

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th SEPTEMBER 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F & GP/24/15 APOLOGIES FOR ABSENCE

15.1 Apologies were received from Cllrs Norcross, Foxwell and Trundle.

F&GP/24/16 DECLARATIONS OF INTEREST AND DISPENSATIONS

16.1 None

F&GP/23/17 QUESTIONS FROM THE FLOOR {in summary}

17.1 None

F&GP/23/18 MINUTES OF PREVIOUS MEETING

18.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 9th July 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/19 MATTERS ARISING AND ACTIONS – *These items taken as read*

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

19.2 Clerk to add yet to be finished projects to next year's SPC Action Plan – **Actioned**

19.3 Clerk to respond to internal auditors and publish on website – **Actioned**

19.4 Clerk to add project ideas discussed to next year's provisional list – **Actioned**

19.5 Full members SPC projects discussion to be taken forward – **See item 20.4**

19.6 Clerk to update action/project list and add two further items as agreed – **Actioned**

19.7 Community engagement WP to further discuss social media idea and bring back to F&GP-**See item 21.1**

19.8 Clerk to complete MOU with High St owner of wall adjacent car park, and obtain signatures and progress project – **Actioned**

19.9 Deputy Clerk to start ILCA training programme – **Actioned**

19.10 Clerk to respond to FOI requests from Cllr Campbell when time allowed – **Actioned**

19.11 Clerk to respond to ICO & Cllr Campbell concerning recent decision notice – **Actioned**

F&GP/24/20 FINANCIAL MATTERS.

20.1 **To approve the list of SPC payments for June, July & August 2024.**

Cllr Sharp **proposed, seconded** by Cllr I Alexander that SPC accept the June, July and August 2024 SPC Payment lists. **Agreed**

Clerk to check on what weedkiller is being used – to check that it is ecologically sound

CLERK

CLERK

20.2	Income and Expenditure reports for F&GP, covering June, July and August 2024. Cllr Sharp proposed, seconded by Cllr I Alexander that SPC accepts the F&GP Income and Expenditure reports for June, July and August 2024. Agreed	
20.3	To agree which version of the Rialtus Income and Expenditure Reports SPC will be checking on a monthly basis henceforth. The Chair explained the reasoning behind this council's request for an alternative I&E report, which although showing the main and important details such as annual budget for each separate coding item, and budget spent to date for those items, removes the 'phased' budget planning element which shows variance against expected costs or income to date. On the plus side, however, there is less information which makes it easier to read and some would argue therefore easier to understand. Cllr S Alexander proposed, seconded by Cllr Ballance that F&GP defers this item to allow the other committee members from Community and Planning & Premises at the next available opportunity, to feedback their thoughts to this committee. Agreed	CLERK
20.4	To consider progress on the 2024/25 SPC Action Plan The Clerk summarised the document details, as per supporting papers, and updated on the plan composition and the progress SPC was making with this year's projects. This item was also to discuss the 24/25 Business plan and Finance plan, but these will have to be dealt with at the next meeting as the drafts were not completed. The Clerk and Cllr Johnson to complete the details associated with the last two lines (out of eighteen projects).	CLERK
20.5	Cllr Sharp as F&GP Chair, to report on in-house auditing checks recently carried out. The Chair stated that there were 11 parts to this procedure of internal controls, and that he with the Clerk undertook the following - reconciliation of cashbooks; checking the validity of payments; checking VAT payments and claims; testing a sample of credits /validity of proper processes; Standing Orders/ Finance Regs; expenditure payments; Insurance check; Asset Register – (to be updated at next meeting); and agreeing employment returns to HMRC. He also stated that he hoped to be in attendance at the next interim Internal Audit appointment in early October.	CLERK CLERK / Cllr Sharp
20.6	To agree a request for grant funding from the Allotment Association to cover AGM charge Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees a grant for £84.60 to the Steyning Allotment Association. Agreed 5 For, 1 Abstained	D Clerk
20.7	To agree a request for grant funding from St Barnabas House. Cllr Sharp proposed, seconded by Cllr Johnson that SPC agree a grant of £300 for St Barnabas House as per supporting papers. Agreed	CLERK
20.8	To agree the payment for High St. Lamppost testing – to enable Christmas lighting displays. Members discussed why there was a continued need to test street lampposts and checked the process of continuing an arrangement with the previous service provider. Cllr Sharp proposed, seconded by Cllr Ballance that SPC accepts the proposal to pay the lamppost testing service provider {as per amount specified within supporting papers}. Agreed	CLERK
20.9	The SPC budget setting timetable for 2025/26. The Chair outlined the reasoning behind the need to agree the timescale noted within supporting papers. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts this (as per supporting papers) budget setting timeline. Agreed	CLERK
F&GP/24/21	GOVERNANCE AND COMMUNITY MATTERS	
21.1.1	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 August 28th and agreed an updated representation arrangement for the August farmers market 'surgery'. It also put forward certain recommendations (to be dealt with later on this agenda) concerning social media roll out and other promotional merchandise. This group to discuss an SPC App at the next convening, plus a need to coordinate final arrangements for the	CLERK

21.1.2	attendance for 'Farmers', plus who picks up and drops off supporting material. Cllrs S Alexander & Sharp thought there was also a need for the group to consider information posters being placed on Lampposts near problematic areas with a slogan saying ' <i>See it, Report it, Don't ignore it</i> ' and using QR codes to make reporting easier.	Cllr S Alexander
21.2	To review draft social media postings/ pages and to agree the details of the SPC social media roll out. Members considered the principle of starting this undertaking. Cllr Sharp proposed, seconded by Cllr I Alexander that F&GP recommend that the social media work and plans which have been prepared by the Deputy Clerk for a scheduled roll out, is taken to Full Council for final approval and for publication as soon as possible. Agreed	CLERK
21.3	To consider whether to purchase a pop-up promotional banner and agree content. The Community Engagement Group had suggested that F&GP approve a banner and its design content mainly for use at the Framers Market (as represented within the supporting papers). Members thought this might be useful for inside events, but preferred the concept of a banner instead saying simply ' <i>Steyning Parish Council – Meet your Local Councillors</i> ' or similar. Cllr Sharp proposed, seconded by Cllr Johnson that SPC purchase a banner with 'eyes' so that it can be attached to stall structure and include a simple message and SPC logo & design (as per mentioned within discussion). Agreed	CLERK
21.4	To discuss continued service arrangement with the current SPC internal auditor. Although its generally good practice to look at occasionally changing internal auditors, members further considered that with recent continued questioning of audits costing time and money, it was prudent to continue to use the current, well respected and widely used (within the sector and the district) service provider. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC continue to use the services of Mulberry Local Authority Services Ltd as their internal auditor provider. Agreed	CLERK
21.5	To agree details of the all-member working party which is to be tasked with agreeing project and associated budget priorities for 2025/26. The Chairmen explained the process, content and reasoning for this working party. Cllr Sharp proposed, seconded by Cllr Johnson that SPC create an all-member working party (to be moderated by a third party) which would follow immediately after the next Full Council meeting. Agreed	CLERK
21.6	Chairmans Function – To discuss arrangements for the next Chairmans function. Members considered catering arrangements, preferred date and perhaps new awards categories including <i>Contractor of the Year</i> and <i>Steyning Young Person of the Year</i> . There was discussion about perhaps expanding the event, and it was suggested to take it to Community Engagement Group for further discussion. Cllr Sharp proposed, seconded by Cllr S Alexander that the date for this year's Chairman's Function is to be the 6 th December. Agreed	CLERK CLERK
F&GP/24/22	DATA PROTECTION AND FREEDOM OF INFORMATION	
22.1	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 been responded to and a review of the decision has been requested so therefore the FOI panel will have to be convened.	FOI Panel
F&GP/24/23	PROGRESS REPORT	
23.1	F&GP/22/67.5 <i>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.</i>	D. CLERK
23.2	F&GP/22/68.3 <i>Set up Working Party to discuss Storyboard/Tourist Signs involving District Partnership – This now being dealt with by the Community Committee - Actioned</i>	
23.3	F&GP/24/08.2 <i>CCTV project to be further discussed with contractors on site – Ongoing with Cllr S Alexander working with company to get another on site meeting sorted out.</i>	CLERK & CCTV W. Party

23.4 *F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation – Ongoing with many archived documents to be checked. The Clerk also pointed out that the Clock Tower owner had been in touch to meet on site to potentially discuss details about one-off co-maintenance arrangements – Cllr Sharp as Chairman to also participate in the meeting on site* **Working Party**

F&GP/24/24 INFORMATION/CORRESPONDENCE ITEMS
24.1 None

F&GP/24/25 DATE OF NEXT MEETING – 8th October 2024 @7.30pm.

