



The Steyping Centre, Fletchers Croft, Steyping
West Sussex, BN44 3XL

Tel. 01903 812042

www.steypingpc.gov.uk

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 9th July 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/24/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllr Trundle.

F&GP/24/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr I Alexander declared an interest in agenda item 7.3, as he is a member of the Steyping & District Partnership, so will take part but will not vote on the outcome.

F&GP/23/03 QUESTIONS FROM THE FLOOR {in summary}

03.1 None

F&GP/23/04 MINUTES OF PREVIOUS MEETING

04.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 14th May 2024 be agreed as a true and fair record. **Agreed 7 For, 1 Abstained**

The Chair brought forward agenda item 7.3 as a resident interested in the matter was present

F&GP/24/05 FINANCIAL MATTERS

05.1 **Request for a grant for the Steyping and District Partnership Food & Drink festival 2024.** Members were impressed with the content and ambitious nature of this grant request. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC approve the grant application for £550 from the Steyping & District Partnership. **Agreed 6 For, 2 Abstained**

F&GP/24/06 MATTERS ARISING AND ACTIONS – *These items taken as read*

06.1 Clerk to bring back project list for agreement – **See item 07.5**

06.2 Clerk to amend SPC Earmarked Reserve list – **Actioned**

06.3 Clerk to check and relay to members details of miss-postings – **Ongoing**

06.4 Clerk to bring back Christmas light display to F&GP for final decision – **Actioned**

06.5 Clerk to bring back ongoing projects for integration into new year Action Plan – **Actioned/See item 07.5**

06.6 Clerk to respond to request for comments concerning HDC Draft Green Space Strategy – **Actioned**

06.7 Clerk and Cllr S Alexander delegated to complete details for & submit text to 'Your Steyping' – **Actioned**

06.8 To complete full staff selection update concerning SPC staff selection at next Full Council – **Actioned**

06.9 CCTV working party to reconvene when first quotes received by the Clerk – **See item 08.2**

CLERK

F&GP/24/07 FINANCIAL MATTERS.

07.1 To approve the list of SPC payments for April & May 2024.

Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accept the April and May 2024 SPC Payment lists. **Agreed**

07.2 Income and expenditure reports for F&GP, covering April and May 2024.

The Clerk informed members regarding end of year figures and accruals and how this affected the figures within these reports. Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accepts the F&GP income and expenditure reports for April and May 2024. **Agreed**

07.3 To consider progress on the 2023/24 SPC Action Plan and agree any subsequent actions.

CLERK

The Clerk summarised the document details, and updated on the projects that either couldn't be completed, or were yet to be finalised. Those projects that could be completed were to be added to next year's Action Plan (24/25).

07.4 Clerk to update on the 23/24 End of Year, and internal audit process. The Clerk produced the Year End balance sheet, and discussed the internal audit process, then members discussed the letter received back from the internal auditor following the End of Year accounting and auditory procedures. Members noted that there were no recommendations from the Auditor requiring actions and that this was a very good outcome. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC accepts the internal end of year audit report. **Agreed.** {Clerk to write to auditors noting acceptance, and to place report on website}

CLERK

07.5 To discuss and agree SPC projects for 2024/25. The Chair suggested that the discussion was more or less closed on project aims for 24/25. He had also sent out an email requesting project ideas from members in advance of this meeting which could be discussed in preparation for the budgetary discourse due to commence in October '24, and these being agreed would then lead to the expenditure requirements for the following years projects {25/26}.

CLERK

07.5.2 Members came up with the following ideas:

- Seek improvements to Highways infrastructure about signage, and to widen pathways, and their lighting
- Electronic newsletter idea, and other social media platforms to be agreed
- SPC website to be a tool to be used by the wider community groups
- Enhanced leisure and recreation, inc. play areas and possibly pétanque pitch
- Visitors to use club facilities like tennis courts
- Disabled access to bus shelter
- Inhibit electric scooters usage
- Local policeman (?)
- Reducing carbon footprint as a main aim
- Cycle path leading to a rebuilt White Bridge
- Prioritise SPC App
- MPF entrances improvements cont.
- Home for youth services and scouts, cubs and girl guides
- Organise the next Steyning 'Showcase' event
- NT Live, including projector installation
- More dog bins and/or standard bins
- Improve public toilets (?)
- More history/visitor boards installed around the town

Members felt that this was a good start but there really needed to be a larger discussion to be had at an all member working party, and that this needed to be organised for the autumn.

CLERK

07.5.2 Members returned to confirming and prioritising the 24/25 project list. And this was based upon a draft listing outlined within supporting papers. It was an extensive list and the Clerk advised against increasing the number of projects based upon the SMART principles of project

CLERK

management, therefore trying to ensure the council could achieve reasonable targets. There was agreement that to complete the list stated would be a great achievement, however to include two additions, these being a projector installation at the Steyning Centre and to initiate an SPC App. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC agree to the project list as stated within the supporting papers but to include the two additions that members collectively suggested. **Agreed**

F&GP/24/08 GOVERNANCE AND COMMUNITY MATTERS

- | | | |
|-------------|--|----------------------------------|
| 08.1 | To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree the next message/s for the group to be working on. The group convened on July the 5 th and agreed representation arrangements for the July farmers market ‘surgery’, with Cllrs Sharp and Linfield kindly agreeing to provide the cover on this occasion. The long term planning of a roster to cover these events was to be taken to next week’s Full Council {15 th July} for final agreement. Cllrs S Alexander and Linfield also considered, and mapped out, an extensive programme of social media postings and an outline schedule, plus a list of templates. Members then discussed what method of social media platforms should be used. Cllr Sharp proposed, seconded Cllr Norcross that the Community Engagement Group continue to work on this idea and bring it back to the September F&GP Committee for approval. Agreed | CLERK |
| 08.2 | To receive an update concerning the SPC CCTV installation project. Members had received details of the current CCTV companies scope of works and price. Cllr S Alexander elaborated on the details within the quote, and also informed members on further meetings which are taking place with another company, in order to try and receive a comparable quote. Members discussed concerns about the scope of the remit, and reinforced a need to ensure that leading up to a public consultation, the reasoning behind the project was well evidenced. | CLERK & CCTV W. Party |
| 08.3 | To 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. The Clerk, through discussion with the freeholders, had established a draft list of terms which SPC needed to agree, or to amend. One amendment was suggested which specified a three-month timeframe for any possible need for removal of the notice board at a later date. Cllr Sharp proposed, seconded by Cllr Norcross that the Clerk be delegated responsibility to compile an agreement {memorandum of understanding} and take it back to the wall owners, but with the proviso of the inclusion of the ‘three-month’ clause. Agreed | CLERK |
| 08.4 | To consider and agree an ILCA training course entry for the new Deputy Clerk. The Clerk had supplied a supporting paper detailing the ILCA course content, the duration {likely between two months and one year maximum}, and costed at £120(ex VAT) as Leanne was now a member of SLCC. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts this course expense. Agreed. | CLERK |

F&GP/24/09 DATA PROTECTION AND FREEDOM OF INFORMATION

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|-------------|--|--------------|
| 09.1 | Update on SPC Data protection and Freedom of information requests
On the 10 th and 11 th June Cllr Campbell put in two Freedom of Information requests, one concerning the High Street toilets and one covering play equipment issues on the MPF. These have as yet not been substantively responded to, but will be within the next five working days. On the 27 th of June a resident also put in a Freedom of Information request. He had been made aware that Cllr Campbell had sent in a crib sheet {statement} detailing his issues concerning the Chandlers Way play area installation. He therefore asked SPC to supply said document to him, which has been done.
On the 22 nd May the Clerks office received from the ICO a decision notice concerning one of Cllr Campbell’s previous Freedom of Information requests. It concluded SPC should review its most recent response to Cllr Campbell’s request as they did not believe the SPC stance was sufficiently robust to deny the information requested. The Clerk called the ICO Case Officer to ask for an explanation, and it transpired that their office no longer held the 2018 response letter, which had been referenced within the SPC response, and which had proffered advice on | CLERK |
| | | CLERK |

dealing with certain vexatious individuals. In the absence of their own advice, the Clerk understood that there needed therefore to be an amended response to this FOI request, and this also needed to be completed within the next 5 working days following this meeting.

F&GP/24/10 PROGRESS REPORT

10.1 *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.* **D. CLERK**

10.2 *F&GP/22/68.3 Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership – Ongoing – to be arranged when Partnership members more available.* **CLERK & Chairman**

F&GP/24/11 INFORMATION/CORRESPONDENCE ITEMS

11.1 None

F&GP/24/12 CONFIDENTIAL SESSION

12.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander to resolve, under the Public Bodies (Admissions to Meetings) Act 1960, in accordance with Standing Orders 3d to exclude the press and public on the grounds that the confidential matters to be discussed under agenda item 13 may involve disclosure of personal or privileged information which would be inappropriate to put in the public domain. **Agreed**

F&GP/24/13 COMMUNITY MATTERS

13.1 **To agree actions concerning the Clock Tower, as per raised within the Chairs supporting paper** **Working Party**
Members discussed the contents of the Chairs briefing notes and in particular the five recommended actions as proposed, relating to ascertaining specific documentation in order to clarify the situation. Once collected then to bring back to F&GP for further discussion. Cllr Sharp **proposed, seconded** by Cllr Norcross that SPC follow the recommended actions {as per the Briefing paper} and that SPC use all efforts to locate, source and then discuss documents, and that this responsibility is delegated to Cllrs Sharp, Norcross and the SPC Clerk. **Agreed**

F&GP/24/14 DATE OF NEXT MEETING – 10th September 2024 @7.30pm.

