

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 8th OCTOBER 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F &GP/24/26 APOLOGIES FOR ABSENCE

26.1 Apologies were received from Cllrs Sharp, Johnson, Foxwell and Trundle.

F&GP/24/27 DECLARATIONS OF INTEREST AND DISPENSATIONS

27.1 None

F&GP/24/28 QUESTIONS FROM THE FLOOR {in summary}

28.1 None

F&GP/24/29 MINUTES OF PREVIOUS MEETING

29.1 Cllr S Alexander **proposed, seconded** by Cllr I Alexander that the draft minutes of the meeting held on the 10th September 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/30 MATTERS ARISING AND ACTIONS – *These items taken as read*

30.1 Clerk to check & relay to members details of miss-postings on monthly account payments – **Actioned**

30.2 Clerk to check on weedkillers being used by SPC to ensure they are ecologically sound - **Actioned**

30.3 Clerk to take alternative I&E reports to other SPC members and bring back thoughts to F&GP– **Actioned**

30.4 Clerk to complete SPC Business plan, Finance plan & Action plan for next F&GP meeting – **Actioned**

30.5 Clerk to bring updated SPC Asset register back to next F&GP meeting – **See item 32.4**

30.6 SPC to pay grant for Steyping Allotment Association to cover AGM costs – **Actioned**

30.7 SPC to pay grant for St Barnabas House of £300 - **Actioned**

30.8 Clerk to arrange for Steyping High Street Lamp Post testing to be completed – **Actioned**

30.9 Clerk to prepare F&GP Budget papers for 2025/26, for next meeting – **Actioned**

30.10 D. Clerk to arrange Com. Eng. Meeting – SPC App and Lamppost posters to be discussed – **Actioned**

30.11 Cllr S Alexander to prepare draft Lamppost posters for discussion – **Actioned**

30.12 Clerk & Cllr S Alexander to complete new SPC promo banner design and complete purchase – **Actioned**

30.13 Clerk's office to take social media postings recommendation to Full Council for approval – **Actioned**

30.14 All-member SPC projects working party to be convened following next Full Council meeting – **Actioned**

30.15 Clerk and SPC Chair to complete work on order of service for the 2024 Chairmans function – **Actioned**

30.16 Date and initial arrangements inc. list of invitations for Chairmans function confirmed – **Actioned**

30.17 FOI Panel to convene in order to discuss two FOI reviews – **Actioned**

F&GP/24/31 FINANCIAL MATTERS.

31.1 To approve the list of SPC payments for September 2024.

Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC accept the September 2024 SPC Payment list. **Agreed**

31.2 F&GP Income and Expenditure reports for September 2024.

Cllr S Alexander **proposed, seconded** by Cllr Norcross that SPC accepts the F&GP Income and Expenditure report for September 2024. **Agreed**

31.3 To agree which version of the Rialtas Income and Expenditure Reports SPC will be checking on a monthly basis henceforth. The Chair again explained the reasoning behind this council's request to consider 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. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC moves forward with option two (as per supporting papers) and reverts back to consider agreement on non-phased I & E reports henceforth. **Agreed**

CLERK

31.4 To consider updated SPC Business Plan, Finance Plan progress on the 2024/25 SPC Action Plan. The Chair and Clerk summarised the documents amended details, as per supporting papers, and reported on the composition and the progress SPC was making with this year's Action Plan projects. It was noted that in addition to previous years Finance Plan details, the Clerk had added a line showing where projects were going to be funded from, and also informed as to how SPC was spending the available SPC General Reserves as per requested by this Council. Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC approves the 2024/25 SPC Business Plan, Finance Plan and Action Plan. **Agreed**

CLERK

31.5 To consider the F&GP budget for 2025/26, as per first draft within supporting papers.

Cllrs discussed the draft papers for the first time – this item to be brought back to the next meeting for further consideration, and for questions to be raised via email if necessary in the meantime.

