR-Steyning Centre Audio Vis'			1,462
	0	EMR-Clock Tower Maintenance			4,660
	10,201	EMR-CIL			10,468
	80,000	EMR-Emergency Reserve			0
	0	EMR - Steyning C. Sinking Fund			5,000
	58,781	EMR-Cemetery Committee			58,781
	0	EMR - Marley Shed Roof			500
	0	RES - Youth Services-Steyning			7,237
	299,465				**261,829**

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

13 June 2024

Dear John

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

Executive summary

Following completion of our year-end internal audit on 13 June 2024 we enclose our report for your kind attention and presentation to the council. This report contains details of the additional testing conducted at year-end and should be considered alongside the interim audit report issued following our interim audit on 27 October 2023. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

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

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

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

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

Regulation

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

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

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

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

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

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

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

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

Year-End Audit
The year-end audit was conducted on site. Information was requested from the council in advance of the audit taking place, and this was reveiwed along with other information published on the council's website www.steyningpc.gov.uk

Table of contents

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
I. BANK AND CASH	I noted that although the reconciliation sheet has been signed, the bank statement has not been signed in accordance with the Financial Regulations and I will need to see confirmation of both being signed at the final internal audit to positively confirm compliance with this internal control objective.	At the final internal audit, the Clerk was able to provide evidence of the bank statements being signed alongside the bank reconciliations.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

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

Audit findings

Check that the council's Finance Regulations are being routinely followed.

Further to the detailed testing conducted at the interim audit, I reviewed the minutes and associated financial papers on the council website and am satisfied that the council continues to follow its adopted Financial Regulations and properly approves payments.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Analysis of the council's year-end income and expenditure report shows total income for the year reported as 100.4% and total expenditure as 108.8%, suggesting that the council budget was set appropriately and has been carefully monitored throughout the year.

At the end of the financial year, the council held circa £105,900 in earmarked reserves (EMR) including circa £10,468 in a Community Infrastructure Levy (CIL) EMR. I checked the purpose of these earmarked reserves with the Clerk and am content that they are all for legitimate future planned projects of the council. I was able to compare reserve information across the management accounts and the AGAR working documents and found the totals to be consistent.

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

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

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

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR. The figure is the same as the previous year, as purchases during the year were on a like for like basis.

The council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

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

At the final internal audit, the Clerk was able to provide evidence of the bank statements being signed alongside the bank reconciliations.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the year-end balances to the bank statements and found no errors.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has mitigated this risk and opened accounts with different providers.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**YES** – the requirements and timescales for 2022/23 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*	**YES** – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** – the council has no trusts.

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	304,206	299,465	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	332,357	338,997	Figure confirmed to central precept record
3	Total other receipts	115,633	108,619	Agrees to underlying accounting records
4	Staff costs	173,546	191,706	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	279,185	293,546	Agrees to underlying accounting records
7	Balances carried forward	299,465	261,829	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	324,160	353,712	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	2,515,129	2,515,129	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

Audit findings
The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained due to year-end debtors, creditors, accruals, payments in advance and receipts in advance.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

K. LIMITED ASSURANCE REVIEW

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

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

L: PUBLICATION OF INFORMATION

Internal audit requirement

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

Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

<u>All councils</u> are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate or interim certificate where appropriate) of the AGAR are available for review on the council website for financial years 2018/19 to 2022/23 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2023 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2022/23 Actual	2023/24 Proposed
Date AGAR signed by council	19 June 2023	17 June 2024
Date inspection notice issued	22 June 2023	20 June 2024
Inspection period begins	23 June 2023	21 June 2024
Inspection period ends	3 August 2023	1 August 2024
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

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

I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

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

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

Yours sincerely

ABeamy

<u>Andy Beams</u>
Mulberry Local Authority Services Ltd

<u>Year-End Audit - Points Carried Forward</u>

Audit Point	Audit Findings	Council comments
None		

Item 7.6

Considering SPC Projects for 2024/25

Briefing Note

Forward Planning for Projects and Business/ Action Plan

For the July F&GP meeting we will need to consider 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 what these projects are in this meeting, so that the clerk can prepare a final Draft Business Plan paper for members for the September meeting {this was to be the June meeting but unfortunately not being quorate has set us back slightly} .

Following this briefing note is a copy of last years Business plan for reference

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

Mouse Lane Funding application

Climate Action Travel Plan support

Youth Services Business 'Start-up'

Steyning Car Park and signage developments

Steyning TRO developments x 5

High St Clock Maintenance

{Neighbourhood Plan Update}

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.