The Chair closed the meeting at 9.38pm

Signed Date 8th October 2024
Chair

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

<https://youtu.be/QCNXvbITl1g>

Bank Reconciliation up to 30/09/2024 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
01/09/2024	DD	848.00		848.00		R 	HDC Rates
02/09/2024	VIS	17.38		17.38		R 	Amazon - cashbox
02/09/2024	CR		576.34	576.34		R 	Receipt(s) Banked - NHS BLOODS
02/09/2024	Cr		68.01	68.01		R 	Receipt(s) Banked R. HIRE
02/09/2024	CR		84.00	84.00		R 	Receipt(s) Banked
02/09/2024	BP		42.00	42.00		R 	Receipt(s) Banked
02/09/2024	Cr		5.90	5.90		R 	Receipt(s) Banked
03/09/2024	TRF-JF0309		30,000.00	30,000.00		R 	Receipt(s) Banked - CASH TRANSFER
03/09/2024	BP		42.00	42.00		R 	Receipt(s) Banked
04/09/2024	DD	240.00		240.00		R 	Genke phones
04/09/2024	VIS	3.95		3.95		R 	Akzonobel paint
04/09/2024	277/24.25	291.95		291.95		R 	Bus. stream - Car Park
04/09/2024	278/24.25	183.30		183.30		R 	1st Clearflow - drains
04/09/2024	279/24.25	273.00		273.00		R 	Catercraft - boiler call out
04/09/2024	280/24.25	9.25		9.25		R 	Film sundries
04/09/2024	281/24.25	50.22		50.22		R 	EDF High St Electric
04/09/2024	282/24.25	7,962.38		7,962.38		R 	Gallagher insurance
04/09/2024	283/24.25	114.30		114.30		R 	Roxby admin support
04/09/2024	284/24.25	25.00		25.00		R 	Stey farmers market
04/09/2024	286/24.25	160.00		160.00		R 	TSS legionella
04/09/2024	BP		21.00	21.00		R 	Receipt(s) Banked
05/09/2024	VIS	37.45		37.45		R 	SiteLock Websecurity
05/09/2024	DR	1.02		1.02		R 	Site lock transaction fee
05/09/2024	285/24.25	2,828.56		2,828.56		R 	Sussex land supply grass cutti - CONTRACT
05/09/2024	287/24.25	360.00		360.00		R 	Clare Austin
05/09/2024	CR		95.21	95.21		R 	Receipt(s) Banked
05/09/2024	Cr		42.00	42.00		R 	Receipt(s) Banked
05/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
05/09/2024	Cr		42.00	42.00		R 	Receipt(s) Banked
05/09/2024	BP		84.00	84.00		R 	Receipt(s) Banked
05/09/2024	BP		21.00	21.00		R 	Receipt(s) Banked
05/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
05/09/2024	CR		63.00	63.00		R 	Receipt(s) Banked
05/09/2024	BP		21.00	21.00		R 	Receipt(s) Banked
05/09/2024	Cr		53.10	53.10		R 	Receipt(s) Banked
05/09/2024	CR		84.00	84.00		R 	Receipt(s) Banked
05/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
06/09/2024	CR		21.00	21.00		R 	Receipt(s) Banked
06/09/2024	CR		84.00	84.00		R 	Receipt(s) Banked
06/09/2024	CR		86.10	86.10		R 	Receipt(s) Banked
06/09/2024	CR		63.00	63.00		R 	Receipt(s) Banked
06/09/2024	CR		21.00	21.00		R 	Receipt(s) Banked
06/09/2024	24/22		89.60	89.60		R 	Receipt(s) Banked
06/09/2024	24/23		168.00	168.00		R 	Receipt(s) Banked
06/09/2024	24/24		84.00	84.00		R 	Receipt(s) Banked
06/09/2024	24/26		284.00	284.00		R 	Receipt(s) Banked
07/09/2024	CR		34.00	34.00		R 	Receipt(s) Banked
07/09/2024	CR		236.70	236.70		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/09/2024	CR		29,178.40	29,178.40		R 	Receipt(s) Banked - 2 x B1 amount
09/09/2024	CR		121.55	121.55		R 	Receipt(s) Banked P. tynevis
09/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
09/09/2024	BP		21.00	21.00		R 	Receipt(s) Banked
09/09/2024	BP		190.80	190.80		R 	Receipt(s) Banked
10/09/2024	CR		11.80	11.80		R 	Receipt(s) Banked
10/09/2024	Cr		42.00	42.00		R 	Receipt(s) Banked
10/09/2024	CR		21.00	21.00		R 	Receipt(s) Banked
10/09/2024	24/25		120.00	120.00		R 	Receipt(s) Banked
11/09/2024	288/24.25	87.89		87.89		R 	Bus. stream - Alott water
11/09/2024	289/24.25	418.44		418.44		R 	Catercraft - service boiler
11/09/2024	290/24.25	29.50		29.50		R 	Film night sundries
11/09/2024	291/24.25	264.00		264.00		R 	S Duffett - play area works
11/09/2024	294/24.25	186.00		186.00		R 	Sowerby - toilet security
11/09/2024	291/24.25	-264.00		-264.00		R 	S Duffett -noticeboard
11/09/2024	291/24.25	264.00		264.00		R 	S Duffett noticeboards
11/09/2024	CR		457.47	457.47		R 	Receipt(s) Banked - Eon FITS
11/09/2024	CR		61.94	61.94		R 	Receipt(s) Banked RECLAM.
12/09/2024	Cr		42.00	42.00		R 	Receipt(s) Banked
12/09/2024	CR		168.70	168.70		R 	Receipt(s) Banked
12/09/2024	CR		40.00	40.00		R 	Receipt(s) Banked
12/09/2024	CR		89.25	89.25		R 	Receipt(s) Banked
12/09/2024	BP		81.61	81.61		R 	Receipt(s) Banked
12/09/2024	CR		114.80	114.80		R 	Receipt(s) Banked
12/09/2024	CR		237.15	237.15		R 	Receipt(s) Banked
12/09/2024	CR		833.18	833.18		R 	Receipt(s) Banked - ST ANDREW LODGE
12/09/2024	CR		279.50	279.50		R 	Receipt(s) Banked R. HIRE
13/09/2024	Cr		64.55	64.55		R 	Receipt(s) Banked
13/09/2024	BP		120.00	120.00		R 	Receipt(s) Banked
13/09/2024	BP		42.00	42.00		R 	Receipt(s) Banked
13/09/2024	CR		278.85	278.85		R 	Receipt(s) Banked
13/09/2024	CR		68.01	68.01		R 	Receipt(s) Banked
13/09/2024	CR		422.00	422.00		R 	Receipt(s) Banked
13/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
13/09/2024	CR		100.00	100.00		R 	Receipt(s) Banked
13/09/2024	Cr		40.00	40.00		R 	Receipt(s) Banked
13/09/2024	CR		41.29	41.29		R 	Receipt(s) Banked
13/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
13/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
13/09/2024	CR		34.00	34.00		R 	Receipt(s) Banked
14/09/2024	CR		157.85	157.85		R 	Receipt(s) Banked
14/09/2024	CR		200.90	200.90		R 	Receipt(s) Banked
16/09/2024	DD	20.74		20.74		R 	Propel -youth mobile phone
16/09/2024	VIS	31.18		31.18		R 	Zoom
16/09/2024	DD	36.67		36.67		R 	O2 phone
16/09/2024	CR		86.10	86.10		R 	Receipt(s) Banked
16/09/2024	CR		105.00	105.00		R 	Receipt(s) Banked
16/09/2024	BP		42.00	42.00		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/09/2024	CR		160.90	160.90		R 	Receipt(s) Banked
17/09/2024	CR		71.55	71.55		R 	Receipt(s) Banked
17/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
17/09/2024	CR		102.80	102.80		R 	Receipt(s) Banked
18/09/2024	295/24.25	369.41		369.41		R 	British Gas
18/09/2024	296/24.25	30.00		30.00		R 	paint from B&Q
18/09/2024	297/24.25	12.00		12.00		R 	Function 28
18/09/2024	298/24.25	549.31		549.31		R 	Laser - pavillion elec
18/09/2024	299/24.25	1,020.00		1,020.00		R 	South coast electrcials - PATs - <i>PORTABLE TESTING</i>
18/09/2024	300/24.25	306.00		306.00		R 	SCS - cinema
18/09/2024	301/24.25	1,414.28		1,414.28		R 	sussex Land services - grass cutting <i>CONTRACT</i>
18/09/2024	CR		103.02	103.02		R 	Receipt(s) Banked
19/09/2024	CR		21.00	21.00		R 	Receipt(s) Banked
19/09/2024	BP		305.60	305.60		R 	Receipt(s) Banked
20/09/2024	CR		288.17	288.17		R 	Receipt(s) Banked
20/09/2024	CR		98.85	98.85		R 	Receipt(s) Banked
20/09/2024	CR		285.60	285.60		R 	Receipt(s) Banked
23/09/2024	CHG	32.13		32.13		R 	HSBC charges
23/09/2024	VIS	35.16		35.16		R 	AGA Solopress banner
23/09/2024	CR		21.00	21.00		R 	Receipt(s) Banked
23/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
23/09/2024	CR		34.40	34.40		R 	Receipt(s) Banked
24/09/2024	CR		42.00	42.00		R 	Receipt(s) Banked
25/09/2024	VIS	17.58		17.58		R 	Amazon - cable ties
25/09/2024	302/24.25	371.62		371.62		R 	Maintenance sundries
25/09/2024	303/24.25	109.81		109.81		R 	BSG printing
25/09/2024	304/24.25	384.00		384.00		R 	S Duffett - Chandlers install
25/09/2024	305/24.25	2,458.76		2,458.76		R 	Festivelighting - <i>XMAS LIGHT PAYMENT</i>
25/09/2024	306/24.25	307.30		307.30		R 	HDC waste
25/09/2024	307/24.25	1,679.86		1,679.86		R 	Laser elec Steyning centre
25/09/2024	308/24.25	342.52		342.52		R 	Laser elec High St toilets
25/09/2024	309/24.25	1,826.40		1,826.40		R 	Online play maint - <i>PLAY TUNNEL</i>
25/09/2024	309A/24.25	30.00		30.00		R 	Online play
25/09/2024	310/24.25	552.30		552.30		R 	Tom Packer radio mics - <i>FOR EVENTS</i>
25/09/2024	311/24.25	398.41		398.41		R 	PiP Services
25/09/2024	312/24.25	42.00		42.00		R 	Rainer Allot reimburse
25/09/2024	313/24.25	405.00		405.00		R 	Streeter - hedgerows
25/09/2024	314/24.25	589.00		589.00		R 	TC Maintenace - <i>PLAY CHECKS + MAINTENANCE</i>
25/09/2024	315/24.25	160.00		160.00		R 	TSS legionella
25/09/2024	BP		32.70	32.70		R 	Receipt(s) Banked
26/09/2024	DD	48.00		48.00		R 	Gocardless - phone
26/09/2024	VIS	6.65		6.65		R 	Amazon fire door sign
26/09/2024	VIS	7.49		7.49		R 	Amazon - cable ties
26/09/2024	VIS	11.04		11.04		R 	Zoho assist
27/09/2024	VIS	26.40		26.40		R 	Costco member - youth tuck
27/09/2024	BP	610.11		610.11		R 	Youth Worker salaries
27/09/2024	BP	-610.11		-610.11		R 	Salaries - youth workers
27/09/2024	BP	610.11		610.11		R 	Salaries Youth workers