The Chair closed the meeting at 9.52pm

Signed Date 10th September 2024
Chair

A video recording of this meeting can be found using this link:

<https://youtu.be/SPCLbTPCwsk>

Date: 26/07/2024

Steyping Parish Council 2024.25

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Time: 13:16

User: JMF

JUNE '24

Bank Reconciliation up to 30/06/2024 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
01/06/2024	DD	848.00		848.00		R	HDC Stey Centre Rates
03/06/2024	DD		632.77	632.77		R	Receipt(s) Banked
04/06/2024	VIS	1,199.52		1,199.52		R	Microsoft annual contract - GOV. UK email etc.
04/06/2024	CR		17.70	17.70		R	Receipt(s) Banked
04/06/2024	CR		23.59	23.59		R	Receipt(s) Banked
04/06/2024	CR		364.81	364.81		R	Receipt(s) Banked
05/06/2024	DD	240.00		240.00		R	Genke phones
05/06/2024	VIS	38.46		38.46		R	SiteLock Websecurity
05/06/2024	DR	1.05		1.05		R	Transaction fee for sitelock
05/06/2024	180/24.25	378.00		378.00		R	Your Steyping promo
05/06/2024	181/24.25	12.85		12.85		R	T Eckert film supplies
05/06/2024	182/24.25	76.00		76.00		R	Greenthumb
05/06/2024	183/24.25	219.43		219.43		R	PiP Services
05/06/2024	184/24.25	504.00		504.00		R	South Coast Elec
06/06/2024	VIS	1,620.00		1,620.00		R	Noticeboards online - HIGH ST Notice
06/06/2024	24/14		473.00	473.00		R	Receipt(s) Banked - Film Bond. income
06/06/2024	CR		59.00	59.00		R	Receipt(s) Banked
07/06/2024	CR		123.87	123.87		R	Receipt(s) Banked
10/06/2024	CR		34.80	34.80		R	Receipt(s) Banked
10/06/2024	BP		120.00	120.00		R	Receipt(s) Banked
11/06/2024	CR		189.20	189.20		R	Receipt(s) Banked
12/06/2024	185/24.25	37.65		37.65		R	T Eckert film supplies
12/06/2024	186/24.25	84.00		84.00		R	B&Q supplies
12/06/2024	187/24.25	397.50		397.50		R	HDC Waste
12/06/2024	188/24.25	846.00		846.00		R	Kitchen cleaning club
12/06/2024	189/24.25	364.36		364.36		R	Southern Cinema Services
12/06/2024	190/24.25	5,000.00		5,000.00		R	SDS youth grant - ANNUAL GRANT
12/06/2024	191/24.25	100.00		100.00		R	JD Windows
12/06/2024	192/24.25	1,414.26		1,414.26		R	Sussex Land Services - GRASS CONTRACT
12/06/2024	193/24.25	412.99		412.99		R	Clare Austin
12/06/2024	194/24.25	15.00		15.00		R	Memorial garden Smith
12/06/2024	192/24.25	0.02		0.02		R	Sussex Land Services
13/06/2024	CR		89.25	89.25		R	Receipt(s) Banked
13/06/2024	CR		34.00	34.00		R	Receipt(s) Banked
13/06/2024	CR		422.00	422.00		R	Receipt(s) Banked
13/06/2024	CR		113.21	113.21		R	Receipt(s) Banked
13/06/2024	BP		81.61	81.61		R	Receipt(s) Banked
14/06/2024	CR		102.80	102.80		R	Receipt(s) Banked
14/06/2024	CR		102.80	102.80		R	Receipt(s) Banked
14/06/2024	CR		68.01	68.01		R	Receipt(s) Banked
14/06/2024	CR		23.59	23.59		R	Receipt(s) Banked
14/06/2024	CR		60.00	60.00		R	Receipt(s) Banked
14/06/2024	CR		46.40	46.40		R	Receipt(s) Banked
15/06/2024	CR		267.15	267.15		R	Receipt(s) Banked
16/06/2024	BP		120.00	120.00		R	Receipt(s) Banked
17/06/2024	VIS	31.18		31.18		R	Zoom software
17/06/2024	DD	14.35		14.35		R	O2 mobile phone
17/06/2024	CR		105.00	105.00		R	Receipt(s) Banked

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/06/2024	VIS	25.96		25.96		R ☒	Amazon Squeegee
18/06/2024	CR		32.18	32.18		R ☒	Receipt(s) Banked
18/06/2024	CR		92.80	92.80		R ☒	Receipt(s) Banked
18/06/2024	CR		172.20	172.20		R ☒	Receipt(s) Banked
18/06/2024	CR		23.59	23.59		R ☒	Receipt(s) Banked
19/06/2024	VIS	80.00		80.00		R ☒	HDC Parking Discs
19/06/2024	BP		95.40	95.40		R ☒	Receipt(s) Banked
19/06/2024	CR		185.50	185.50		R ☒	Receipt(s) Banked
20/06/2024	195/24.25	426.43		426.43		R ☒	British Gas
20/06/2024	196/24.25	320.49		320.49		R ☒	Business stream Bus shelter
20/06/2024	197/24.25	153.83		153.83		R ☒	Bus Stream Canada Allot
20/06/2024	198/24.25	12.00		12.00		R ☒	Function 28
20/06/2024	199/24.25	893.07		893.07		R ☒	Laser changing rooms
20/06/2024	200/24.25	2,016.29		2,016.29		R ☒	Laser Stey. Centre
20/06/2024	201/24.25	376.57		376.57		R ☒	Laser Toilets electrics
20/06/2024	202/24.25	191.64		191.64		R ☒	Mulberry audit service
20/06/2024	203/24.25	120.00		120.00		R ☒	Tom Paker
20/06/2024	CR		85.80	85.80		R ☒	Receipt(s) Banked
21/06/2024	DD	48.00		48.00		R ☒	CRE phone coms
21/06/2024	DR	20.54		20.54		R ☒	HSBC Charges
24/06/2024	CR		136.02	136.02		R ☒	Receipt(s) Banked
25/06/2024	BP	8,117.64		8,117.64		R ☒	Various Salary payments
26/06/2024	VIS	11.04		11.04		R ☒	Zoho software
26/06/2024	204/24.25	40.00		40.00		R ☒	Chichester payroll services
26/06/2024	205/24.25	264.00		264.00		R ☒	Chips away car repair
26/06/2024	206/24.25	258.00		258.00		R ☒	TC Maintenance
26/06/2024	207/24.25	2,063.68		2,063.68		R ☒	HMRC PAYE
26/06/2024	208/24.25	2,088.03		2,088.03		R ☒	WSCC Pensions
28/06/2024	BP		49.05	49.05		R ☒	Receipt(s) Banked
29/06/2024	CR		61.81	61.81		R ☒	Receipt(s) Banked
30/06/2024	CR		790.24	790.24		R ☒	Receipt(s) Banked
30/06/2024	CR		-790.24	-790.24		R ☒	Receipt(s) Banked
		31,381.83	4,608.91				

ELECTRIC CHARGES

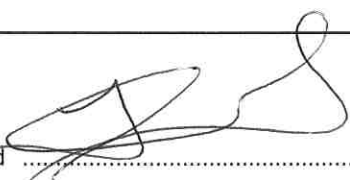
MISS POSTING

Clerk / RFO:

Name

JOHN FULLBROOK

Signed



Date

26th July 2025

Chair of F&GP:

Name

Signed

Date

*July '24***Bank Reconciliation up to 31/07/2024 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
01/07/2024	CR	848.00		848.00		R	HDC Steyning Centre Rates
01/07/2024	CR		487.10	487.10		R	Receipt(s) Banked
02/07/2024	CR		17.70	17.70		R	Receipt(s) Banked
03/07/2024	DD	240.00		240.00		R	Genke phones
03/07/2024	209/24.25	79.70		79.70		R	Bus. stream club room
03/07/2024	210/24.25	154.80		154.80		R	1st Clearflow
03/07/2024	211/24.25	2,643.25		2,643.25		R	Jack Lee - STREET CLEANING
03/07/2024	212/24.25	136.19		136.19		R	PiP Services
03/07/2024	213/24.25	186.00		186.00		R	Sowerby security
03/07/2024	CR		11.80	11.80		R	Receipt(s) Banked
04/07/2024	24/16		595.00	595.00		R	Receipt(s) Banked - FILM RECEIPTS
04/07/2024	24/15		172.80	172.80		R	Receipt(s) Banked
04/07/2024	CR		54.08	54.08		R	Receipt(s) Banked
05/07/2024	VIS	38.49		38.49		R	Site Lock data protection
05/07/2024	DR	1.05		1.05		R	Site Lock transfer fee
05/07/2024	BP	1,789.50		1,789.50		R	Salary - VARIOUS STAFF
05/07/2024	CR		45.00	45.00		R	Receipt(s) Banked
08/07/2024	VIS	46.61		46.61		R	Microsoft
08/07/2024	24/13		223.00	223.00		R	Receipt(s) Banked
09/07/2024	VIS	46.79		46.79		R	Solopress Youth printing
10/07/2024	214/24.25	325.00		325.00		R	Clare Austin
10/07/2024	215/24.25	18.35		18.35		R	T Eckert film wine
10/07/2024	216/24.25	350.00		350.00		R	Data protection GDPR
10/07/2024	217/24.25	444.90		444.90		R	HorshamDC Waste
10/07/2024	218/24.25	2,643.25		2,643.25		R	Jack Lee - STREET CLEANING
10/07/2024	219/24.25	130.16		130.16		R	Kent County printers
10/07/2024	219B/24.25	114.30		114.30		R	Salary admin
10/07/2024	220/24.25	395.86		395.86		R	SCS films
10/07/2024	220B/24.25	20.00		20.00		R	Ste.Farmers Market
12/07/2024	CR		56.04	56.04		R	Receipt(s) Banked
15/07/2024	CR		100.45	100.45		R	Receipt(s) Banked
15/07/2024	CR		28.50	28.50		R	Receipt(s) Banked
16/07/2024	VIS	144.00		144.00		R	SLCC Enterprises ILCA Course
16/07/2024	VIS	31.18		31.18		R	Zoom
16/07/2024	CR		98.85	98.85		R	Receipt(s) Banked
16/07/2024	CR		45.00	45.00		R	Receipt(s) Banked
16/07/2024	CR		422.00	422.00		R	Receipt(s) Banked
16/07/2024	CR		159.00	159.00		R	Receipt(s) Banked
17/07/2024	221/24.25	12.00		12.00		R	Function 28
17/07/2024	DD	14.35		14.35		R	O2 phones
17/07/2024	222/24.25	102.00		102.00		R	Kestral Alarms CCTV
17/07/2024	223/24.25	60.00		60.00		R	Mulberry - training
17/07/2024	224/24.25	160.00		160.00		R	TSS - Legionella
17/07/2024	226/24.25	460.18		460.18		R	Business stream Allotments
17/07/2024	227/24.25	342.59		342.59		R	Business stream Stey. Centre } WATER SUPPLIES
17/07/2024	225/24.25	14.39		14.39		R	Zen domain names
17/07/2024	Cr		34.00	34.00		R	Receipt(s) Banked
17/07/2024	BP		241.20	241.20		R	Receipt(s) Banked