CLERK

31.6 To agree to proceed with a commitment to complete redecorative/renewal works to the High Street Tower Clock as per previous decisions, and in regard to the scope of work as per supporting papers, and therefore to approve payment for the deposit invoice. Restoration works costing £15,028 + VAT. The Clerk relayed details of the scope of works and how important is the need to work in close conjunction with the Clock Tower owner and Lease holder and their decorators, and the scaffolders. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC accepts the works and asks the Clerk to move things forward, as well as accepting to pay the 30% deposit invoice for £4,508.40 + VAT without delay so that works can commence as soon as possible. **Agreed**

CLERK

F&GP/24/32 GOVERNANCE AND COMMUNITY MATTERS

32.1.1 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. Cllrs considered the 'See it, Report it, Don't ignore it' campaign of 7 QR coded posters which promote residents to act for themselves when they see issues that WSCC or HDC ought to be dealing with. The Clerk had raised concerns that SPC needed to be careful not to overdo the distribution of said posters thereby potentially causing a litter issue in its own right, however provided posters were only fixed in position judiciously as and when required, and then only for short periods, members considered this to be both effective and responsible. Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC print these A5 posters (as per supporting papers) onto correx boards {at approx. 75p per poster} and distribute where needed. **Agreed**

CLERK

32.1.2	The next issues to be further discussed by the Engagement Committee are to be concerning an SPC APP and the continued development of the SPC website.	CLERK
32.2	To review draft social media postings/ pages and to agree any actions. Members were made aware that after only two weeks, there were currently 254 followers on Facebook alone, with over 4,000 posts viewed and 128 'reactions' – Certainly a success.	CLERK
32.3	To receive notification of External Audit interim notice. Members were informed that the auditors had sent an interim 'holding' notice as they had yet to complete full checks on the 2023/24 AGAR. This document had already been published on the web site for residents.	CLERK
32.4	To agree the updated SPC Asset Register for 2024/25. The Chair and Clerk explained any minor amendments from the previous year's register. Cllr S Alexander proposed, seconded by Cllr Ballance that SPC accepts the updated SPC Asset Register for 2024/25 {and approve it to be published}. Agreed	CLERK
32.5	To consider the next steps following the recent all member working party on SPC future projects. Members discussed the supporting paper which summarised the results of the meeting and pointed out that they felt the working party was well conceived and well run. Cllr S Alexander proposed, seconded by Cllr Ballance that the five councillors who were unable to attend the working party be encouraged to send their thoughts via email concerning future projects, and that subsequently ideas be sorted into categories, brought back to F&GP, then prioritised, and then projects assigned to committees. Agreed	CLERK
32.6	Clerk to confirm Cil money expenditure report and committee to agree actions. Members were made aware that all HDC's Cil contributions over the last six years were to be used to help finance the Chandlers Way Play Area redevelopment - this amounted to £13,130.01, and this had been relayed to HDC officers who agreed this was a good use of the outstanding Cil monies. This left £3,584.37 which was the total SDNP contributions so far accumulated. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC agree the 2023/24 CIL Report, {and that the £13,130.01 Cil funds be used for the play area redevelopment}. Agreed	CLERK
32.7	To agree the draft noticeboard MOU agreement between the Steyning Society and SPC as per supporting papers. This is for the noticeboard which SPC have previously looked after on behalf of the Steyning and District Community Association, and which is located by the north end of the High St. bus shelter. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC accepts the MOU agreement for use of the noticeboard, as presented via supporting papers. Agreed	CLERK
32.8	To agree to the proposals raised by the Steyning Bowls Club as per supporting papers The bowls club asked for support for ideas which included a widened viewing panel cut into the hedge which adjoins the MPF, the installation of a small pétanque court, some hedgerow planting on their north boundary, and to receive a certificate of acknowledgement from SPC regarding their recent successful grant application for enhanced sprinkler system. Members understood the issue with the club needing to find new members and felt they should support the club in their endeavours to help promote new membership if at all possible. Members were made aware that these requests did not affect the terms of the Bowls Lease agreement. Cllr S Alexander proposed, seconded by Cllr Norcross that SPC supports all four requests from the Steyning Bowls Club as per supporting papers. Agreed	CLERK
F&GP/24/33	DATA PROTECTION AND FREEDOM OF INFORMATION	
33.1	Update on SPC Data Protection and Freedom of Information requests The FOI panel met on the 30 th September to consider two Freedom of Information review requests from Cllr Campbell. The members involved had agreed to an outline response and Cllr Sharpe was completing a draft response when he returned from a holiday, which when agreed by the other members, would be sent to Cllr Campbell.	FOI Panel