Bank Reconciliation up to 30/09/2024 for Cashbook No 1 - Current Account

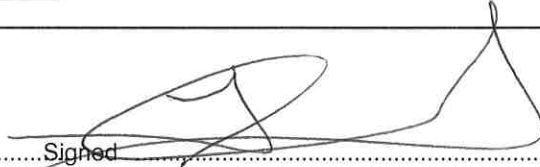
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/09/2024	BP	6,824.46		6,824.46		R ☒	Salaries - various
30/09/2024	CR		202,162.50	202,162.50		R ☒	Receipt(s) Banked - PRECEPT
30/09/2024	CR		41.29	41.29		R ☒	Receipt(s) Banked PAYMENT
		<u>35,457.18</u>	<u>270,580.04</u>				

Clerk / RFO:

Name

JOHN FULFORD

Signed



Date

7th October '24

Chair of F&GP:

Name

Signed

Date

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

SEPTEMBER 24 - OPTION 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
<u>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	0	2,250	2,250	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	404,325	404,325	0	404,325			100.0%	
1090 Bank Interest Received	2,554	3,600	1,046	7,200			35.5%	
Administration :- Income	406,879	412,139	5,260	419,975			96.9%	0
4000 Salaries	79,756	97,248	17,492	194,500		114,744	41.0%	
4002 Printing, stationery, postage	1,658	1,374	(284)	2,750		1,092	60.3%	
4003 Staff Ill Health Insurance	0	1,500	1,500	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,626	1,524	(102)	3,050		1,424	53.3%	
4005 Insurance	7,962	0	(7,962)	7,800		(162)	102.1%	
4006 Salaries Outsourcing	200	234	34	465		265	43.0%	
4007 Data Protection	548	660	112	1,320		772	41.5%	
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	168	276	108	550		382	30.6%	
4021 General Grants	550	1,248	698	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 30/09/2024

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Memorial Gardens - upkeep	15	40	25	260		245	5.8%	
4033 Christmas Lights Grant	2,049	3,500	1,451	6,200		4,151	33.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,200	138	2,550		488	80.9%	
4039 Publicity and Advertising	1,137	400	(737)	900		(237)	126.4%	
4040 Town Clock	0	150	150	450		450	0.0%	
4045 Misc & Petty Cash	0	126	126	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	593	0	(593)	750		157	79.0%	
4061 Councillors' Allowances	0	20	20	100		100	0.0%	
4063 Legionnaires	800	1,150	350	2,440		1,640	32.8%	
4070 Software support & Packages	2,036	2,050	14	2,600		564	78.3%	
4071 ICT Equipment	3,227	1,400	(1,827)	2,250		(977)	143.4%	1,462
4072 Website Development	111	228	117	450		339	24.6%	
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	106,883	122,498	15,615	247,010	0	140,127	43.3%	1,462
Net Income over Expenditure	299,996	289,641	(10,355)	172,965				
6000 plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	301,458							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	7,220	31,000	23,780	31,000		23,780	23.3%	
Youth Provision :- Indirect Expenditure	<u>7,220</u>	<u>31,000</u>	<u>23,780</u>	<u>31,000</u>	<u>0</u>	<u>23,780</u>	<u>23.3%</u>	<u>0</u>
Net Expenditure	<u>(7,220)</u>	<u>(31,000)</u>	<u>(23,780)</u>	<u>(31,000)</u>				
Finance & General Purposes Ctt :- Income	406,879	412,139	5,260	419,975			96.9%	
Expenditure	114,104	153,498	39,394	355,510	0	241,406	32.1%	
Net Income over Expenditure	<u>292,776</u>	<u>258,641</u>	<u>(34,135)</u>	<u>64,465</u>				
plus Transfer from EMR	1,462							
Movement to/(from) Gen Reserve	<u>294,238</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

Committee Report

Ear Marked Reserves503 Earmarked Res F & C

	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	7,327	4,000	(3,327)	18,000		10,673	40.7%	
Earmarked Res F & C :- Indirect Expenditure	<u>7,327</u>	<u>4,000</u>	<u>(3,327)</u>	<u>23,000</u>	<u>0</u>	<u>15,673</u>	<u>31.9%</u>	<u>0</u>
Net Expenditure	<u>(7,327)</u>	<u>(4,000)</u>	<u>3,327</u>	<u>(23,000)</u>				
<u>550 Joint Parishes Cemetery Ctre</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	7,327	4,000	(3,327)	23,000	0	15,673	31.9%	
Net Income over Expenditure	<u>(2,377)</u>	<u>(4,000)</u>	<u>(1,623)</u>	<u>(23,000)</u>				
less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>(7,327)</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	478,651	468,605	(10,046)	528,675			90.5%	
Expenditure	186,100	228,968	42,868	528,675	0	342,575	35.2%	
Net Income over Expenditure	<u>292,551</u>	<u>239,637</u>	<u>(52,914)</u>	<u>0</u>				
plus Transfer from EMR	2,182							
less Transfer to EMR	4,950							
Movement to/(from) Gen Reserve	<u>289,783</u>							

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

SEPTEMBER 24 - OPTION 2.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt							
<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	404,325	404,325	0			100.0%	
1090 Bank Interest Received	2,554	7,200	4,646			35.5%	
Administration :- Income	406,879	419,975	13,096			96.9%	0
4000 Salaries	79,756	194,500	114,744		114,744	41.0%	
4002 Printing, stationery, postage	1,658	2,750	1,092		1,092	60.3%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,626	3,050	1,424		1,424	53.3%	
4005 Insurance	7,962	7,800	(162)		(162)	102.1%	
4006 Salaries Outsourcing	200	465	265		265	43.0%	
4007 Data Protection	548	1,320	772		772	41.5%	
4010 Audit Fees	1,444	2,075	631		631	69.6%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	168	550	382		382	30.6%	
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	2,049	6,200	4,151		4,151	33.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,550	488		488	80.9%	
4039 Publicity and Advertising	1,137	900	(237)		(237)	126.4%	
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	593	750	157		157	79.0%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	800	2,440	1,640		1,640	32.8%	
4070 Software support & Packages	2,036	2,600	564		564	78.3%	
4071 ICT Equipment	3,227	2,250	(977)		(977)	143.4%	1,462
4072 Website Development	111	450	339		339	24.6%	
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	106,883	247,010	140,127	0	140,127	43.3%	1,462
Net Income over Expenditure	299,996	172,965	(127,031)				
6000 plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	301,458						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>							
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)				
<u>103 Youth Provision</u>							
4023 Youth Service - Outsources	7,220	31,000	23,780		23,780	23.3%	
Youth Provision :- Indirect Expenditure	7,220	31,000	23,780	0	23,780	23.3%	0
Net Expenditure	(7,220)	(31,000)	(23,780)				
Finance & General Purposes Ctt :- Income	406,879	419,975	13,096			96.9%	
Expenditure	114,104	355,510	241,406	0	241,406	32.1%	
Net Income over Expenditure	292,776	64,465	(228,311)				
plus Transfer from EMR	1,462						
Movement to/(from) Gen Reserve	294,238						
<u>Ear Marked Reserves</u>							
<u>503 Earmarked Res F & C</u>							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	7,327	18,000	10,673		10,673	40.7%	
Earmarked Res F & C :- Indirect Expenditure	7,327	23,000	15,673	0	15,673	31.9%	0
Net Expenditure	(7,327)	(23,000)	(15,673)				
<u>550 Joint Parishes Cemetery Ctre</u>							
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	7,327	23,000	15,673	0	15,673	31.9%	
Net Income over Expenditure	(2,377)	(23,000)	(20,623)				
less Transfer to EMR	4,950						
Movement to/(from) Gen Reserve	(7,327)						
Grand Totals:- Income	478,651	528,675	50,024			90.5%	
Expenditure	186,100	528,675	342,575	0	342,575	35.2%	
Net Income over Expenditure	292,551	0	(292,551)				
plus Transfer from EMR	2,182						
less Transfer to EMR	4,050						

The SPC Business Plan {Action Plan} - 2024/25

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 2024/25 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 Council's 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 four 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 2023/24 Year End, the Total SPC Reserves were £ 261,829.00

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, now four, 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. **This money is held in a separate bank account which is gaining interest – we propose that the year-end figure for this account for March '24, which includes this interest, be our new emergency reserve– that is £115,259**

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 14th May 2024 as follows: -

Joint Cemetery Committee Accounts	£63,731	{Ring Fenced}
These funds to be used by Joint Cemetery Committee only.		
Neighbourhood Plan	£2,674	
These funds are primarily to cover ongoing costs from the Neighbourhood Planning Consultant		
HR Services	£3,743	
These funds are to cover admin costs associated with upgrading Staff Contracts		
LED Lighting Upgrades	£942	{Ring Fenced}
This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency		
MPF / Allot Access	£1,184	{Ring Fenced}
This was a designated project fund from the 2019/21 Budget (now part used).		