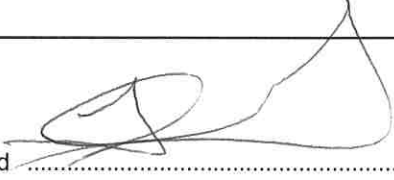
Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/07/2024	CR		71.50	71.50		R 	Receipt(s) Banked
18/07/2024	CR		85.80	85.80		R 	Receipt(s) Banked
18/07/2024	CR		105.00	105.00		R 	Receipt(s) Banked
18/07/2024	CR		100.00	100.00		R 	Receipt(s) Banked
19/07/2024	VIS	7.95		7.95		R 	Postage for AGAR
20/07/2024	CR		68.01	68.01		R 	Receipt(s) Banked
21/07/2024	DR	26.56		26.56		R 	HSBC Charges
21/07/2024	DD	48.00		48.00		R 	Grenke cardless phone
22/07/2024	CR		95.40	95.40		R 	Receipt(s) Banked
23/07/2024	CR		102.80	102.80		R 	Receipt(s) Banked
23/07/2024	CR		127.20	127.20		R 	Receipt(s) Banked
24/07/2024	VIS	17.96		17.96		R 	Amazon weedkillersprayer
24/07/2024	228/24.25	297.66		297.66		R 	British Gas
24/07/2024	229/24.25	48.00		48.00		R 	Moore Uk Audit
24/07/2024	230/24.25	233.20		233.20		R 	PiP Services
24/07/2024	231/24.25	50.40		50.40		R 	Radar - insurance solicitor
24/07/2024	231B/24.25	180.00		180.00		R 	Sowerby toilet security
24/07/2024	232/24.25	1,164.00		1,164.00		R 	Sussex Timber Co - CRACKET NETS ROOT WEEDS
24/07/2024	234/24.25	175.00		175.00		R 	TC Maintenance
24/07/2024	235/24.25	208.64		208.64		R 	EDF electric High Street Bus S
24/07/2024	236/24.25	4,800.60		4,800.60		R 	WSCC Street lamps - MAINTENANCE & ENERGY £ ANNUAL
25/07/2024	VIS	48.32		48.32		R 	Amazon weedkiller
25/07/2024	CR		-0.10	-0.10		R 	Receipt(s) Banked
25/07/2024	CR		267.25	267.25		R 	Receipt(s) Banked
26/07/2024	VIS	11.04		11.04		R 	Zoho
26/07/2024	VIS	13.49		13.49		R 	Amazon - Diary
26/07/2024	CR		15.63	15.63		R 	Receipt(s) Banked
29/07/2024	VIS	51.34		51.34		R 	Solopress
29/07/2024	BP	7,527.84		7,527.84		R 	Salaries - various staff
30/07/2024	4000	4,713.30		4,713.30		R 	Salaries - various staff
30/07/2024	BP	-4,713.30		-4,713.30		R 	Salary - Various Staff } MISPOSTING
30/07/2024	VIS	26.95		26.95		R 	Amazon - paints
30/07/2024	VIS	15.88		15.88		R 	Amazon - Warning signs
30/07/2024	BP	4,713.30		4,713.30		R 	Salaries - various staff
30/07/2024	VIS	166.80		166.80		R 	sumup payment
31/07/2024	237/24.25	40.00		40.00		R 	Chichester payroll
31/07/2024	238/24.25	204.97		204.97		R 	CRE Phones
31/07/2024	239/24.25	3,246.34		3,246.34		R 	HMRC Tax & NI
31/07/2024	240/24.25	2,761.46		2,761.46		R 	WSCC Pensions
31/07/2024	241/24.25	114.30		114.30		R 	Salary payment
31/07/2024	242/24.25	25.00		25.00		R 	Steyping Farmers Market
31/07/2024	243/24.25	78.00		78.00		R 	SLCC engagement summit
31/07/2024	BP		32.70	32.70		R 	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R 	Receipt(s) Banked
31/07/2024	CR		63.00	63.00		R 	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R 	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R 	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/07/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/07/2024	CR		21.00	21.00		R ☒	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
31/07/2024	Cr		42.00	42.00		R ☒	Receipt(s) Banked
31/07/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
31/07/2024	CR		5.90	5.90		R ☒	Receipt(s) Banked
		<u>38,295.89</u>	<u>4,288.61</u>				

Clerk / RFO:

Name John Fullbrook Signed  Date 16th August '24

Chair of F&GP:

Name Signed Date

August '24

Bank Reconciliation up to 31/08/2024 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
01/08/2024	DD	848.00		848.00		R	HDC Rates
01/08/2024	VIS	18.45		18.45		R	Amazon - repairs
01/08/2024	VIS	130.75		130.75		R	TShirt Studio
01/08/2024	VIS	9.65		9.65		R	Amazon - Brush
01/08/2024	VIS	10.67		10.67		R	Amazon - Paint
01/08/2024	VIS	190.50		190.50		R	Frank Matthews trees
01/08/2024	CR		21.00	21.00		R	Receipt(s) Banked
01/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
01/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
01/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
01/08/2024	CR		105.00	105.00		R	Receipt(s) Banked
01/08/2024	CR		15.90	15.90		R	Receipt(s) Banked
01/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
01/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
02/08/2024	VIS	24.76		24.76		R	Amazon - Youth crafts
02/08/2024	VIS	24.76		24.76		R	Amazon - Teak oil
02/08/2024	CR		84.00	84.00		R	Receipt(s) Banked
02/08/2024	CR		21.00	21.00		R	Receipt(s) Banked
02/08/2024	CR		41.29	41.29		R	Receipt(s) Banked
04/08/2024	CR		80.00	80.00		R	Receipt(s) Banked
04/08/2024	CR		3,484.00	3,484.00		R	Receipt(s) Banked - VAT REIMBURSEMENT
05/08/2024	VIS	38.57		38.57		R	SiteLock data protection
05/08/2024	VIS	1.06		1.06		R	Sitelock transaction charge
05/08/2024	DD	240.00		240.00		R	Genke Phones
05/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
05/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
05/08/2024	CR		21.00	21.00		R	Receipt(s) Banked
05/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
05/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
06/08/2024	VIS	35.26		35.26		R	microsoft - software
07/08/2024	245/24.25	8.35		8.35		R	T Eckert - film supplies
07/08/2024	246/24.25	31.50		31.50		R	EDF electric - High St
07/08/2024	247.24.25	38.00		38.00		R	Green thumb grass
07/08/2024	248/24.25	483.50		483.50		R	HDC Waste
07/08/2024	250/24.25	100.00		100.00		R	JD Windows
07/08/2024	VIS	21.98		21.98		R	Amazon - Tarp
07/08/2024	VIS	13.49		13.49		R	Amazon - Diary
07/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
07/08/2024	24/18		231.90	231.90		R	Receipt(s) Banked
07/08/2024	24/20		50.00	50.00		R	Receipt(s) Banked
07/08/2024	BP		257.10	257.10		R	Receipt(s) Banked
07/08/2024	BP		20.00	20.00		R	Receipt(s) Banked
08/08/2024	CR		42.00	42.00		R	Receipt(s) Banked
08/08/2024	24/21		426.50	426.50		R	Receipt(s) Banked - FILM RECEIPTS
08/08/2024	BP		447.00	447.00		R	Receipt(s) Banked - ROOM HIRE
08/08/2024	Cr		11.80	11.80		R	Receipt(s) Banked
09/08/2024	VIS	10.90		10.90		R	Amazon - Paper bags
09/08/2024	CR		291.10	291.10		R	Receipt(s) Banked

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/08/2024	CR		63.00	63.00		R 	Receipt(s) Banked
09/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
11/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
11/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
12/08/2024	VIS	100.00		100.00		R 	Canva Software
12/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
12/08/2024	CR		171.94	171.94		R 	Receipt(s) Banked
13/08/2024	VIS	130.94		130.94		R 	Amazon - Battery Packs
13/08/2024	VIS	21.45		21.45		R 	Amazon - Teak Oil
13/08/2024	CR		63.00	63.00		R 	Receipt(s) Banked
13/08/2024	CR		89.25	89.25		R 	Receipt(s) Banked
14/08/2024	251/24.25	280.00		280.00		R 	Clare Austin
14/08/2024	252/24.25	81.85		81.85		R 	BSG - printing
14/08/2024	253/24.25	1,140.00		1,140.00		R 	Steve Duffett Marley doors
14/08/2024	254/24.25	29.60		29.60		R 	T Eckert - film supplies
14/08/2024	255/24.25	255.33		255.33		R 	Fire protection services
14/08/2024	256/24.25	12.00		12.00		R 	Function 28
14/08/2024	257/24.25	2,940.00		2,940.00		R 	Mark Douglas roofing - <i>STEYPING CC-WIRE</i>
14/08/2024	258/24.25	492.00		492.00		R 	Tom Packer
14/08/2024	259/24.25	159.16		159.16		R 	PIP Services
14/08/2024	260/24.25	37.00		37.00		R 	Southy Coast Vend - coffee
14/08/2024	261/24.25	321.60		321.60		R 	Southern Cinema Services
14/08/2024	262/24.25	186.00		186.00		R 	Sowerby toil securiy
14/08/2024	CR		211.00	211.00		R 	Receipt(s) Banked
14/08/2024	CR		46.40	46.40		R 	Receipt(s) Banked
14/08/2024	CR		109.52	109.52		R 	Receipt(s) Banked
15/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
15/08/2024	CR		98.85	98.85		R 	Receipt(s) Banked
15/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
15/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
16/08/2024	VIS	31.18		31.18		R 	Zoom - software
16/08/2024	DD	14.35		14.35		R 	O2 Phone
16/08/2024	CR		67.48	67.48		R 	Receipt(s) Banked
16/08/2024	CR		86.10	86.10		R 	Receipt(s) Banked
16/08/2024	BP		81.61	81.61		R 	Receipt(s) Banked
16/08/2024	CR		117.97	117.97		R 	Receipt(s) Banked
17/08/2024	BP		81.61	81.61		R 	Receipt(s) Banked
17/08/2024	CR		84.00	84.00		R 	Receipt(s) Banked
17/08/2024	CR		267.15	267.15		R 	Receipt(s) Banked
18/08/2024	Cr		21.00	21.00		R 	Receipt(s) Banked
18/08/2024	CR		105.00	105.00		R 	Receipt(s) Banked
18/08/2024	CR		517.70	517.70		R 	Receipt(s) Banked - <i>VARIOUS ROOM HIRE</i>
19/08/2024	VIS	144.00		144.00		R 	T Shirts studio
19/08/2024	CR		49.15	49.15		R 	Receipt(s) Banked
19/08/2024	CR		52.25	52.25		R 	Receipt(s) Banked
20/08/2024	VIS	7.97		7.97		R 	Amazon - seeds
20/08/2024	VIS	7.98		7.98		R 	Amazon - Compost
20/08/2024	VIS	100.00		100.00		R 	Amazon - Gift Card