F&GP/24/34 PROGRESS REPORT

34.1	<i>F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed – Ongoing – details to be discussed with new deputy clerk when in post.</i>	D. CLERK
34.2	<i>F&GP/22/21.4 Clerk and Chair to attend the next Internal Audit review – dated 16th October</i>	Clerk & Chair
34.3	<i>F&GP/24/08.2 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
34.4	<i>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.</i>	Working Party

F&GP/24/35 INFORMATION/CORRESPONDENCE ITEMS

35.1 None

F&GP/24/36 DATE OF NEXT MEETING – 10th December 2024 @7.30pm.

The Chair closed the meeting at 8.57pm

Signed Date 10th December 2024
Chair

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

<https://youtu.be/1Xiy4DtLD7k>

OCTOBER '24

Bank Reconciliation up to 31/10/2024 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
01/10/2024	BACS	4,713.10		4,713.10		R ☒	Salary Payments
01/10/2024	DD	848.00		848.00		R ☒	HDC Rates
01/10/2024	CR		319.33	319.33		R ☒	Receipt(s) Banked
01/10/2024	CR		768.25	768.25		R ☒	Receipt(s) Banked - CRICKET CLUB WATER
01/10/2024	CR		5.90	5.90		R ☒	Receipt(s) Banked
01/10/2024	CR		74.26	74.26		R ☒	Receipt(s) Banked
01/10/2024	CR		92.80	92.80		R ☒	Receipt(s) Banked
01/10/2024	24/29		84.00	84.00		R ☒	Receipt(s) Banked
02/10/2024	VIS	30.98		30.98		R ☒	Projector adapter plug
02/10/2024	VIS	42.50		42.50		R ☒	Stamps P Office
02/10/2024	216/24.25	50.00		50.00		R ☒	Chichester Payroll
02/10/2024	217/24.25	2,643.25		2,643.25		R ☒	Jack Lee - STREET CLEANING
02/10/2024	219/24.25	3,566.19		3,566.19		R ☒	HMRC - Tax & NIC
02/10/2024	218/24.25	2,685.63		2,685.63		R ☒	WSCC Pensions
02/10/2024	220/24.25	122.58		122.58		R ☒	Tuck Shop replenishment
02/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
02/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
02/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
02/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
02/10/2024	CR		21.00	21.00		R ☒	Receipt(s) Banked
03/10/2024	DD	240.00		240.00		R ☒	Genke Leasing Ltd Phones
03/10/2024	CR		120.00	120.00		R ☒	Receipt(s) Banked
03/10/2024	24/27		414.90	414.90		R ☒	Receipt(s) Banked - FILM RECEIPTS
03/10/2024	24/28		333.75	333.75		R ☒	Receipt(s) Banked
03/10/2024	24/30		21.00	21.00		R ☒	Receipt(s) Banked
03/10/2024	24/31		306.00	306.00		R ☒	Receipt(s) Banked
03/10/2024	CR		64.90	64.90		R ☒	Receipt(s) Banked
04/10/2024	BP		1,100.61	1,100.61		R ☒	Receipt(s) Banked - TENNIS CLUB RENT
04/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
04/10/2024	CR		28.60	28.60		R ☒	Receipt(s) Banked
04/10/2024	CR		133.20	133.20		R ☒	Receipt(s) Banked
04/10/2024	CR		757.23	757.23		R ☒	Receipt(s) Banked - BOWLING CLUB RENT
05/10/2024	BP		21.00	21.00		R ☒	Receipt(s) Banked
06/10/2024	CR		42.00	42.00		R ☒	Receipt(s) Banked
07/10/2024	VIS	593.28		593.28		R ☒	Microsoft - SECURITY OF WEB
07/10/2024	VIS	37.44		37.44		R ☒	SiteLock Websecurity - EMAIL ADDRESSES
07/10/2024	DR	1.02		1.02		R ☒	Data protect transaction fee
07/10/2024	CR		95.40	95.40		R ☒	Receipt(s) Banked
07/10/2024	BP		63.00	63.00		R ☒	Receipt(s) Banked
08/10/2024	VIS	52.02		52.02		R ☒	Flyers for youth
08/10/2024	CR		58.00	58.00		R ☒	Receipt(s) Banked
09/10/2024	VIS	14.72		14.72		R ☒	Amazon - pens
09/10/2024	221/24.25	1,184.51		1,184.51		R ☒	ADT - INTRUDER - MALFUNCTIONING ALARM SERVICE
09/10/2024	222/24.25	693.86		693.86		R ☒	ADT Fire Alarm service - ANNUAL SERVICE
09/10/2024	223/24.25	325.00		325.00		R ☒	Clare Austin
09/10/2024	224/24.25	300.00		300.00		R ☒	St Barnabus grant
09/10/2024	225/24.25	130.16		130.16		R ☒	Digital pro -photocopier
09/10/2024	226/24.25	51.09		51.09		R ☒	Film night supplies