CIL Monies These funds can only be used for projects when agreed parameters from HDC are met.	£10,468	{Ring Fenced}
Bus Shelter Notice Boards This was a designated project fund from the 2019/21 Budget.	£1,000	{Ring Fenced}
Marley Shed Roof renovation For complete renewal of this Cricket Club managed SPC asset.	£500	{Ring Fenced}
High St. Notice board relocation Funds to cover relocation, new posts and possibly new board purchase when permissions allow.	£1,500	
Steyning Centre Audio- Visual upgrade Funds to cover the completion of this project.	£1,462	{Ring Fenced}
Clock Tower Maintenance Funds to cover completion of this project – Assist with scaffolding and renovate clock faces.	£4,660	{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 last Tree report.	£6,750	
TOTAL EARMARKED RESERVES	£103,614	

As at 2023/24 Year End this leaves a General Reserve figure of £158,215.00.

With an agreed Emergency Reserve of £115,259 this leaves the SPC with a potential ‘working capital’ for non-earmarked reserve projects of £42,956 for the year 2024/25.

2. SPC List of Projects and Planned Services for 2024/25

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 9th July ‘24, 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 ‘Start Up’** – Funding source Budget & Income from Joint Parishes + Youth members – Complete set up of fully functioning and internally staffed Joint Parishes Youth Service.
- **Chandlers Way Pocket Park and Play Area renewal** – Part paid by Cil Funds - £13,130 then topped up by General Reserves ‘working capital’ - To work collaboratively with the local residents to install a new play area, then plan a ‘pocket’ park for the benefit of the local community and begin planting.
- **MPF Main Access** – Paid for by General Reserves ‘working capital’ plus possible joint funding with the Steyning in Bloom group - To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming and attractive.

- **Steyping Centre energy & carbon saving** – **Funded by Special Projects budget** - To review and overhaul the energy usage within the Steyping Centre including the heating, lighting & insulation.
- **High Street Christmas Light Display** – **Funded by Annual Budget** - 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.
- **Climate Action Plan** – **Paid for by General Reserves 'working capital'** - Develop and agree a climate action plan
- **MPF/Charlton St ent. improvements** – **Paid for by General Res. 'working capital' + Earmarked Reserves** - Work with WSCC to understand what can be done to make this access point work better as an access point for the community.
- **High Street Tower Clock Maintenance** – **Paid for by General Res. 'working capital' + Earmarked Reserves** - Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.
- **MPF Play Area renewal** – **Paid for by General Res. 'working capital' + Externally sourced funding if possible** - Establish what the preferred option is, and where the funding is likely to come from for a Full MPF Play area renewal.
- **Bus Shelter improvements** – **Paid for by General Res. 'working capital' + Earmarked Reserves** -
- Work with Schools /Local Art groups to find an artistic installation for the shelter interior
- Find solution for physically challenged users of shelter
- **Steyping car parks and signage** – **HDC & WSCC funded** - Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and with maintenance programme in place
- **CCTV purchase and installation** – **Funded by Special Projects budget / topped up by Gen Res.-** To agree CCTV monitoring installation for the Steyping High Street, and progress arrangements for MPF and Fletchers Croft.
- **SPC Social media & App roll out** – **Little or no cost** - 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'.
- **Neighbourhood Plan - Phase II** – **Paid for by Earmarked reserves + possibly ext. funding applications** - 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.
- **Mouse Lane – Op watershed app.** – **Paid for by ext. funding applications** - Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue
- **Steyping Traffic Regulation Orders** – **Paid by WSCC + possibly topped up by SPC S106 Highways funds** - Complete a TRO or small selection of TROs for the benefit of Steyping Residents {Certainly Vicarage Lane as a top priority}
- **Steyping Centre projector install** - **Paid for by Earmarked reserves** - Complete feasibility study and business plan which sets out need for projector replacement and if agreed purchase and install
- **Last Years project completions** – **Paid for by General Res. 'working capital' + Earmarked Reserves** - To complete the unfinished SPC projects from the year 2024/25 agreed list

3. The SPC Action Plan for 2024/25

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.

SPC Action Plan for 2024/25

Updated 20th 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 Oct.	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 installation 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 expectations crucial
Stey. Centre energy & carbon saving	To review and overhaul the energy usage within the Steyning Centre including the heating system, lighting and insulation.	Find specialist heating engineer and discuss scope of works	By Oct	Appoint contractor	By Dec.	Agree scope of works and timescale	By Jan 25	Agree financial commitment for all or part of works {up to agreed £5K}	By Feb	Complete installation within budget parameters	By March	Clerk & P&P Com.	Contractors need very specific skill set - therefore ensuring the right engineers are available will be a risk to timescale	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 need testing	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 Plan	Develop and agree a climate action plan	Seek approval for key actions which will form our climate action plan	By End July	Develop objectives for outstanding actions	By Oct 24	Review energy and bank providers and feasibility of changing	By Jan 25	Add a climate page to the SPC website	By Jan 25	Identify any further climate priorities for 25/26 (One planet)	By Dec 24	Climate Action Group	Capacity of the clerk and team to progress some actions, given the length of some of the processes involved	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 liaise 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 comparatively 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 relevant
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 liaison 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 programme 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 maintenance 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 preferred 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 engagement 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 recommendations, 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 whether 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 approach 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 Sign post - For MPF	By Nov.	5. Draft new Tree Management Strategic Plan	Before End of May 25	Clerk and Community Com.	Needing 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