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/08/2024	VIS	4.46		4.46		R 	Amazon - water balloons
20/08/2024	24/19		462.00	462.00		R 	Receipt(s) Banked - <i>VATious ROOM hire</i>
20/08/2024	BP		42.00	42.00		R 	Receipt(s) Banked
20/08/2024	CR		95.40	95.40		R 	Receipt(s) Banked
20/08/2024	Cr		60.00	60.00		R 	Receipt(s) Banked
21/08/2024	DR	25.02		25.02		R 	HSBC Charges
21/08/2024	262A/24.25	90.40		90.40		R 	Vicky reimbursement
22/08/2024	VIS	49.00		49.00		R 	Stey Leisure Centr RH
22/08/2024	VIS	240.80		240.80		R 	Stey Leisure Cent RH
22/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
23/08/2024	VIS	48.00		48.00		R 	Genke phones
23/08/2024	BACS	6,706.40		6,706.40		R 	Salary payments
23/08/2024	BP		120.00	120.00		R 	Receipt(s) Banked
24/08/2024	CR		49.88	49.88		R 	Receipt(s) Banked
24/08/2024	CR		126.00	126.00		R 	Receipt(s) Banked
25/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
26/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
27/08/2024	VIS	11.04		11.04		R 	Zoho software
27/08/2024	VIS	20.74		20.74		R 	Aerial Direct - Phones
27/08/2024	BACS	4,712.90		4,712.90		R 	Salary payments
27/08/2024	CR		126.00	126.00		R 	Receipt(s) Banked
27/08/2024	CR		105.00	105.00		R 	Receipt(s) Banked
27/08/2024	BP		42.00	42.00		R 	Receipt(s) Banked
27/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
27/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
27/08/2024	CR		153.00	153.00		R 	Receipt(s) Banked
27/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
28/08/2024	CR		21.00	21.00		R 	Receipt(s) Banked
28/08/2024	Cr		41.29	41.29		R 	Receipt(s) Banked
28/08/2024	CR		42.00	42.00		R 	Receipt(s) Banked
29/08/2024	263/24.25	319.77		319.77		R 	British Gas
29/08/2024	264/24.25	40.00		40.00		R 	Chichester payroll
29/08/2024	265/24.25	1,094.40		1,094.40		R 	Creative Play - <i>CHANDLER WAY PLAY PIECE</i>
29/08/2024	266/24.25	168.40		168.40		R 	Digital procurement services
29/08/2024	267/24.25	2,643.25		2,643.25		R 	Jack Lee street clean
29/08/2024	267A/24.25	81.60		81.60		R 	Betapest
29/08/2024	268/24.25	164.40		164.40		R 	PHS Group
29/08/2024	269/24.25	2,724.00		2,724.00		R 	Smartwood Flooring - <i>STEYING CENTRE MAINTENANCE</i>
29/08/2024	270/24.25	550.00		550.00		R 	Steyning n District Part
29/08/2024	271/24.25	180.00		180.00		R 	Synergy Dance <i>→ GRANT</i>
29/08/2024	272/24.25	140.00		140.00		R 	Mr Arthur boot camp
30/08/2024	VIS	24.98		24.98		R 	Amazon - Files
30/08/2024	273/24.25	2,574.41		2,574.41		R 	WSCC pensions
30/08/2024	274/24.25	3,059.48		3,059.48		R 	HMRC tax
30/08/2024	275/24.25	160.00		160.00		R 	TSS legionaires
30/08/2024	276/24.25	10.30		10.30		R 	Vicky youth receipt
30/08/2024	BP		32.70	32.70		R 	Receipt(s) Banked
30/08/2024	CR		271.30	271.30		R 	Receipt(s) Banked

Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Account

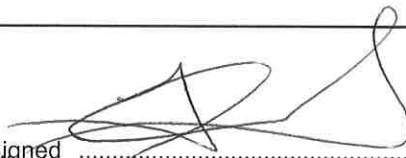
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/08/2024	CR		11.80	11.80		R ☒	Receipt(s) Banked
31/08/2024	BP		21.00	21.00		R ☒	Receipt(s) Banked
31/08/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
		34,616.31	10,759.94				

Clerk / RFO:

Name

John Fulbrook

Signed



Date

10th September 24

Chair of F&GP:

Name

Signed

Date

JUNE '24

Steyning Parish Council 2024.25

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

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
<u>101 Administration</u>								
1000 Donations Received	0	1,125	1,125	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	1,172	1,800	628	7,200			16.3%	
Administration :- Income	203,334	206,949	3,615	419,975			48.4%	0
4000 Salaries	40,865	48,624	7,759	194,500		153,635	21.0%	
4002 Printing, stationery, postage	1,178	687	(491)	2,750		1,572	42.8%	
4003 Staff III Health Insurance	0	1,500	1,500	2,750		2,750	0.0%	
4004 Telephones and Alarm	676	762	86	3,050		2,374	22.2%	
4005 Insurance	0	0	0	7,800		7,800	0.0%	
4006 Salaries Outsourcing	120	117	(3)	465		345	25.8%	
4007 Data Protection	100	330	230	1,320		1,220	7.5%	
4010 Audit Fees	1,404	1,200	(204)	2,075		671	67.6%	
4016 Legal Fees/Elections	644	350	(294)	500		(144)	128.7%	
4017 Bank Charges	76	138	62	550		474	13.9%	
4021 General Grants	0	624	624	2,500		2,500	0.0%	
4025 CCTV Maintenance	0	0	0	1,000		1,000	0.0%	
4030 Steyning in Bloom	0	2,750	2,750	2,750		2,750	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

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	15	40	25	260		245	5.8%	
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	1,038	200	(838)	900		(138)	115.3%	
4040 Town Clock	0	150	150	450		450	0.0%	
4045 Misc & Petty Cash	0	63	63	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	20	20	100		100	0.0%	
4063 Legionnaires	267	600	333	2,440		2,173	10.9%	
4070 Software support & Packages	1,492	1,650	158	2,600		1,108	57.4%	
4071 ICT Equipment	2,767	1,200	(1,567)	2,250		(517)	123.0%	1,462
4072 Website Development	30	114	84	450		420	6.7%	
4073 Neighbourhood Plan Exp	0	100	100	1,000		1,000	0.0%	
4075 Isolation and Loneliness	0	1,500	1,500	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	53,351	65,099	11,748	247,010	0	193,659	21.6%	1,462
Net Income over Expenditure	149,983	141,850	(8,133)	172,965				
6000 plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	151,445							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	56,000		56,000	0.0%	
4101 Swimming Pool	0	0	0	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>77,500</u>	<u>0</u>	<u>77,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(77,500)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service - Outsources	301	31,000	30,699	31,000		30,699	1.0%	
Youth Provision :- Indirect Expenditure	<u>301</u>	<u>31,000</u>	<u>30,699</u>	<u>31,000</u>	<u>0</u>	<u>30,699</u>	<u>1.0%</u>	<u>0</u>
Net Expenditure	<u>(301)</u>	<u>(31,000)</u>	<u>(30,699)</u>	<u>(31,000)</u>				
Finance & General Purposes Ctt :- Income	203,334	206,949	3,615	419,975			48.4%	
Expenditure	53,652	96,099	42,447	355,510	0	301,858	15.1%	
Net Income over Expenditure	<u>149,682</u>	<u>110,850</u>	<u>(38,832)</u>	<u>64,465</u>				
plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	<u>151,144</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Committee Report

Ear Marked Reserves**503 Earmarked Res F & C**

4971 General Balance Reserve

4977 Special Projects

Earmarked Res F & C :- Indirect Expenditure

Net Expenditure**550 Joint Parishes Cemetery Ctre**

1600 JPCC income

Joint Parishes Cemetery Ctre :- Income

Net Income

6001 less Transfer to EMR

Movement to/(from) Gen Reserve

Ear Marked Reserves :- Income

Expenditure

Net Income over Expenditure

less Transfer to EMR

Movement to/(from) Gen Reserve

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 General Balance Reserve	0	0	0	5,000		5,000	0.0%	
4977 Special Projects	4,270	2,000	(2,270)	18,000		13,730	23.7%	
Earmarked Res F & C :- Indirect Expenditure	<u>4,270</u>	<u>2,000</u>	<u>(2,270)</u>	<u>23,000</u>	<u>0</u>	<u>18,730</u>	<u>18.6%</u>	<u>0</u>
Net Expenditure	<u>(4,270)</u>	<u>(2,000)</u>	<u>2,270</u>	<u>(23,000)</u>				
1600 JPCC income	4,950	0	(4,950)	0			0.0%	4,950
Joint Parishes Cemetery Ctre :- Income	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				<u>4,950</u>
Net Income	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				
6001 less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>0</u>							
Ear Marked Reserves :- Income	4,950	0	(4,950)	0			0.0%	
Expenditure	4,270	2,000	(2,270)	23,000	0	18,730	18.6%	
Net Income over Expenditure	<u>680</u>	<u>(2,000)</u>	<u>(2,680)</u>	<u>(23,000)</u>				
less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>(4,270)</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2024

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	228,020	241,087	13,067	528,675			43.1%	
Expenditure	84,147	134,864	50,717	528,675	0	444,528	15.9%	
Net Income over Expenditure	<u>143,873</u>	<u>106,223</u>	<u>(37,650)</u>	<u>0</u>				
plus Transfer from EMR	1,962							
less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>140,885</u>							