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/10/2024	227/24.25	49.35		49.35		R	EDF electrics - High St
09/10/2024	228/24.25	2,458.76		2,458.76		R	Festive lighting - CHRISTMAS HIGH STREET PAYMENT
09/10/2024	229/24.25	818.00		818.00		R	HorshamDC Waste n Inspections
09/10/2024	230/24.25	100.00		100.00		R	window cleaning - PLAY AREA INSPECTIONS
09/10/2024	231/24.25	2,322.14		2,322.14		R	PRS. PPL licence + MONTHLY WASTE COLLECTIONS
09/10/2024	232/24.25	624.00		624.00		R	Rabbit skips - STEYING CENTRE ALLOTMENTS
09/10/2024	233/24.25	114.30		114.30		R	Admin support salary
09/10/2024	234/24.25	25.00		25.00		R	Farmers market
09/10/2024	235/24.25	120.00		120.00		R	TC Maintenance
09/10/2024	229/24.25	0.80		0.80		R	HDC Waste
09/10/2024	CR		60.00	60.00		R	Receipt(s) Banked
10/10/2024	VIS	77.50		77.50		R	Youth T Shirts
10/10/2024	236/24.25	5,410.08		5,410.08		R	Smith of Derby - TOWN CLOCK FIRST PAYMENT.
10/10/2024	CR		42.00	42.00		R	Receipt(s) Banked
10/10/2024	CR		42.17	42.17		R	Receipt(s) Banked
10/10/2024	CR		63.00	63.00		R	Receipt(s) Banked
12/10/2024	CR		120.40	120.40		R	Receipt(s) Banked
12/10/2024	BP		42.00	42.00		R	Receipt(s) Banked
13/10/2024	CR		42.00	42.00		R	Receipt(s) Banked
14/10/2024	CR		3,213.93	3,213.93		R	Receipt(s) Banked - VAT REIMBURSEMENT
14/10/2024	CR		64.50	64.50		R	Receipt(s) Banked
15/10/2024	DD	20.74		20.74		R	Mobile phone
15/10/2024	VIS	29.48		29.48		R	Amazon Batteries
15/10/2024	VIS	105.20		105.20		R	The Print Group
15/10/2024	VIS	8.99		8.99		R	Amazon Firelighter
15/10/2024	DR	25.00		25.00		R	Petty Cash
15/10/2024	CR		105.00	105.00		R	Receipt(s) Banked
15/10/2024	BP		120.00	120.00		R	Receipt(s) Banked
15/10/2024	CR		89.25	89.25		R	Receipt(s) Banked
15/10/2024	CR		98.85	98.85		R	Receipt(s) Banked
15/10/2024	CR		267.15	267.15		R	Receipt(s) Banked
15/10/2024	CR		29.00	29.00		R	Receipt(s) Banked
15/10/2024	CR		478.46	478.46		R	Receipt(s) Banked - ROOM HIRE (MCT GROUP)
15/10/2024	BP		20.00	20.00		R	Receipt(s) Banked
15/10/2024	BP		23.20	23.20		R	Receipt(s) Banked
15/10/2024	24/33		46.40	46.40		R	Receipt(s) Banked
15/10/2024	24/34		25.00	25.00		R	Receipt(s) Banked
16/10/2024	DD	27.55		27.55		R	O2 Phones
16/10/2024	VIS	549.00		549.00		R	PS5 playstation - YOUTH SERVICE
16/10/2024	VIS	31.18		31.18		R	Zoom
16/10/2024	337/24.25	438.94		438.94		R	Bus. stream Stey Centre - WATER BILL
16/10/2024	338/24.25	12.00		12.00		R	Function 28
16/10/2024	339/24.25	180.00		180.00		R	HDC Premises Licence
16/10/2024	340/24.25	267.92		267.92		R	Stey n Dist Part -grant
16/10/2024	341/24.25	306.60		306.60		R	Southern Cinema Services
16/10/2024	342/24.25	1,414.28		1,414.28		R	Sussex Land Serv - grass cutting (MONTHLY)
16/10/2024	CR		128.72	128.72		R	Receipt(s) Banked
17/10/2024	DD	35.00		35.00		R	ICO data protection