Steyning Parish Council - F&GP Draft Budget 1st April 2025 / 31st March 2026

Version 1 Oct-24

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	BUDGET 22/23	ACTUAL 22/23	BUDGET 23/24	ACTUAL 22/23	BUDGET 24/25	Year to date Month 5	Year End Expected	BUDGET 25/26
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 137,000.00	£ 123,153.00	£ 116,300.00	£ 131,850.00	£ 154,500.00	£ 173,546.00	£ 168,500.00	£ 191,706.00	£ 194,500.00	£ 72,817.00	£ 194,500.00	£ 205,000.00
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 3,200.00	£ 2,098.00	£ 2,500.00	£ 3,356.00	£ 2,500.00	£ 3,178.00	£ 2,650.00	£ 1,544.00	£ 2,750.00	£ 1,566.00	£ 2,950.00	£ 3,150.00
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ 1,350.00	£ -	£ 1,350.00	£ 2,173.00	£ 1,350.00	£ 1,108.00	£ 1,450.00	£ 2,351.00	£ 2,750.00	£ -	£ 2,750.00	£ 2,850.00
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 3,000.00	£ 2,316.00	£ 2,700.00	£ 2,788.00	£ 2,850.00	£ 2,865.00	£ 3,050.00	£ 2,828.00	£ 3,050.00	£ 1,356.00	£ 3,050.00	£ 3,200.00
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 5,800.00	£ 4,337.00	£ 5,100.00	£ 5,027.00	£ 5,350.00	£ 6,650.00	£ 6,500.00	£ 7,485.00	£ 7,800.00	£ -	£ 7,962.00	£ 8,200.00
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 237.00	£ 425.00	£ 395.00	£ 440.00	£ 413.00	£ 465.00	£ 200.00	£ 500.00	£ 520.00
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 1,700.00	£ 970.00	£ 1,200.00	£ 772.00	£ 1,200.00	£ 1,076.00	£ 1,250.00	£ 1,067.00	£ 1,320.00	£ 516.00	£ 1,280.00	£ 1,350.00
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 1,750.00	£ 2,987.00	£ 1,850.00	£ 1,584.00	£ 1,850.00	£ 2,567.00	£ 2,000.00	£ 5,416.00	£ 2,075.00	£ 1,444.00	£ 2,400.00	£ 2,100.00
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 10,000.00	£ 1,409.00	£ 10,000.00	£ 4.00	£ 2,400.00	£ 15.00	£ 850.00	£ 7,750.00	£ 500.00	£ 686.00	£ 900.00	£ 1,200.00
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 422.00	£ 285.00	£ 445.00	£ 550.00	£ 408.00	£ 550.00	£ 124.00	£ 480.00	£ 530.00
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 2,000.00	£ 1,136.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 1,927.00	£ 2,500.00	£ 4,500.00	£ 2,500.00	£ 550.00	£ 2,500.00	£ 2,750.00
4023	Youth Service Expenditure	£ 24,037.00	£ 18,392.00	£ 26,930.00	£ 25,996.00	£ 27,200.00	£ 27,400.00	£ 28,450.00	£ 28,016.00	£ 29,500.00	£ 17,564.00	£ 31,000.00	£ 6,556.00	£ 31,000.00	£ 34,000.00
4024	Youth Service - SCYP												£ -		
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ 160.00	£ -	£ 160.00	£ -	£ 650.00	£ -	£ 650.00	£ 446.00	£ 1,000.00	£ 85.00	£ 580.00	£ 1,000.00
4030	Steyning Bloom	£ 3,734.00	£ 3,835.00	£ 4,400.00	£ 4,964.00	£ 4,600.00	£ 4,600.00	£ 2,200.00	£ 2,200.00	£ 2,400.00	£ 2,400.00	£ 2,750.00	£ -	£ 2,750.00	£ 3,000.00
4032	Memorial Garden upkeep	£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ 150.00	£ 412.00	£ -	£ 450.00	£ 442.00	£ 260.00	£ 15.00	£ 260.00	£ 300.00
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 5,825.00	£ 4,019.00	£ 5,925.00	£ 4,438.00	£ 6,200.00	£ -	£ 6,200.00	£ 6,200.00
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,880.00	£ 1,815.00	£ 2,365.00	£ 2,351.00	£ 2,450.00	£ 2,000.00	£ 2,550.00	£ 2,062.00	£ 2,262.00	£ 2,550.00
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 175.00	£ 500.00	£ 567.00	£ 900.00	£ 1,083.00	£ 2,000.00	£ 2,200.00
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ 255.00	£ 450.00	£ 150.00	£ 400.00	£ 375.00	£ 450.00	£ -	£ 280.00	£ 450.00
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 275.00	£ 25.00	£ 275.00	£ 175.00	£ 275.00	£ 125.00	£ 250.00	£ 111.00	£ 250.00	£ -	£ 150.00	£ 200.00
4047	Training	£ 1,293.00	£ 1,545.00	£ 1,500.00	£ 426.00	£ 1,500.00	£ 385.00	£ 1,500.00	£ 1,876.00	£ 1,500.00	£ 2,027.00	£ 800.00	£ 170.00	£ 650.00	£ 800.00
4049	Showcase	£ -	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 300.00	£ -
4055	HR Support	£ -	£ 2,182.00	£ 5,000.00	£ 4,075.00	£ 5,000.00	£ 825.00	£ 1,000.00	£ -	£ 1,000.00	£ 475.00	£ 1,000.00	£ -	£ 650.00	£ 650.00
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 500.00	£ 701.00	£ 500.00	£ 769.00	£ 750.00	£ 581.00	£ 1,350.00	£ 900.00
4061	Councillors' Allowances	£ -	£ 49.00	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ 80.00	£ 100.00
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 1,600.00	£ 2,500.00	£ 2,440.00	£ 2,500.00	£ 933.00	£ 2,440.00	£ 533.00	£ 2,100.00	£ 2,440.00
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,000.00	£ 2,490.00	£ 2,400.00	£ 1,560.00	£ 2,600.00	£ 2,223.00	£ 2,600.00	£ 2,485.00	£ 2,600.00	£ 2,001.00	£ 2,750.00	£ 2,750.00
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,700.00	£ 1,775.00	£ 1,700.00	£ 2,595.00	£ 2,250.00	£ 427.00	£ 2,250.00	£ 4,665.00	£ 2,250.00	£ 2,767.00	£ 2,850.00	£ 2,400.00
4072	Website development	£ 93.00	£ 472.00	£ 1,000.00	£ 1,117.00	£ 1,000.00	£ 287.00	£ 450.00	£ 350.00	£ 450.00	£ 256.00	£ 450.00	£ 101.00	£ 450.00	£ 480.00
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ -	£ 1,050.00	£ 2,726.00	£ 1,700.00	£ 145.00	£ 1,000.00	£ -	£ 1,200.00	£ 1,500.00
4075	Isolation and Lonliness	£ -	£ -	£ 3,000.00	£ 1,762.00	£ 3,000.00	£ 2,512.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ 1,500.00	£ 3,000.00	£ -	£ 2,000.00	£ 3,000.00
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 45,000.00	£ 42,570.00	£ 45,105.00	£ 47,112.00	£ 45,500.00	£ 51,063.00	£ 52,989.00	£ 52,756.00	£ 56,000.00	£ -	£ 55,500.00	£ 57,500.00
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 15,750.00	£ 20,550.00	£ 15,750.00	£ 16,000.00	£ 16,500.00	£ 19,175.00	£ 17,250.00	£ 19,070.00	£ 21,500.00	£ -	£ 21,500.00	£ 23,200.00
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 20,000.00	£ 9,638.00	£ -	£ -	£ 18,000.00	£ 5,182.00	£ 30,000.00	£ 20,000.00
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 298,430.00	£ 256,872.00	£ 273,615.00	£ 272,836.00	£ 312,687.00	£ 322,927.00	£ 318,304.00	£ 338,892.00	£ 373,510.00		£ 386,134.00	£ 396,470.00
CODE	INCOME														
1000	Donations / Grants received	£ 3,313.00	£ 8,652.00	£ 3,400.00	£ 30,040.00	£ 2,800.00	£ 15,000.00	£ 3,500.00	£ 2,244.00	£ 3,500.00	£ 3,300.00	£ 4,500.00	£ -	£ 5,000.00	£ 5,000.00
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 5,167.00	£ 2,500.00	£ 267.00	£ 3,500.00	£ -	£ 2,100.00	£ 3,000.00
	Youth Service income														
1004	Reimbursed charges	£ -	£ 13.00	£ 200.00	£ 155.00	£ 200.00	£ 48.00	£ 200.00	£ 63.00	£ 200.00	£ 3.00	£ 200.00	£ -	£ 80.00	£ 200.00
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 173.00	£ 250.00	£ 59.00	£ 250.00	£ 30.00	£ 250.00	£ -	£ 150.00	£ 250.00
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 332,357.00	£ 338,997.00	£ 338,997.00	£ 404,325.00	£ 202,163.00	£ 404,325.00	£ 428,585.00
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 19.00	£ 120.00	£ 1,515.00	£ 550.00	£ 5,812.00	£ 7,200.00	£ 1,566.00	£ 6,200.00	£ 5,750.00
1600	JPCC income													£ 4,950.00	£ 3,000.00
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,545.00	£ 338,427.00	£ 341,405.00	£ 345,997.00	£ 348,409.00	£ 422,225.00		£ 422,805.00	£ 445,785.00
TOTAL INCOME OVER		£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 64,709.00	£ 26,290.00	£ 18,478.00	£ 27,743.00	£ 9,517.00	£ 48,715.00		£ 36,671.00	£ 49,315.00

Re-decorative/Renewal works - High Street Tower Clock

Briefing Note

The Clerk's office has been in fairly regular communication with the Clock Tower owners with a view to completing some mutually beneficial works to the High Street Clock Tower, and SPC owned clock faces and mechanism.

It is likely that works could go ahead very soon, and the idea is that SPC would part pay for the scaffolding to be erected, then have access to complete removal of clock faces and then internal clock mechanism, then allowing for general repairs and maintenance to be carried out, for then at the end of this process, SPC contractors allowed access once more to complete re-installation of clock mech and faces back into and onto the tower.

Cllr Sharp accompanied the Clerk during the last site meeting on the 26th September and took the opportunity to visit the Clock mechanism, with the proposed decorators, and to see the state of the internal decorations / leaks for himself.

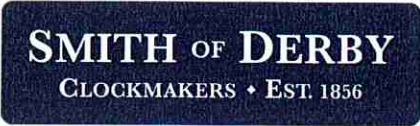
We would both agree that it is imperative that works are undertaken soon to avoid continued water ingress.

The owners are more than willing to work together with us on this project, as are the decorators.

What we need in the first instance is to agree the deposit payment for our specialist contractor – as per following invoice (item 6.6.2) – This project is on our Action Plan for completion this year if at all possible. £5K has been agreed as an earmarked reserve for the past two years to cover some of these costs – the balance would need to come from our SPC General Reserves, and this amount is available to us without going below the agreed line which constitutes the SPC emergency reserve – in other words this comes from our working capital funds for 2024/25.

The cost for the complete restoration of Clock faces and Mech is to be £15,028 + VAT.

Cost for part payment of the scaffolding is yet to be determined.



112 Alfreton Road, Derby DE21 4AU United Kingdom
+44 (0)1332 345569
smithofderby.com |

Invoice

Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning, West Sussex
BN44 3XZ

Invoice No :
Date : 26/09/2024
Account No :
Our Ref :
All Amounts in Pounds
VAT Number: GB 125 6772 59

Terms 30 days from document date

Description	Quantity	Price	VAT	Total
Steyning Town Clock				
Order No : Email				
30% deposit against work to attend site and remove dials, hands and dialworks for restoration within our workshop. Once restored and building work has been completed, return to site, install and commission; leaving site in good working order.	1	4508.40	Std Rate	4508.40

Please Forward Payment to
HSBC Bank PLC.
Account Name: Smith of Derby Ltd.
Sort Code: Account Number:

GOODS TOTAL 4508.40
VAT TOTAL 901.68

Please quote the following invoice number with your payment: 0000133811
Please ring ay by card.

INVOICE
TOTAL £ 5410.08



Company Registration. 01395408
VAT Registration. GB 125 6772 59
Smith of Derby trades as: John Smith & Sons, J B Joyce & Co, William Potts & Sons,
James Ritchie & Son (Clockmakers) Ltd

Community Engagement Group recommendations

Briefing Note

At the CEG discussion on the afternoon of the 3rd October, Cllrs Sharp, S Alexander, Linfield, Ballance, and Young plus both Clerks discussed three main topics.

1. 'See it, Report it, Sorted' campaign

The first was to discuss and agree for recommendation the posters and their content which are available to view under item 7.1.2.

Having amended spelling and typeface/font stylings the group discussed how these posters should be rolled out/ distributed.