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Month No: 4

Steyning Parish Council 2024.25

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2024

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
<u>101 Administration</u>								
1000 Donations Received	0	1,500	1,500	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	1,366	2,400	1,034	7,200			19.0%	
Administration :- Income	203,528	207,924	4,396	419,975			48.5%	0
4000 Salaries	57,553	64,832	7,279	194,500		136,947	29.6%	
4002 Printing, stationery, postage	1,304	916	(388)	2,750		1,446	47.4%	
4003 Staff III Health Insurance	0	1,500	1,500	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,099	1,016	(83)	3,050		1,951	36.0%	
4005 Insurance	0	0	0	7,800		7,800	0.0%	
4006 Salaries Outsourcing	160	156	(4)	465		305	34.4%	
4007 Data Protection	483	440	(43)	1,320		837	36.6%	
4010 Audit Fees	1,444	1,200	(244)	2,075		631	69.6%	
4016 Legal Fees/Elections	686	350	(336)	500		(186)	137.1%	
4017 Bank Charges	103	184	81	550		447	18.7%	
4021 General Grants	0	832	832	2,500		2,500	0.0%	
4025 CCTV Maintenance	85	450	365	1,000		915	8.5%	
4030 Steyning in Bloom	0	2,750	2,750	2,750		2,750	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2024

Month No: 4

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	15	40	25	260		245	5.8%	
4033 Christmas Lights Grant	0	0	0	6,200		6,200	0.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,000	(62)	2,550		488	80.9%	
4039 Publicity and Advertising	1,083	200	(883)	900		(183)	120.3%	
4040 Town Clock	0	150	150	450		450	0.0%	
4045 Misc & Petty Cash	0	84	84	250		250	0.0%	
4047 Training	170	300	130	800		630	21.3%	
4055 HR Support	0	400	400	1,000		1,000	0.0%	
4060 Chairman's Function	581	0	(581)	750		169	77.5%	
4061 Councillors' Allowances	0	20	20	100		100	0.0%	
4063 Legionnaires	400	800	400	2,440		2,040	16.4%	
4070 Software support & Packages	1,527	1,850	323	2,600		1,073	58.7%	
4071 ICT Equipment	2,767	1,200	(1,567)	2,250		(517)	123.0%	1,462
4072 Website Development	91	152	61	450		359	20.2%	
4073 Neighbourhood Plan Exp	0	100	100	1,000		1,000	0.0%	
4075 Isolation and Loneliness	0	1,500	1,500	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	<u>71,612</u>	<u>83,422</u>	<u>11,810</u>	<u>247,010</u>	<u>0</u>	<u>175,398</u>	<u>29.0%</u>	<u>1,462</u>
Net Income over Expenditure	<u>131,916</u>	<u>124,502</u>	<u>(7,414)</u>	<u>172,965</u>				
6000 plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	<u>133,378</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2024

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	56,000		56,000	0.0%	
4101 Swimming Pool	0	0	0	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>77,500</u>	<u>0</u>	<u>77,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(77,500)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service - Outsources	4,043	31,000	26,957	31,000		26,957	13.0%	
Youth Provision :- Indirect Expenditure	<u>4,043</u>	<u>31,000</u>	<u>26,957</u>	<u>31,000</u>	<u>0</u>	<u>26,957</u>	<u>13.0%</u>	<u>0</u>
Net Expenditure	<u>(4,043)</u>	<u>(31,000)</u>	<u>(26,957)</u>	<u>(31,000)</u>				
Finance & General Purposes Ctt :- Income	203,528	207,924	4,396	419,975			48.5%	
Expenditure	75,655	114,422	38,767	355,510	0	279,855	21.3%	
Net Income over Expenditure	<u>127,873</u>	<u>93,502</u>	<u>(34,371)</u>	<u>64,465</u>				
plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	<u>129,335</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2024

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Committee Report

Ear Marked Reserves503 Earmarked Res F & C

4971 General Balance Reserve

4977 Special Projects

Earmarked Res F & C :- Indirect Expenditure

Net Expenditure550 Joint Parishes Cemetery Ctre

1600 JPCC income

Joint Parishes Cemetery Ctre :- Income

Net Income

6001 less Transfer to EMR

Movement to/(from) Gen Reserve

Ear Marked Reserves :- Income

Expenditure

Net Income over Expenditure

less Transfer to EMR

Movement to/(from) Gen Reserve

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	0	0	0	5,000		5,000	0.0%	
	4,270	2,000	(2,270)	18,000		13,730	23.7%	
	<u>4,270</u>	<u>2,000</u>	<u>(2,270)</u>	<u>23,000</u>	<u>0</u>	<u>18,730</u>	<u>18.6%</u>	<u>0</u>
	<u>(4,270)</u>	<u>(2,000)</u>	<u>2,270</u>	<u>(23,000)</u>				
	4,950	0	(4,950)	0			0.0%	4,950
	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				<u>4,950</u>
	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				
	4,950							
	<u>0</u>							
	4,950	0	(4,950)	0			0.0%	
	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				
	<u>680</u>	<u>(2,000)</u>	<u>(2,680)</u>	<u>(23,000)</u>				
	4,950							
	<u>(4,270)</u>							

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Detailed Income & Expenditure by Phased Budget Heading 31/07/2024

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	231,821	248,698	16,877	528,675			43.8%	
Expenditure	120,945	165,312	44,367	528,675	0	407,730	22.9%	
Net Income over Expenditure	<u>110,875</u>	<u>83,386</u>	<u>(27,489)</u>	<u>0</u>				
plus Transfer from EMR	1,962							
less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>107,887</u>							

AUGUST '24

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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
<u>101 Administration</u>								
1000 Donations Received	0	1,875	1,875	4,500			0.0%	
1004 Reimbursed Charges & donations	0	40	40	200			0.0%	
1010 Miscellaneous income	0	124	124	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	1,566	3,000	1,434	7,200			21.7%	
Administration :- Income	203,728	209,001	5,273	419,975			48.5%	0
4000 Salaries	72,817	81,040	8,223	194,500		121,683	37.4%	
4002 Printing, stationery, postage	1,566	1,145	(421)	2,750		1,184	56.9%	
4003 Staff Ill Health Insurance	0	1,500	1,500	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,356	1,270	(86)	3,050		1,694	44.5%	
4005 Insurance	0	0	0	7,800		7,800	0.0%	
4006 Salaries Outsourcing	200	195	(5)	465		265	43.0%	
4007 Data Protection	516	550	34	1,320		804	39.1%	
4010 Audit Fees	1,444	1,200	(244)	2,075		631	69.6%	
4016 Legal Fees/Elections	686	350	(336)	500		(186)	137.1%	
4017 Bank Charges	124	230	106	550		426	22.5%	
4021 General Grants	550	1,040	490	2,500		1,950	22.0%	
4025 CCTV Maintenance	85	450	365	1,000		915	8.5%	
4030 Steyping in Bloom	0	2,750	2,750	2,750		2,750	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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	15	40	25	260		245	5.8%	
4033 Christmas Lights Grant	0	3,500	3,500	6,200		6,200	0.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,000	(62)	2,550		488	80.9%	
4039 Publicity and Advertising	1,083	300	(783)	900		(183)	120.3%	
4040 Town Clock	0	150	150	450		450	0.0%	
4045 Misc & Petty Cash	0	105	105	250		250	0.0%	
4047 Training	170	420	250	800		630	21.3%	
4055 HR Support	0	400	400	1,000		1,000	0.0%	
4060 Chairman's Function	581	0	(581)	750		169	77.5%	
4061 Councillors' Allowances	0	20	20	100		100	0.0%	
4063 Legionnaires	533	1,000	467	2,440		1,907	21.9%	
4070 Software support & Packages	2,001	1,850	(151)	2,600		599	77.0%	
4071 ICT Equipment	2,767	1,400	(1,367)	2,250		(517)	123.0%	1,462
4072 Website Development	101	190	89	450		349	22.4%	
4073 Neighbourhood Plan Exp	0	100	100	1,000		1,000	0.0%	
4075 Isolation and Loneliness	0	1,500	1,500	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	88,656	104,695	16,039	247,010	0	158,354	35.9%	1,462
Net Income over Expenditure	115,072	104,306	(10,766)	172,965				
6000 plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	116,534							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	56,000		56,000	0.0%	
4101 Swimming Pool	0	0	0	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>77,500</u>	<u>0</u>	<u>77,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(77,500)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service - Outsources	6,556	31,000	24,444	31,000		24,444	21.1%	
Youth Provision :- Indirect Expenditure	<u>6,556</u>	<u>31,000</u>	<u>24,444</u>	<u>31,000</u>	<u>0</u>	<u>24,444</u>	<u>21.2%</u>	<u>0</u>
Net Expenditure	<u>(6,556)</u>	<u>(31,000)</u>	<u>(24,444)</u>	<u>(31,000)</u>				
Finance & General Purposes Ctt :- Income	203,728	209,001	5,273	419,975			48.5%	
Expenditure	95,213	135,695	40,482	355,510	0	260,297	26.8%	
Net Income over Expenditure	<u>108,516</u>	<u>73,306</u>	<u>(35,210)</u>	<u>64,465</u>				
plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	<u>109,978</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

Committee Report

Ear Marked Reserves**503 Earmarked Res F & C**

4971 General Balance Reserve

4977 Special Projects

Earmarked Res F & C :- Indirect Expenditure

Net Expenditure**550 Joint Parishes Cemetery Ctre**

1600 JPCC income

Joint Parishes Cemetery Ctre :- Income

Net Income

6001 less Transfer to EMR

Movement to/(from) Gen Reserve

Ear Marked Reserves :- Income

Expenditure

Net Income over Expenditure

less Transfer to EMR

Movement to/(from) Gen Reserve

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	0	0	0	5,000		5,000	0.0%	
	5,182	4,000	(1,182)	18,000		12,818	28.8%	
	<u>5,182</u>	<u>4,000</u>	<u>(1,182)</u>	<u>23,000</u>	<u>0</u>	<u>17,818</u>	<u>22.5%</u>	<u>0</u>
	<u>(5,182)</u>	<u>(4,000)</u>	<u>1,182</u>	<u>(23,000)</u>				
	4,950	0	(4,950)	0			0.0%	4,950
	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				<u>4,950</u>
	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>	<u>0</u>				
	4,950							
	<u>0</u>							
	4,950	0	(4,950)	0			0.0%	
	5,182	4,000	(1,182)	23,000	0	17,818	22.5%	
	<u>(232)</u>	<u>(4,000)</u>	<u>(3,768)</u>	<u>(23,000)</u>				
	4,950							
	<u>(5,182)</u>							