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
17/10/2024	CR		42.00	42.00		R 	Receipt(s) Banked
17/10/2024	CR		80.01	80.01		R 	Receipt(s) Banked
17/10/2024	CR		34.00	34.00		R 	Receipt(s) Banked
17/10/2024	CR		91.61	91.61		R 	Receipt(s) Banked
17/10/2024	CR		42.17	42.17		R 	Receipt(s) Banked
17/10/2024	BP		95.91	95.91		R 	Receipt(s) Banked
17/10/2024	24/32		129.00	129.00		R 	Receipt(s) Banked
18/10/2024	CR		143.60	143.60		R 	Receipt(s) Banked
18/10/2024	CR		86.10	86.10		R 	Receipt(s) Banked
18/10/2024	CR		95.40	95.40		R 	Receipt(s) Banked
21/10/2024	DR	24.36		24.36		R 	HSBC charges
21/10/2024	CR		422.00	422.00		R 	Receipt(s) Banked
21/10/2024	CR		42.00	42.00		R 	Receipt(s) Banked
21/10/2024	CR		150.00	150.00		R 	Receipt(s) Banked
22/10/2024	VIS	6.17		6.17		R 	Amazon - toilet rolls
22/10/2024	VIS	10.39		10.39		R 	Amazon tape measure
22/10/2024	CR		577.78	577.78		R 	Receipt(s) Banked - ST ANDREWS
22/10/2024	CR		102.80	102.80		R 	Receipt(s) Banked ROOM HIRE
22/10/2024	CR		258.30	258.30		R 	Receipt(s) Banked
22/10/2024	CR		146.52	146.52		R 	Receipt(s) Banked
22/10/2024	CR		68.01	68.01		R 	Receipt(s) Banked
23/10/2024	343/24.25	420.00		420.00		R 	Delwood
23/10/2024	344/24.25	38.00		38.00		R 	Greenthumb grass treatment
23/10/2024	345/24.25	317.22		317.22		R 	Mulberry audit services
23/10/2024	346/24.25	350.00		350.00		R 	Streeter hedgerow
23/10/2024	347/24.25	10.00		10.00		R 	Youth tuck
23/10/2024	348/24.25	497.76		497.76		R 	British Gas - STEYNING CENTRE
24/10/2024	VIS	12.17		12.17		R 	Amazon - Roll holders
24/10/2024	Cr		52.25	52.25		R 	Receipt(s) Banked
24/10/2024	BP		81.61	81.61		R 	Receipt(s) Banked
24/10/2024	CR		498.90	498.90		R 	Receipt(s) Banked - ROOM HIRE
24/10/2024	CR		42.17	42.17		R 	Receipt(s) Banked
25/10/2024	VIS	52.02		52.02		R 	AGA Printers youth
25/10/2024	CR		17.50	17.50		R 	Receipt(s) Banked
25/10/2024	CR		146.40	146.40		R 	Receipt(s) Banked
28/10/2024	DD	48.00		48.00		R 	Gocardless phones
28/10/2024	VIS	150.00		150.00		R 	Kings n Stevens veg cutting
28/10/2024	VIS	11.04		11.04		R 	ZOHO
28/10/2024	BP	7,288.47		7,288.47		R 	Salary payments
28/10/2024	CR		260.00	260.00		R 	Receipt(s) Banked
29/10/2024	BACS	5,446.50		5,446.50		R 	Salary payments
29/10/2024	VIS		40.80	40.80		R 	Receipt(s) Banked
30/10/2024	350/24.25	50.00		50.00		R 	Chichester payroll
30/10/2024	351/24.25	87.74		87.74		R 	HDC insurance
30/10/2024	352/24.25	3,541.51		3,541.51		R 	HMRC tax & NIC
30/10/2024	353/24.25	2,643.25		2,643.25		R 	Jack Lee - STREET CLEANING
30/10/2024	354/24.25	551.40		551.40		R 	Middlepeak - post - FINCH POST
30/10/2024	355/24.25	261.54		261.54		R 	PiP Services