The plan is that they be made to A5 size and printed onto Correx (corrugated plastic)

All agreed the posters looked good and got the message across very well indeed in regard to the **See it, Report it, Sorted** campaign.

The Clerk urged caution to avoid potentially causing more issues than solving initially with in-judicial distribution of placing posters onto inappropriate street furniture /places and to avoid too many going up at any one time. The Committee seemed keen to proceed anyway, noting that even if some residents were unhappy about distribution, it would certainly bring into focus the message content, and that hopefully this would promote action – which was the point.

2. How to implement a Steyning App.

Cllr Sharp reported that the current front runner is 'Aubergine' which has the merit of being created by an IT specialist who is also a parish councillor.

They have about 12 parish councils using their software - the one he had downloaded onto his phone is for Nantwich Town Council.

The costs are not excessive and the method of editing and adding copy appears - at least at first glance - to be fairly straightforward.

Nevertheless the actual labour requirement for managing an App like this is uncertain.

The CEG therefore agreed 3 "due diligence" steps for this potential App.

1. Leanne and Cllr Sharp to create a plan for what content they felt should be on the App - and what proportion needs uploading frequently and infrequently to get a sense of the potential workload.
2. SPC ask Aubergine to provide a more detailed demonstration of how copy, photos and video can be uploaded and edited.
3. SPC approach the Clerks of parish councils who have bought and implemented the Aubergine app and ask them how easy it has been, what the workload is like and how popular have they been.

This is then reported back in the first instance to the CEG for recommendations to be brought back to F&GP in due course.

3. How to update the SPC Web Site.

Cllr S Alexander presented an alternative Web Site approach.

It was clear this needed much more time to discuss and consider before any recommendation could be made – so this will be discussed at the next CEG meeting.

POTHOLES

or poor surface

Report this to WSCC here



SEE it, REPORT it
Don't IGNORE it

Sign provided by
Steypning Parish Council



Serving the residents of Steypning

FOOTPATH

OVERGROWN?

Report this to WSCC here



SCAN
ME!



SEE it, REPORT it
Don't IGNORE it

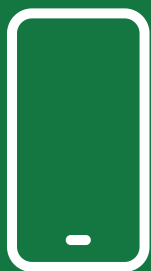
Sign provided by
Steypning Parish Council



Serving the residents of Steypning

FLY TIPPING?

Report this to HDC here



SCAN
ME!



SEE it, REPORT it
Don't IGNORE it

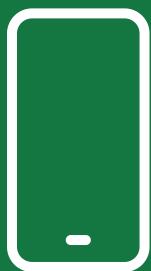
Sign provided by
Steypning Parish Council



Serving the residents of Steypning

DOG FOULING?

Report this to HDC here



SCAN
ME!



SEE it, REPORT it
Don't IGNORE it

Sign provided by
Steypning Parish Council

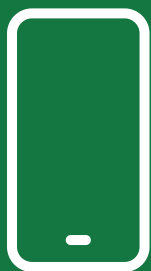


Serving the residents of Steypning

GRAFFITI

& VANDALISM?

Report this to HDC here



SCAN
ME!



SEE it, REPORT it
Don't IGNORE it

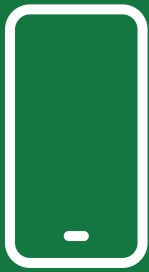
Sign provided by
Steypning Parish Council



Serving the residents of Steypning

LITTER ISSUES?

Report this to HDC here



SCAN
ME!



SEE it, REPORT it
Don't IGNORE it

Sign provided by
Steypning Parish Council



Serving the residents of Steypning

ANTI-SOCIAL BEHAVIOUR

or e-scooters

Report this to Sussex Police



**SCAN
ME!**

or Call 101



**SEE IT
SAY IT
SORTED**

Sign provided by
Steypning Parish Council



Serving** the residents of **Steypning

Section 3 - External Auditor Report and Certificate 2023/24 - INTERIM

In respect of

Steyping Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and other matters will be provided with the certificate of completion, following finalisation of the review.

3 External auditor certificate 2023/24

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

We do not certify completion because:

We must complete our review work before we are able to certify completion and discharge our responsibilities.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads 'MOORE' in a cursive, stylized font.

Date

24/09/2024

STEYNING PARISH COUNCIL SCHEDULE OF INSURED ASSETS 1st September '24 - 31st August '25

Purchase date (if known) Before 2015 unless specified	Asset	Location	Condition	Date last inspected	Replacement date (Estimated)	Cost or proxy cost	Insured values
	Buildings					Updated March 2023	As at October 2024
	Steyning Centre	Fletcher's Croft	Very Good	Daily /Annually	Maintained	£ 1,852,811.12	£ 2,738,083.00
	Marley Shed Recreation Ground	MPF	Very Good	Annually	Maintained	£ 8,358.26	{Insured by C. Club}
	Changing Rooms	MPF	Good	Weekly	Maintained	£ 192,757.04	£ 231,000.00
	Clock {Clock Faces and mechanism within Clock Tower}	High Street	Good	Annually	Maintained	£ 17,823.12	£ 28,981.00
	St. Cuthman's statue	Fletcher's Croft	Good	In 2021	Maintained	£ 23,420.91	£ 38,082.00
	Total - Building Costs					£ 2,095,170.45	£ 3,036,146.00
	Play and Recreation						
Various	Play & Exercise Equipment various locations (jointly owned fence at South Ash)	Various	Good / Fair	Fortnightly and annually	Some Due	£ 107,250.00	£ 175,165.00
Various	Safety Surfacing various locations	Various	Good / Poor	Fortnightly and annually	Some Due	£ 80,379.23	£ 126,734.00
Year 2019	Other Sports Surfaces - Basketball Court	MPF	Excellent	Fortnightly and annually	Replaced 2019	£ 28,850.00	£ -
	Contents - Steyning Centre:						
	Outsite Steyning Centre 3 x Memorial benches	Steyning Centre	Good	Annually	Maintained	£ 1,200.00	£ -
	Office Contents*	Steyning Centre	Good	Annually	Maintained	£ 9,833.14	£ -
	General contents**	Steyning Centre	Good	Annually	Maintained	£ 112,470.00	£ 249,123.00
	Contents - Outside equipment:						
	Street furniture***	Various	Good / Fair	Annually	Maintained	£ 45,439.69	£ 58,650.00
	Gates & Fences	Various	Good	Monthly	Maintained	£ 1,350.00	£ 2,216.00
	Mowers & Machinery****	Various	Fair	Annually	Maintained	£ 2,436.10	£ 2,840.00
Year 2019	Sports Equip Basketball Stands	MPF	Excellent	Monthly	Replaced 2019	£ 750.00	£ 1,228.00
	Steyning Town Pump & Trough/ Fixed outside equip	High Street	Poor	Unknown	Maintained	£ -	£ 10,226.00
21.05.15	War Memorial gardens	MPF	Excellent	Monthly	Maintained	£ 30,000.00	£ 54,208.00
	Total - Contents + Play & Recreation					£ 419,958.16	£ 680,390.00
	*OFFICE CONTENTS INCLUDE						
	Telephones	Steyning Centre	Excellent	Annually	Maintained	£ 180.25	£ -
	Zoostorm computers and equip	Steyning Centre	Good	Annually	Maintained	£ 2,128.98	£ -
	Lenovo B5400 Laptop	Steyning Centre	Poor	Annually	Maintained	£ 1,200.00	£ -
Year 2020	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 960.00	£ -
Year 2021	New Lap Top	Steyning Centre	Excellent	Annually	Maintained	£ 750.00	£ -
Year 2019	New network computers / monitors	Steyning Centre	Good	Annually	Maintained	£ 600.00	£ -
	Photocopier	Steyning Centre	Good	Annually	Maint' Agreement	£ 4,013.91	£ -
					Total	£ 9,833.14	{See General Contents}
	**GENERAL CONTENTS INCLUDES						
	Steyning Centre - General	Steyning Centre	N/A	N/A	N/A	£ 25,080.00	£ -
Added 2019	Piano & Stool	Steyning Centre	Excellent	Annually	Maintained	£ 800.00	£ -
Upgraded 2023	Audio system	Steyning Centre	Excellent	Annually	Maintained	£ 571.00	£ -
	Various Kitchen equipment	Steyning Centre	Good/Fair	Annually	Maintained	£ 35,000.00	£ -
Added 2023	inc. New Fridge/Freezer CHIQ {£289}						
Added 2023	inc. New Cooker - Falcon 6 {£2,371}						
	Sound system main hall	Steyning Centre	Good	Annually	Maintained	£ 8,450.00	£ -
	Film screens main hall & Saxon room	Steyning Centre	Fair	Annually	Maintained	£ 3,287.00	£ -
Upgraded 2023	Sound equip speakers and amplifyer	Steyning Centre	Excellent	Annually	Maintained	£ 2,450.00	£ -
Upgraded 2023	Cinema equip.screen,DVD & amplifyer	Steyning Centre	Excellent	Annually	Maintained	£ 10,525.00	£ -
	Television trolley	Steyning Centre	Fair	N/A	N/A	£ 140.00	£ -
2021	Epson Projector	Steyning Centre	Good	N/A	N/A	£ 550.00	£ -
2022	2 x Large TV Monitors	Steyning Centre	Excellent	Annually	Maintained	£ 1,311.00	£ -
2022	2 x Camera / Audio visual enhancement	Steyning Centre	Excellent	Annually	Maintained	£ 2,640.00	£ -
2022	16 x Microphones	Steyning Centre	Excellent	Annually	Maintained	£ 3,661.00	£ -
2019	Chairs x 250	Steyning Centre	Good	Annually	Maintained	£ 16,755.00	£ -
	Chairmans Badge of office	Steyning Centre	Fair	N/A	N/A	£ 800.00	£ -
Nov-15	Water colour painting by J Binns (Gift to PC)	Steyning Centre	Good	N/A	N/A	£ 450.00	£ -
					Total	£ 112,470.00	£ 249,123.00
	***STREET FURNITURE INCLUDES						
	Street lights (49 lamps) - See separate sheet	Various	Fair		N/A	£ 26,793.00	£ -
Year 2000	Poem on the stone	Mouse Lane	Good	Bi - Annually	Maintained	£ 2,924.00	£ -
Various	Seats / Benches	Various	Varies	Annually	Maintained	£ 2,703.00	£ -
2 x Added '20	Notice Board	Allotments/High St	Good	Annually	Maintained	£ 1,091.69	£ -
	CCTV	Various	Poor	N/A	N/A	£ 8,000.00	£ -
Added May19	Steyning Welcome Sign	Bramber Road	Excellent	Annually	N/A	£ 3,528.00	£ -
Added April 20	St Cuthman silhouette	Bramber Road	Excellent	Annually	N/A	£ 400.00	£ -
					Total	£ 45,439.69	£ 58,650.00
	****MOWERS & MACHINERY INCLUDES						
	Maint. tools	Steyning Centre	Fair	Annually	Maintained	£ 575.00	£ -
	4 x goal mouth irons & large roller	Cricket Club Shed	Unknown	Annually	Maintained	£ 389.10	£ -
2018 /2019	Strimmers	Steyning Centre	Good	Annually	Maintained	£ 350.00	£ -
2020	Dust Cart	Cricket Club Shed	Good	N/A	N/A	£ 1,122.00	£ -
					Total	£ 2,436.10	£ 2,840.00
Total						£ 2,515,128.61	£ 3,716,536.00