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	4,500	4,500			0.0%	
1004 Reimbursed Charges & donations	0	200	200			0.0%	
1010 Miscellaneous income	0	250	250			0.0%	
1075 CIL Receipts	0	3,500	3,500			0.0%	
1076 Precept Received	202,163	404,325	202,163			50.0%	
1090 Bank Interest Received	1,566	7,200	5,634			21.7%	
Administration :- Income	203,728	419,975	216,247			48.5%	0
4000 Salaries	72,817	194,500	121,683		121,683	37.4%	
4002 Printing, stationery, postage	1,566	2,750	1,184		1,184	56.9%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,356	3,050	1,694		1,694	44.5%	
4005 Insurance	0	7,800	7,800		7,800	0.0%	
4006 Salaries Outsourcing	200	465	265		265	43.0%	
4007 Data Protection	516	1,320	804		804	39.1%	
4010 Audit Fees	1,444	2,075	631		631	69.6%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	124	550	426		426	22.5%	
4021 General Grants	550	2,500	1,950		1,950	22.0%	
4025 CCTV Maintenance	85	1,000	915		915	8.5%	
4030 Steyning in Bloom	0	2,750	2,750		2,750	0.0%	
4032 Memorial Gardens - upkeep	15	260	245		245	5.8%	
4033 Christmas Lights Grant	0	6,200	6,200		6,200	0.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,550	488		488	80.9%	
4039 Publicity and Advertising	1,083	900	(183)		(183)	120.3%	
4040 Town Clock	0	450	450		450	0.0%	
4045 Misc & Petty Cash	0	250	250		250	0.0%	
4047 Training	170	800	630		630	21.3%	
4055 HR Support	0	1,000	1,000		1,000	0.0%	
4060 Chairman's Function	581	750	169		169	77.5%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	533	2,440	1,907		1,907	21.9%	
4070 Software support & Packages	2,001	2,600	599		599	77.0%	
4071 ICT Equipment	2,767	2,250	(517)		(517)	123.0%	1,462
4072 Website Development	101	450	349		349	22.4%	
4073 Neighbourhood Plan Exp	0	1,000	1,000		1,000	0.0%	
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	88,656	247,010	158,354	0	158,354	35.9%	1,462
Net Income over Expenditure	115,072	172,965	57,893				
6000 plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	116,534						

Detailed Income & Expenditure by Budget Heading 31/03/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	56,000	56,000		56,000	0.0%	
4101 Swimming Pool	0	21,500	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	0	77,500	77,500	0	77,500	0.0%	0
Net Expenditure	0	(77,500)	(77,500)				
103 Youth Provision							
4023 Youth Service - Outsources	6,556	31,000	24,444		24,444	21.1%	
Youth Provision :- Indirect Expenditure	6,556	31,000	24,444	0	24,444	21.2%	0
Net Expenditure	(6,556)	(31,000)	(24,444)				
Finance & General Purposes Ctt :- Income	203,728	419,975	216,247			48.5%	
Expenditure	95,213	355,510	260,297	0	260,297	26.8%	
Net Income over Expenditure	108,516	64,465	(44,051)				
plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	109,978						
Ear Marked Reserves							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	5,182	18,000	12,818		12,818	28.8%	
Earmarked Res F & C :- Indirect Expenditure	5,182	23,000	17,818	0	17,818	22.5%	0
Net Expenditure	(5,182)	(23,000)	(17,818)				
550 Joint Parishes Cemetery Ctre							
1600 JPCC income	4,950	0	(4,950)			0.0%	4,950
Joint Parishes Cemetery Ctre :- Income	4,950	0	(4,950)				4,950
Net Income	4,950	0	(4,950)				
6001 less Transfer to EMR	4,950						
Movement to/(from) Gen Reserve	0						
Ear Marked Reserves :- Income	4,950	0	(4,950)			0.0%	
Expenditure	5,182	23,000	17,818	0	17,818	22.5%	
Net Income over Expenditure	(232)	(23,000)	(22,768)				
less Transfer to EMR	4,950						
Movement to/(from) Gen Reserve	(5,182)						
Grand Totals:- Income	238,356	528,675	290,319			45.1%	
Expenditure	153,250	528,675	375,425	0	375,425	29.0%	
Net Income over Expenditure	85,106	0	(85,106)				
plus Transfer from EMR	1,462						

SPC Action Plan for 2024/25

Updated 5th Sept. '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 Business 'Start up'	Start up a fully functioning and staffed Youth Service provision, building upon the groundwork and outline business plan put in place in 23/24	Complete selection of Part time staff and promote first activity week	By End July	Compile first trial week Youth Holiday Activities	By Aug.	Present to Councils first reports concerning new staff, new set up and the way forward	By Oct.	Complete first term time programme, have all other start up procedures, equip and locations in place	By Nov	Ensure staff training programme in place, regular reporting begins and phase one activity programme established	By April 25	Clerks, Youth Team & JPYC Com.	There is an entire Business Plan to roll out - and its success is dependent on the bonding and management of 4/5 new members of staff. Many unknowns and much can go wrong	Ensure Upper Beeding Clerk takes some of the management responsibilities
Chandlers Way Pocket Park	Complete installation of new play area, and begin planting programme for pocket park side, plus engage voluntary support	Gain agreement for then order new play area equipment.	By July	Coordinate project install, and inform residents of imminent installation details	By Mid Sept	Complete play area install and notify use of Cil monies	By end Sept.	Gain agreement for phase one of planting programme	By Nov.	Engage with community once more to agree final 'look' and for volunteer assistance	By April 25	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort. Phase one planting either way must be done before Winter	Ensure Upper Beeding Clerk takes some of the management responsibilities
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Consider Trough x 4 installation adjacent Car Park with SIB	By Dec	Consider Bollard installation adjacent Emergency access	By Dec.	Consider Storyboard installation on field adjacent Emergency access	By Jan 25	Consider Car Park re-lining dependent on installatiopn agreements	By Jan 25	Complete installation programme re agreements for these 4 considerations	By June 25	Clerk & Community Com.	There are a number of elements involved in this project and there is a need to work closely with Cricket Club, Steyning in Bloom and the Partnership to ensure finance is shared - to allow for project success	Keep Cricket club in the loop and ensure they are part of the process. Managing expections crucial
Stey. Centre energy & carbon saving	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2024 and have order confirmed	By End July	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	Ask for permissions from all companies ASAP to avoid backing up issues
SPC Climate Action Travel Plan	TBC	TBC	TBC	TBC	TBC	Remove kissing gate remnants and make good field access point	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
MPF / Charlton St Ent. Improvements	Work with WSCC to understand what can be done to make this access point work better as an access point for the community	Consider options for groundwork improvements and associated finance	By End Oct	Have Sign post installed & its ground works, plus liase with neighbours for 'buy in'	By Nov.	Meet with WSCC officers to determine nature of cooperation and joint scope	By Dec.	Remove kissing gate remnants and make good field access point	By Feb '24	Complete levelling off of entrance if funding allows	By May '24	Clerk & WSCC officers	The costs involved in this what seems relatively small project are comparitively large - If match funding not available then this may compromise the completion of the project or scope reduced	Getting scope of works correct is all important - must obtain quotes early
High Street Tower - Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.	Agree contractor to undertake works.	By End of Oct.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Feb 25.	Agree financial commitment for part scaffold hire arrangements	By March 25.	Help apply for permissions for work to be done & obtain timeframe	By End June '25	Clerk / F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agreements. We have obtained a quote for our works, but coordination with owner remains the issue. Timetable completely in hands of the owner	Maintain close contact with owner to ensure scheme is kept relavent
MPF Play Area renewal	Establish what the preferred option is, and where the funding is likely to come from for a Full MPF Play area renewal	Gain two up to date quotes with small variations from preferred contractors	By Oct.	Complete another WMT application based upon new quotation	By End of Oct	Bring quotes, and WMT application response back to Community Committee	By Feb	Complete final scope & present to Community Committee plus resident engagement strategy	By June	Complete Finance options for F&GP to consider and agree	By End June '25	Clerk / All	Two risks are time it takes to gain quotes & whether companies prepared to keep offering quotes, plus whether any external funding is forthcoming & therefore whether the scheme progresses	Establish good strategy - all important to avoid getting stuck in the mud
Bus Shelter improvements	# - Work with Schools /Local Art groups to find an artistic installation for the shelter interior # - Find solution for physically challenged users of shelter	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders + gain com. Approval	By End March.	Discuss once more options for change of level in half of shelter	By End April 24	Commission works & obtain ideas for appropriate installation protection	By End April 24	Complete installation and official unveiling	By end June 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 stakeholders to gain views early
Steyning Car Parks & Signage	Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and maintenance programe in place	Gain Long term Car Park redesignation for Fletchers Croft - HDC	By July 24	Gain agreement from HDC that road and Car Park signage amended & phase 1 done	By August	Phase 2 signage and maintence agreements in place + have EV chargers in place	By Feb 25	Lobby HDC for Newmans Gardens C.P. works to be completed this financial year	By March 25.	Finalise, and gain approval for, a Car Park joint management MOU with HDC	End June 25	Clerk / Ian Alexander / Cllr Finnegan	Completely dependant on positive working relationship with HDC Car Parks and WSCC Highways depts	Be aware and prepared for HDC becoming less compliant
CCTV purchase & installation	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring recommendations for agreement to F&GP covering scope & cost	By Dec	Gain agreement from Full Council for scope & cost of prefrrd system	By Feb 25	Public consultation for parish wide system - Max scope, 'future safe'	By End April 25	Work to ensure infrastructure and permissions in place	By End May 25	Complete phase 1 installation	By End June '25	Clerk, working party , Full Council	Working productively with appropriate companies on scope takes considerable time and efforts including many on site meetings. Plus consultation will involve a great deal of work and appropriate publicity	Promote positive engagemnt and ensure scheme is understood by wider community
SPC Social Media and App. roll out	Attempt regular postings on a number of platforms - to promote work of council, as well as ensure positive and correct information drowns out unhelpful 'noise'	Community Engagement Group to rec. main list of promo pages	By August	F&GP approve first tranche of promos & where to post	By Sept	Start process when links to web site are productive	By Oct.	Increase frequency of output including more narrative, maybe a blog	By Nov	Agree APP provider and complete full coverage	By Jan	Clerks office and Community Engagement Group	# - All parties aware of limitations on officer time, and for the need to ensure the Web site upgraded at the same time or preferably before full roll out of SM so links work correctly # APP to follow, when Links ok	Ensure there is always a willingness to work towards a resolution
Neighbourhood Plan Phase II	Following SCP agreement to return to our N. Plan to consider missing elements from first plan, within 6 months of HDC Local plan being made - To do so.	To gain agreement from Full Council to start the process in advance of L. plan being made	July meeting	Working party to meet to make recommnedations, and Full C to agree	Sept Meeting	Discuss scope of phase II with N. Plan consultant and bring back to Full C for remit	By Feb.	Obtain grant monies - if appropriate to make application	By End May '25	Vote in new N. Plan sub committee and begin Phase II in earnest	By End June '25	ALL	Depends on weather Full Council agree to continue or not - as understanding progresses with information obtained	Working closely with N. Plan consultant should avoid misunderstanding of expectations
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue	Gain data gathered by WSCC engineers, & work to identify possible solutions	By Oct	Reconvene working party to discuss next apprach to wiston estate	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 25	Finalise application and decide upon any match funding requirements	By Feb	Working party, Clerk and Key stakeholders	WSCC Engineers and Cllr are proving illusive and this is slowing the process.. The main problem however is that no one currently really knows how to affectively alleviate the issue.	Might have to simply go for best value approach
Steyning Traffic Regulation Orders	Complete the TRO project - incorporates improvements to Church Lane, Tanyard Lane, High Street, Vicarage Lane, Jarvis Lane and a speed limitation on the A283	Finalise last of the three TRO applications with Cllr Linehan	By July	Community Committee to respond to final WSCC officer led amendments	By End of July	First 2 x TRO's go out to Public consultation - SPC to be informed regards response	By End Sept	A283 - WSCC officer to design scheme, Cllr P.L. to agree extent of cover then out to consultation	By End Nov	Successful applications to be installed before end of financial year	Before End of March 25	Clerk / Community C./ Cllr Linehan / WSCC Officers	TRO submissions go to public consultations so in hands of WSCC officers and residents to resolve our best intentions	Make schemes as reasonably scoped as possible Avoid controversy
Steyning Centre Projector install	Complete feasibility study and business plan which sets out need for projector replacement and if agreed purchase and install	Obtain initial quote options	By Jan	Gain understanding of potential user groups	By End Feb	Complete business plan for SPC scrutiny	By End March	Gain approval or otherwise for SPC finance	By May '25	Install new projector	By End June '25	Clerk / F&GP	Business plan will determine finance priority and this will determine any timescale limitations	Ask for permissions from all companies ASAP to avoid backing up issues
Last Years project completions	To complete the unfinished SPC projects from the year 2024/25 agreed list	1. High Street Notice Board relocation	By End August	2. Finger post installation	By End Oct.	3. Implementation Plan 'Sign off' from HDC	By Nov.	4. Installation of new SPC Sgn post - For MPF	By Nov.	5. Draft new Tree Management Strategic Plan	Before End of May 25	Clerk and Community Com.	Needng WSCC, shop owners, HDC to grant permissions for projects 1, 2 and 4. Needing HDC to complete long awaited / delayed review of Imp plan. Office Time only constraint for project 5	Keep positive coms going with partner organisations to ensure action