Scheduled / Regular posts

No	Type of post	Post	Frequency/When	Do we think this will effect SPC office	Comments
1	Film Night	The Next film is...	Week 1	Yes	Increased ticket sales and revenue to SPC
2		Have you booked your tickets for...	Week 2	Yes	
3		Tickets are selling fast don't miss out	Week 3	Yes	
4		Tonights film is....	Week 4	Yes	
5	Full Council	The meeting of the full council is....	Week before	No	To include adgenda but this is already published on website and noticeboards
6		Tonights full council meeting is at 7:30pm	On day	No	
7	Community committee	The meeting of the Community committee meeting is....	Week before	No	To include adgenda but this is already published on website and noticeboards
8		Tonights Community committee meeting is at 7:30pm	On day	No	
9	F&GP	The meeting of the F&GP meeting is....	Week before	No	To include adgenda but this is already published on website and noticeboards
10		Tonights F&GP meeting is at 7:30pm	On day	No	
11	Planning and Premisis	The meeting of the Planning and prem meerting is....	Week before	No	To include adgenda but this is already published on website and noticeboards
12		Tonights Planning and Premissis meeting is at 7:30pm	On day	No	
13	WSCC	Do you have an overgrown twitten/footpath	Monthly	No	Link directing them to WSCC reporting form online
14		Problem with a pothole??	Monthly	No	Link directing them to WSCC reporting form online
15	HDC	Problem with parking	Monthly	No	Link to HDC parking reporting
16	SPC	are you having a function? Why not book the Steyning Centre	Monthly	Yes	Additional room bookings
17		Need a meeting space - committee rooms!!	Monthly	Yes	Additional room bookings
18	SFT	Steyning for trees newsletter	Monthly	No	
19	GS	Greening Steyning Newsletter	Monthly	No	
20	SD	South Downs Newsletter	Monthly	No	

Adhoc

No	Type of post	Post	Frequency/When	Do we think this will effect SPC office	Comments
21	TRO	Traffic orders Road closures	Ad-hoc	Yes	
22	SPC	Grants update how many etc and to who	Quaterly	Yes	
23		Events at the Steyning Centre	Ad-hoc	No	

Phase 2 - not from the start

No	Type of post	Post	Frequency/When	Do we think this will effect SPC office	Comments
24	SPC	Full council meeting video and minutes	Monthly	Yes	
25		Communitty meeting video and minutes	Monthly	Yes	
26		F&GP meeting video and minutes	Monthly	Yes	
27		Planning and Prem meeting video and minutes	Monthly	Yes	
28		Project updates	Weekly	Yes	
29		Further community engagement - ask about films etc	Monthly	Yes	
30		Online Virtual suggestion box	Weekly	Yes	

Item 8.2.1

Update concerning SPC CCTV installation project

Briefing Note

There has been some discussion about the lack of progress regarding the CCTV project and for sure we have been waiting some time for this contractor to follow through on their promise to complete both the scope of works and to furnish us with a cost. However, as you will see from the proposal, the scope of works is quite complex and involved a number of site visits and a great deal of work from them and us in terms of this first option – see confidential paper 8.2.2.

We felt it necessary to inform public and all councillors that significant progress has been made and that this quote amounts to £19,926.16 for initial installation, plus a 36-month maintenance contract for £37.61 per month {both ex of VAT}

The 12 page scope of works is a confidential item at this stage because the contents would prejudice against this supplier, assuming we ask other contractors to supply similar/same installation requirements.

This item can be discussed at the F&GP 9th July meeting, but the main aim now is that we reconvene the working party involved and gain a recommendation to bring back to F&GP concerning what we should do next – and this doesn't have to be agreed in this meeting, because it is already covered by previous agreements.

Thank you

Item 8.4

Proposed Ilca training course for new recruit – Deputy Clerk

Briefing Note

It is proposed that we consider providing this first step towards a Cilca course, at this early stage to help Leanne more fully understand the requirements of her new position as well as provide an all-round grounding in what is a completely new role for her.

Indeed, the course is designed for new employees – its online and can take as much time as is needed for a maximum of one year

Course completion will also provide a confidence boost and a goto reference point for all aspects of the role

The course will cover the following modules:

Module 1: The Core Roles

Module 2: Law and Procedures

Module 3: Finance

Module 4: Management

Module 5: Community

The cost of this introductory level course is only £120{ex VAT}, and we ask if this can be approved, please

Item 8.3

To discuss and agree the proposed contract details concerning installation of the SPC notice board at the High Street Car Park wall – property of adjacent retail space owner

Briefing Note

Please see below the details concerning what the owners of the wall would consider acceptable in regard to entering into a written agreement with our parish.

We need to agree or otherwise to these terms and raise any others we feel may be necessary, then agree that either I or our solicitor complete a simple document which both parties could sign and date – with the agreement either specifying a period of time or being left open.

Mrs [redacted] and myself, as the freeholders of 55 High Street Steyning, would be prepared to enter into a written agreement with the Steyning Parish Council for the Parish Council notice board to be mounted in position 'C' shown in the photograph you supplied.

The written agreement would need to specify that:

1. - The fixture would be subject to regular review
2. - We could ask for it to be removed at any time
3. - Should its removal be requested that any damage is made good with the repairs in keeping with the existing wall
4. - The Parish Council will accept all responsibilities for any health and safety issues that could arise from mounting the notice board on the wall
5. - The top of the notice board is so shaped (perhaps by a steep slope) to prevent it being used as a ledge for anyone trying to climb the wall.
6. - The relocation of the notice board will have no effect or consequences on the functionality of the adjacent fire exit door.

The flower bed provides a pretty focal point for the centre of the village, and we wish you well in taking advantage of the extra space and light.