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

Disposed assets:			
Nov-14	Old office Laptop - stored until hard drive deleted.	£	400.00
Jun-15	Fax - no longer used Disposed 2020	£	120.63
Sep-18	Telephones	£	180.25
Aug-19	Zoostorm - computer and equipment	£	2,128.98
Nov-20	Bowls Club Pavillion	£	124,630.00
Aug-22	Sony TV	£	230.00
Aug-22	Overhead Projector	£	175.00

Aug-22	Panasonic Projector	£	1,250.00
Aug-22	Sony VCR	£	100.00
Aug-22	Sony DVD	£	100.00
Dec-22	Clock Tower	£	124,258.12
Mar-23	Fridge	£	250.00
May-23	Cooker	£	2,000.00
Sep-23	Curtains - replaced	£	1,625.00

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

All-member Project working party. Interim Results

- Last September Vicci Johnson and I (Andrew Sharp) suggested a more structured and perhaps more creative way of generating ideas for SPC projects.
- The aim is to improve the quality and ambition of projects for 25/26 and beyond.
- We ran a pilot version after the July 9th FGPC committee meeting and a full moderated version after the Full Council meeting of September 16th.
- The following charts show the output from that 45 minute session.
- We worked on 4 goals – but by popular vote spent most time on what were thought to be the 2 most important goals:
 - Improve and maintain local “beneficial facilities” (health, education, security, recreation, and worship, green spaces, playgrounds, ATM’s, restaurants / shops, green spaces, transportation) (A)
 - Enhance communication between the Council and the local community (C)
- We asked for ideas for both our 25/26 action plan and also beyond that ideas for the longer term future.
- We then asked everyone to pick their top ideas – and these are shown in red typeface on the following charts.
- The next steps are:
 - More ideas are solicited from the 5 councillors who were unable to attend the September 16th working party.
 - We then sort the ideas into those which are under our direct control – and those which are controlled by others but which we wish to influence strongly.
 - We then prioritize by each councillor picking their top 10 ideas from the direct list, and top 10 from the indirect list.
 - We then assign the developed project list to committees and working parties who can test their feasibility and develop plans.

A

Improve and maintain local “beneficial facilities”

(health, education, security, recreation, and worship, green spaces, playgrounds, ATM’s, restaurants / shops, green spaces, transportation)

25/26

- Keep Green Spaces for People
- Get Sussex vegetables back
- Put GP availability on App
- Upgrade MPF playground
- Beautify public loos
- More regular upkeep of playgrounds
- More CCTV
- Zip Wire
- Buses instead of cars / Better buses to Horsham
- Free wifi on council property eg MPF
- More activities for teenagers locally

25/26

- Revamp Bus shelter
- Youth club home / Youth club / Live Loungs / More council input into schools – to connect with youngsters
- Better Mobile signal coverage
- Buses / More buses / More buses
- Bank / ATM
- (more) play grounds and Youth facilities
- Assess high street rents – maintain breadth
- Local “hub” as in Shoreham
- Well maintained and well lit footpaths to reduce car use

A

Improve and maintain local “beneficial facilities”

(health, education, security, recreation, and worship, green spaces, playgrounds, ATM’s, restaurants / shops, green spaces, transportation)

Future

- Police Presence
- Restaurants
- Make sure shops are full and useful – not empty
- Buses to Shoreham every half hour
- Community Organic veg shop
- Pedestrian Precinct
- Regular news snippets – offers, free goodies, services
- Implement LCWIP

Future

- Buy Police station – as hub for community / youth
- Scout Hut
- More low cost housing
- Better access to GP’s
- Improve look of High Street
- Improve roads and parking
- CCTV
- Town WiFi

Enhance Community safety

25/26

Future

- Sort potholes – hold WSCC to account
- Assist reporting - signpost QR codes
- Lighting twittens – esp. Rosemary Avenue
- Trim hedges and undergrowth in Twittens / Footpaths
- Revive 20 is Plenty
- Police Prescence
- CCTV town wide

Enhance communication between the Council and the local community

25/26

- Steyning App – what's on , where, when / App
- Climate action on website
- Better website / Better website/ Promote SPC on our page
- Add excellent photos to Social Media
- Active Social Media / **get Social Media active / Social Media**
- Community Engagement survey / **Use app for “polls”**
- Annual Chairman and Community awards
- Attend Steyning Society meetings / Attend Steyning Development / Chamber Commerce
- **Engage with 26-45 year olds**
- Boost SPC “surgery” at Farmers market / Continue Farmers market (attendance)
- Encourage Residents to join working party meetings / projects
- Close relationship with School
- Continue Steyning Centre suggestion box

Future

- **Improve High Street safety / encourage new business**
- **SPC videos promoting projects**
- CCTV help
- Societies showcase / Societies showcase / Reinstate “showcase” for local organizations / charities
- Feedback session with public
- Traditional media coverage –
- More interesting items on notice boards – not just SPC (ditto social media)
- Work with other organisations – cross fertilize / promote events
- Notice boards on high st (multiple), Parks, Playgrounds
- **:“Advert” about SPC and what we can help with**

Improve and maintain local environment (inc. Reduce Carbon footprint)

25/26

Future

- Buses
- Organic Veg
- Housing
- Energy efficiency of SPC buildings
- Pressure on Southern Water
- Tidy up High Street – painting, buildings need occupying
- lobbying WSCC regarding the upkeep of Brotherhood Hall

The Community Infrastructure Levy

Steyning Parish Council Report for 2023/24

Guidance on Parish Council's responsibilities include the following.

- (i) Spending the CIL you receive (the neighbourhood portion) in line with the CIL regulations - to support the development of your area, or any part of that area, by funding:
 - (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
 - (b) anything else that is concerned with addressing the demands that development places on an area
- (ii) Spending the CIL within 5 years of receipt.
- (iii) Producing and publishing an annual report on any CIL received in a financial year

Balance from 2018/19	£6,246.28
Balance from 2019/20	£2,694.86
Balance from 2020/21	£2,339.12
Balance from 2021/22	0
Balance from 2022/23	£5,167.48
Total balance from previous years	£16,447.74

BALANCE SHEET FOR YEAR 2023/24 - To March '24

Income in this period from HDC	£0
Income in this period from SDNP	£266.64
TOTAL CIL MONIES AVAILABLE - INCOME	£266.64
End of Year Balance	£16,714.38
Projects this year using CIL allocated funding - Chandlers Way Play Park	£13,130.01
Agreed with HDC on 30th September 2024	
Remaining Cil Funds {SPC Earmarked reserves}	£3,584.37

Appendix 1 – Guide to Spending S106 Monies

There are useful explanations of s106 finance management here
<https://www.eastcambs.gov.uk/finance/section-106-grant-funding>
and here

https://www.e-lindsey.gov.uk/media/10014/Section-106-Contributions-Facts-and-Questions/pdf/Section_106_Contributions_Facts_and_Questions.pdf

1. *"... The funding must be spent on facilities that can be demonstrated to be required because of the new development taking place...."*
2. *.....Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed."*
3. *"....It is important to note that S106 monies may therefore only be spent on facilities where the new development has, **at least in part**, contributed to the need for the facilities. S106 funding is available **for capital projects** only. Revenue funding towards on-going running costs is not available. ..."*
4. *"... S106 payments relate directly to the development with which they are associated, and can only be spent as specified in the S106 agreement agreed by all relevant parties"...*
5. *"... Payments cannot be spent on alternative works unless the developer agrees. This however is very rare because the original agreement was to mitigate against the effects of the development and removing parts of it or altering it could mean the mitigation will not happen. Section 106 agreements should not be used to resolve existing problems elsewhere unless specified in the S106 agreement. The important principle is that the S106 contribution must meet the needs of the development proposed, and not be spent on making good a pre-existing deficiency. For example, a S106 contribution may be agreed to fund a new playground if a playground is made necessary by the development. The money can only be used to refurbish an existing playground nearby if it's agreed with the developer and specified in the S106 agreement."...*

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STEYNING SOCIETY AND STEYNING PARISH COUNCIL**

DATE

2024

INTRODUCTION

This memorandum is intended to record how the notice board outside the High Street Bus Shelter is to be operated following its transfer to The Steyning Society (“SS”) by the Steyning and District Community Association.