Steypning, West Sussex

16th August, 2024.

To: The Clerk
Steypning Parish Council,
Fletcher's Croft,
Steypning.

Dear Sir,

Steypning Allotments Association AGM Booking for Tuesday 1st October, 2024.

I believe that as Secretary, to the above association, I have in the past been required to submit a request for Grant Assistance to have free access to the Booking for our AGM.

I would be most grateful if this could be granted for this occasion, as before.

Yours sincerely,

COSTED @ £84.60

Sally Sanderson
Secretary to the Steypning Allotments Association.

St Barnabas House

Application to Steyning Parish Council

St Barnabas House is the hospice for the Worthing, Adur, Arun and Henfield areas. Thanks to support from the local community, adults with life-limiting illnesses and their loved ones can enjoy their time left together as fully as possible.

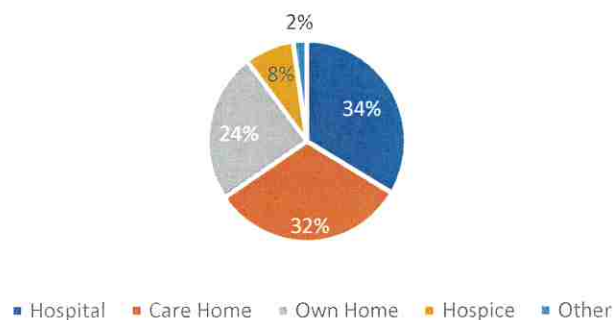
We serve an increasingly aging population

Our catchment population across the Adur, Arun and Worthing areas has a much greater proportion of people aged over 65 than the UK as a whole. We expect this to increase in the coming years. **We will be serving an increasingly older population – and one that is older than most of the UK.** This aging population will also drive an increase in the number of deaths.

Research shows that 66% of people wish to die at home. **Currently, 24% of the people who die in our catchment die at home.** This is a slightly better picture than the rest of Sussex (22%) but shows that **there is more work to be done to facilitate people's dying wishes.**

The least preferred place of death is hospital. When people die in hospital it usually follows a short length of stay, suggesting that it is possible to prevent admission for some of these patients with better planning.

Place of death in our catchment



By providing end of life care either at the hospice or in the community, we can help ease some of the pressure that is on the NHS, particularly hospital beds and spaces.

How we support the end-of-life care needs of our patients

Community care

Our Community Palliative Care and Hospice at Home Teams support patients in their own homes. Our CPC team can help patients manage symptoms, provide emotional support, and help them to plan for their future care. The Hospice at Home team provide short-term hands-on care to patients in the last few days of life.



In-Patient Care

The In-Patient Unit (IPU) is available for patients with higher intensity palliative care needs. It offers personalised, high-quality specialist care for those with the most complex needs which cannot be met with community care.

Living Well

Offering a programme of wellbeing support, our Living Well service helps people with lower-intensity care needs to manage the challenges that come with having a life-limiting condition.

Therapies Team

Through physiotherapy and occupational therapy, patients can improve their mobility and strength, helping them to remain independent for longer. We also offer complementary therapies such as aromatherapy, massage, and reflexology to reduce stress and help patients get a good night's sleep.

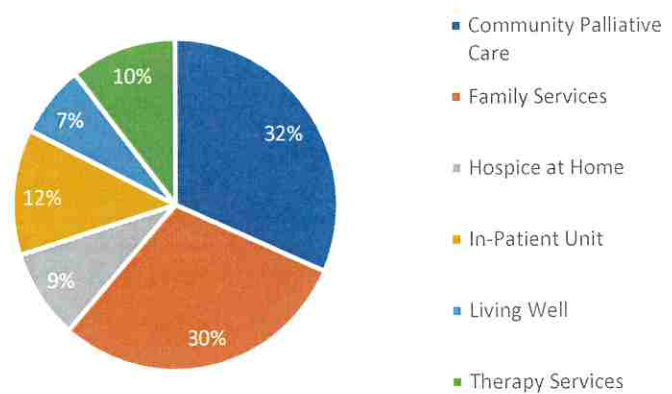
Patient and Family Support Services

Our team support patients and families emotionally, practically and spiritually through their illness. We can provide emotional support either individually or in a group session, both pre- and post-bereavement. We also offer practical advice on benefits and other forms of care support.

How we support the people of Steyning

In 2023/24 we accepted referrals for 57 patients from the Steyning area.

You can see in the pie chart opposite that the majority of them received care in the community, through support from our Community Palliative Care and Hospice at Home teams. 30% also received support from our Family services team, helping not just our patients but their loved ones as well.



We support people like Fiona and Lanna

Lanna was devastated when her mum Fionna, was diagnosed with cancer. But with the support of St Barnabas, Fionna was kept comfortable and well enough that they were able to make the time they had left together special.

"A lovely nurse from St Barnabas would visit and make sure she was comfortable and had the right medication," says Lanna, "but mostly Mum wanted to manage her illness herself."



"She hid it well, but it got to the point where Mum's pain became too difficult to manage at home. She was admitted to St Barnabas for a couple of days, but her symptoms were complex, and she needed to stay longer. Despite all this, Mum's happiness and humour was quickly noticed by the nurses, and it was beautiful to see the connection they had with her. I'd visit every day and always take the kids."

"When we realised that Mum might not be around to see them christened, the Chaplain held a blessing at the hospice. She was a very spiritual person, so family moments like that were incredibly special."

"Mum was in the hospice for three weeks and it wasn't until the last week that she started to lose her lucidity... Every now and then she'd wake up and say, "hello my darling" – her kindness shining through right until the end. When she died on 12 August 2021, I was with her and so was her closest friend from Scotland. As far as deaths go, it was a happy death."

How your support will help

With your help, we can ensure more people like Fiona will receive the support and care they need by:

- **Delivering specialist care and support services directly to patients and families**, both in the hospice itself and out in the community.
- **Help patients to plan for their care needs** by collaborating with them, their families and other medical professionals.

Grant request

We are asking Steyning Parish Council if they would consider supporting us with a grant of £300. This could help to pay for either:

- A healthcare assistant to provide two days of care in a patient's home.
- A nurse on the hospice ward to help ease pain and control patients' symptoms.
- A Hospice at Home nurse to provide overnight end of life care.
- Twelve one-hour sessions with one of our counsellors, helping someone struggling after the death of a loved one.

Thank you for considering our application.