THE PURPOSE OF THE NOTICE BOARD

The notice board is intended to be available to charities and other voluntary organisations in Steyning Civil Parish so that they can advertise their activities and events subject to payment of an annual charge.

The notice board is not intended to be used to promote commercial organisations or events run for commercial purposes. It is also not intended to be used by political parties or political organisations or for political purposes or for any purpose which may reasonably be construed as being offensive or contrary to the interests of Steyning and its residents or which could reasonably be expected to bring the good names of SS and Steyning Parish Council (“SPC”) into disrepute.

No organisation shall have more than one notice on the notice board at any one time unless specifically agreed by SS.

OWNERSHIP

The notice board is the property of SS which is responsible for maintaining, repairing and replacing the notice board.

SS will set the annual charge for use of the notice board.

SS will set the other terms on which the notice board is operated after due consultation with SPC.

SS may use the notice board but, as owner, is exempt from payment of the annual charge.

To consider proposals raised by the Steyping Bowls Club

Briefing Note

The Bowls Club have put forward several recent proposals to enhance the service they are providing to our community and their membership. These are noted below. The first two of which have also been put forward to the Wilson Memorial Trust Foundation and indeed the funding for panel alterations and pétanque installation have apparently been approved in principle by the WMT.

1. A widened Viewing panel – please see pictures on pages 2,3 &4.

The viewing panel is set within the hedge to the Memorial Playing Fields on the southern boundary. This would involve extending the gap in the hedge from 1.0m to approx. 3.0m and installing a 2.4m high fence approx. 5.0m long on the club side of the hedge.

2. A small pétanque court – See diagrammatic representation on page 5.

This new installation is set within the grassed area against the southern boundary of the club.

3. Hedgerow along the Northern boundary

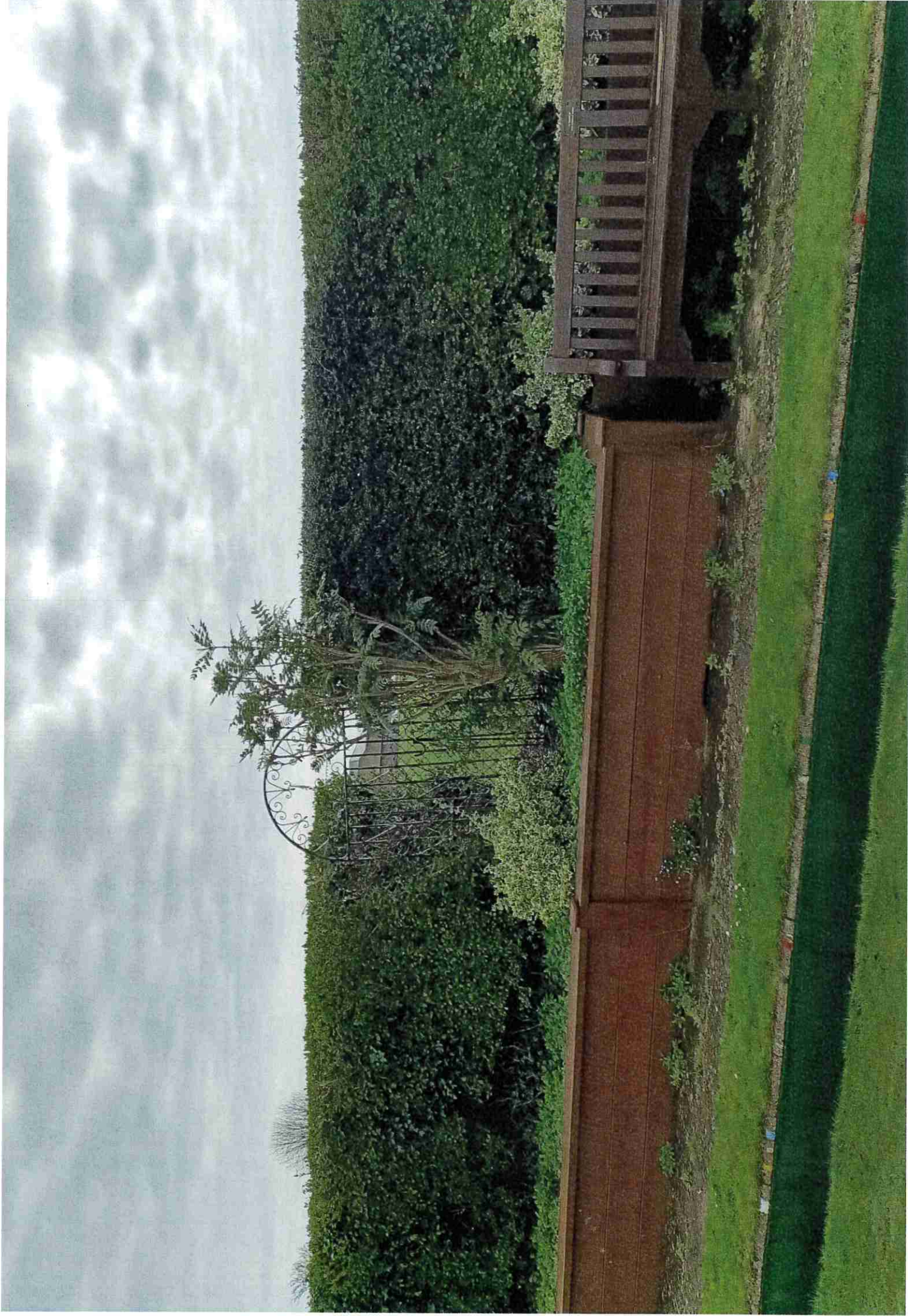
SPC recently completed some works to the northern boundary to make it more presentable and to allow for easier maintenance. The Club now want to go slightly further, and to introduce some additional hedgerow planting to further enhance this boundary and seek our approval for this planting.

4. The Club have requested a certificate of Acknowledgement

Following their recent and successful SPC grant application, the club have installed a new valve and control system for their sprinkler system and by all accounts it is working very well – to this end the club would like to have a certificate from SPC acknowledging our input for the club.

These proposals will have to be approved by the club at their AGM in November, however they would first need to know that we agree to their ideas.

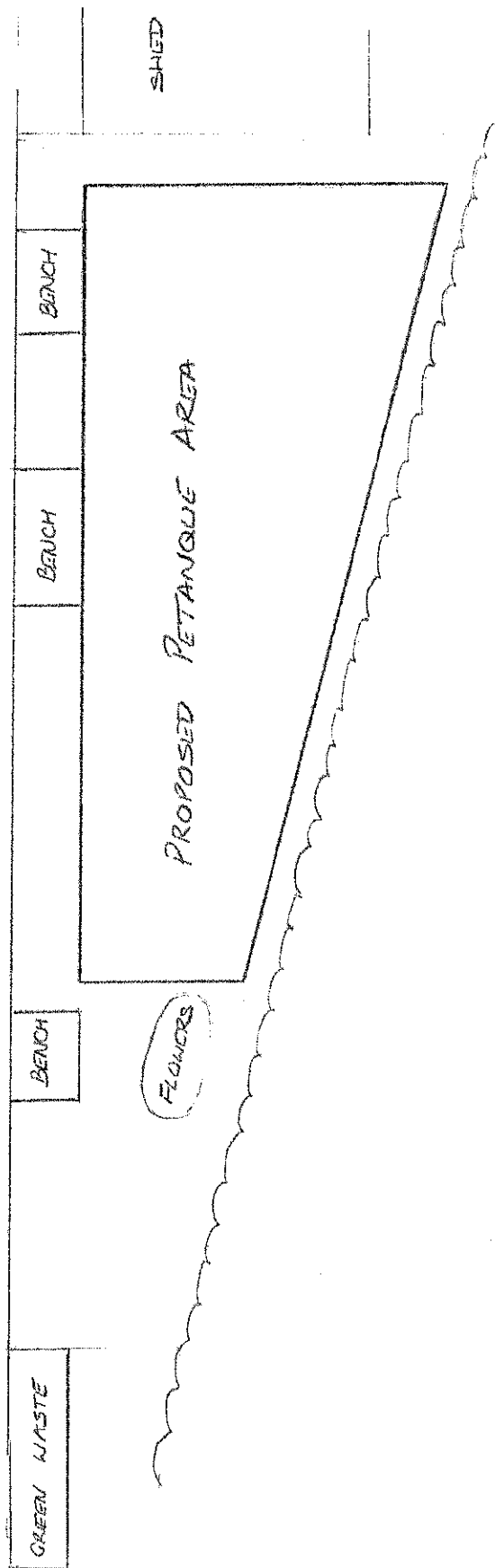






STEYNING BOWLS CLUB

PAVING



PERIMETER 32.0

AREA 48.0

PERIMETER

AREA