Kiwa CMT



Steyping Parish Council
The Steyping Centre
Fletchers Croft
Steyping
BN44 3XZ

Kiwa CMT Testing
Unit 5 Prime Park Way
Prime Enterprise Park
Derby
DE1 3QB

Quote Ref:

E cmtenquiries@kiwa.co.uk

22 August 2024

www.kiwa.co.uk/cmt

Atten.: John Fullbrook

Inspection and Testing of Steel Lighting Columns – Steyping

Further to your enquiry I confirm our rates below:

Kiwa CMT's Lighting Division have a range of testing services addressing the problem of corrosion identified 'danger zones' in **the ILE TR/GN 22**; i.e. column root, base (below the door) and swaged joint, using the purpose-developed **Relative Loss of Section technique** for inspection below ground and the **Swaged Joint Analyser** (SJA 1-A) for assessment of loss of section from the internal surfaces of sleeved joints.

Provide technician with equipment to carry out base/root corrosion testing using Scribe Relative Loss of Section Meter and Hot swaged joint/shaft test using swage joint analyser (SJA), as appropriate, and obtain additional column information for calculations to be carried out on up to 20 columns.

On site testing of 20 No columns will be charged at **one day at site £810.00.**

PLUS

E.O. Structural engineer to carry out calculations to check the column's suitability for additional loading **£550.00.**

We assume that all the proposed attachments, and column details are of the same type, therefore the calculation cost will be a one off however if the columns/attachments vary with respect to size, type and height then an extra over of **£100.00** will apply for each variation.

Kiwa CMT are **UKAS** (United Kingdom Accreditation service) accredited for the structural testing of lighting columns, **CHAS** accredited, **HEA & ILP** members and **HERS** registered.

Further details are available on our web site which is www.kiwa.co.uk/cmt

TOTAL → £1,360.00

Full terms and condition attached.

Rates are valid until 31/03/2025

All rates subject to VAT

If you require any further information, please do not hesitate to contact me.

Regards,

Suzanne
Senior Technical Administrator

Suggested Budget setting Timeline (Schedule) for F&GP for the 2025/26 financial year

1. Review previous years procedure and agree the Budget setting process for the next financial year 2025/26.

– In September 10th F&GP Meeting

2. RFO to send to committee members an initial copy of the proposed F&GP budget plus starter budget draft for the Premises & Planning and Community committees for their next meetings. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines. To begin to prioritise 2025/26 projects.

– By October 8th F&GP Meeting

3. Review all the committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2025/26

– By 10th December F&GP Meeting

4. Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2025/26 financial year with F&GP prioritising and sanctioning of any Earmarked Reserves to be recommended to Full Council

– By 9th January F&GP Meeting

5. Full Council agreement on final 2025/26 Budget Precept request, Band D tax rate and Earmarked reserve obligations for the following year based on F&GP recommendations

– 15th Jan' Full Council Meeting

Roll up pop-up banner request primarily for Farmers Market

Briefing Note

The Community Engagement group have discussed and recommend purchase of this item noted below :-



They are costed at just £33.06 - from solo press who we have printed leaflets with <https://www.solopress.com/roller-banners/pull-up/>

Draft Artwork courtesy of Simon Alexander is attached below and based on 850 x 2000mm

It has already been amended by Community engagement team



Dedicated to Serving the residents of Steypning

**YOUR LOCAL
COUNCILLORS**

**Follow us
on Socials**



Come and talk to us about
your concerns and
hear about our ideas and
plans for the town



**Horsham
District
Council**



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

12 August 2024

Dear John

Engagement Letter – Local Authority

We are pleased to accept the instruction to act as internal auditors for the Council and are writing to confirm the terms of our appointment outlined below. The purpose of this engagement letter is to set out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility, it should be read in conjunction with our standard terms and conditions.

1. Period of engagement

- a. This letter is effective for accounting periods ending on or after 31st March 2025. (The 2024/25 council year)
- b. It replaces all previous engagement letters. The previously agreed commencement date for this engagement still applies.
- c. We will deal with matters arising in respect of periods prior to the above period as appropriate.

2. Responsibilities of the council and internal auditors

- a. The council is responsible for ensuring that the council maintains adequate accounting records and for preparing financial statements that have been prepared in accordance with current practices and guidelines.
- b. You are also responsible for making available to us, as and when required, all the council's accounting records and all other relevant records and related information, including the minutes of all meetings. We are entitled to request from the council's officers any other information and explanations as we think necessary for the performance of our duties as internal auditors.
- c. We have a statutory responsibility to report to the external auditors whether in our opinion the financial statements have been properly prepared in accordance with current practices and guidelines as outlined in the Joint Panel on Audit and Governance (JPAG) Practitioner's Guide covering the financial year under review. In forming this opinion, we shall:
 - i. Review the accounting records and all other relevant records and related information, including minutes of all meetings
 - ii. If deemed necessary, conduct two or more reviews per annum to verify both the procedural and financial aspects of the council
 - iii. Report to you in writing any such adjustments that we may consider necessary, or those areas where we think your systems may require improvement
 - iv. Sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR) as internal auditors

- d. We have a professional responsibility to report if the financial statements do not comply with applicable proper practices, unless in our opinion the non-compliance is justified in the circumstances. In determining whether the departure is justified we consider:
 - i. Is the departure required for the financial statements to give a true and fair view; and
 - ii. Has adequate disclosure been made concerning the departure
- e. As with other professional services firms, we are required to identify our clients for the purposes of the UK anti-money laundering legislation. We are likely to request from you, and retain, some information and documentation for these purposes and/or to make searches of appropriate databases. If we are not able to obtain satisfactory evidence of your identity within a reasonable time, there may be circumstances in which we are not able to proceed with the audit appointment.
- f. The provision of audit services is a business in the regulated sector under the Proceeds of Crime Act 2002 and, as such, partners and staff in audit firms must comply with this legislation which includes provisions that may require us to make a money laundering disclosure in relation to information we obtain as part of our normal audit work. It is not our practice to inform you when such a disclosure is made or the reasons for it because of the restrictions imposed by the 'tipping off' provisions of the legislation.

3. Scope of audit

- a. Our audit will be conducted in accordance with current practices and guidelines and will include tests of transactions and of the existence, ownership and valuation of assets and liabilities such as we consider necessary.
- b. We shall obtain an understanding of the accounting and internal control systems to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained by the council. We shall expect to obtain such appropriate evidence as we consider sufficient to enable us to draw reasonable conclusions there from.
- c. The nature and extent of our procedures will vary according to our assessment of the council's accounting system and, where we wish to place reliance on it, the internal control system, and may cover any aspect of the business's operations that we consider appropriate. Our audit is not designed to identify all significant weaknesses in the council's systems but, if such weaknesses come to our notice during our audit, which we think should be brought to your attention, we shall report them to you. We accept no duty or responsibility to any other third party as concerns our reports.
- d. As part of our normal audit procedures, we may request you to provide written confirmation of certain oral representations which we have received from you during the audit on matters having a material effect on the financial statements. Where we bring misstatements in the accounts to your attention that are not adjusted, we shall require written representation of your reasons.
- e. To assist us with the examination of your financial statements, we shall request sight of all documents or statements, including minutes and reports, which are due to be issued with the financial statements. We are also entitled to attend all general meetings of the council and to receive notice of all such meetings.
- f. The responsibility of safeguarding the assets of the council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the council. However, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records (including those resulting from fraud, error or non-compliance with law or regulations), but our examination should not be relied upon to disclose all such material misstatements or frauds, errors or instances of non-compliance as may exist.
- g. Once we have issued/uploaded our report we have no further direct responsibility in relation to the financial statements for that financial year. However, we expect that you will inform us of any changes occurring between the date of our report and submission to the external auditor.

- h. We appreciate that the present size of your council may render it uneconomic to create a system of internal control based on the segregation of duties for different functions within each area of the council. In planning and performing our audit work we shall take account of this.

4. Electronic publication

- a. Where audited financial information is published on a website or by other electronic means, it is your responsibility to ensure that any such publication properly presents the financial information and auditor's report. We reserve the right to withhold consent to the electronic publication of our report or the financial statements if they are to be published in an inappropriate manner.
- b. It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. We are not required to carry out ongoing review of the information after it is first published. The maintenance and integrity of electronically published information is your responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

5. Communication

- a. To ensure that there is effective two-way communication between us we set out below the expected form and timing of such communications
 - i. We may arrange a meeting to discuss the forthcoming audit prior to the expected start date.
 - ii. We may arrange a meeting to discuss any matters arising from completing the on-site work.
 - iii. We shall of course contact you on a regular basis regarding both audit and other matters.

6. Other services

- a. You may request that we provide other services from time to time. We will issue a separate letter of engagement and scope of work to be performed accordingly. Because rules and regulations frequently change you must ask us to confirm any advice already given if a transaction is delayed or a similar transaction is to be undertaken.

7. Limitation of liability

- a. We specifically draw your attention to our standard terms and conditions which set out the basis on which we limit our liability to you and to others.
- b. There are no third parties that we have agreed should be entitled to rely on the work done pursuant to this engagement letter other than the external auditors.

8. Fees

- a. Our fees are calculated using a stand rate per hour, plus disbursements and VAT at the standard applicable rate.
- b. Our fees for the engagement period defined in clause 1a of this engagement letter are £70 per hour + VAT.
- c. Where applicable we charge 45p per mile for travel from the internal auditor's home address to the site of the audit.
- d. Our fees are payable on presentation of invoice.
- e. We do not normally charge for travel time, but in the event of an auditor attending on-site and the council not being ready and requiring the visit to be postponed or cancelled, we will charge for the auditor's travel time for the return journey at the hourly rate specified in clause 8(b).

9. Cancellation of services

- a. Services can be cancelled at any time in writing. Cancellation will be effective from the end of the engagement period defined in clause 1a of this engagement letter.
- b. If the council wishes to terminate the engagement period before the date defined in clause 1a of this agreement, an early termination fee shall become payable.
- c. The early termination fee shall be based on the anticipated duration of internal audit work during the remaining engagement period, and we shall provide an explanation of how this fee is calculated.

10. Agreement of terms

- a. This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- b. If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know
- c. This letter should be read in conjunction with our standard terms and conditions.

Yours sincerely

On behalf of Mulberry Local Authority Services Ltd

We confirm that by electronically approving this document we are agreeing that we have read and understood the contents of this letter and related terms and conditions and further agree that it accurately reflects our fair understanding of the services that we require you to undertake.