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

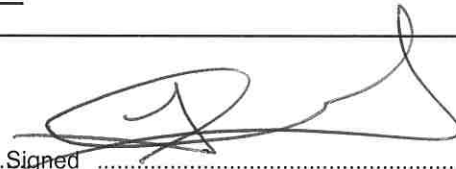
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/10/2024	356/24.25	114.30		114.30		R ☒	Admin ssist
30/10/2024	357/24.25	2,681.53		2,681.53		R ☒	WSCC pensions
30/10/2024	CR		35.00	35.00		R ☒	Receipt(s) Banked
31/10/2024	358/24.25	378.00		378.00		R ☒	Barewood Advertising
31/10/2024	CR		111.00	111.00		R ☒	Receipt(s) Banked
31/10/2024	BP		32.70	32.70		R ☒	Receipt(s) Banked
31/10/2024	CR		42.17	42.17		R ☒	Receipt(s) Banked
		58,888.51	14,223.87				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

25th Nov '24

Chair of F&GP:

Name

Signed

Date

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
101 Administration							
1000 Donations Received	0	4,500	4,500			0.0%	
1004 Reimbursed Charges & donations	34	200	166			17.0%	
1010 Miscellaneous income	25	250	225			10.0%	
1075 CIL Receipts	0	3,500	3,500			0.0%	
1076 Precept Received	404,325	404,325	0			100.0%	
1090 Bank Interest Received	2,698	7,200	4,502			37.5%	
Administration :- Income	407,082	419,975	12,893			96.9%	0
4000 Salaries	105,596	194,500	88,904		88,904	54.3%	
4002 Printing, stationery, postage	2,267	2,750	483		483	82.4%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	1,889	3,050	1,161		1,161	61.9%	
4005 Insurance	7,962	7,800	(162)		(162)	102.1%	
4006 Salaries Outsourcing	283	465	182		182	60.9%	
4007 Data Protection	615	1,320	705		705	46.6%	
4010 Audit Fees	1,708	2,075	367		367	82.3%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	194	550	356		356	35.3%	
4021 General Grants	1,118	2,500	1,382		1,382	44.7%	
4025 CCTV Maintenance	85	1,000	915		915	8.5%	
4030 Steypning 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	4,098	6,200	2,102		2,102	66.1%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,062	2,550	488		488	80.9%	
4039 Publicity and Advertising	1,162	900	(262)		(262)	129.1%	
4040 Town Clock	4,508	450	(4,058)		(4,058)	1001.9%	4,508
4045 Misc & Petty Cash	25	250	225		225	10.0%	
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	2,566	2,600	34		34	98.7%	
4071 ICT Equipment	3,227	2,250	(977)		(977)	143.4%	1,462
4072 Website Development	121	450	329		329	26.9%	
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	141,751	247,010	105,259	0	105,259	57.4%	5,970
Net Income over Expenditure	265,332	172,965	(92,367)				
6000 plus Transfer from EMR	5,970						
Movement to/(from) Gen Reserve	271,302						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	7,786	18,000	10,214		10,214	43.3%	
Earmarked Res F & C :- Indirect Expenditure	<u>7,786</u>	<u>23,000</u>	<u>15,214</u>	<u>0</u>	<u>15,214</u>	<u>33.9%</u>	<u>0</u>
Net Expenditure	<u>(7,786)</u>	<u>(23,000)</u>	<u>(15,214)</u>				
<u>550 Joint Parishes Cemetery Ctre</u>							
1600 JPCC Income	4,950	0	(4,950)			0.0%	4,950
Joint Parishes Cemetery Ctre :- Income	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>				<u>4,950</u>
Net Income	<u>4,950</u>	<u>0</u>	<u>(4,950)</u>				
<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	<u>0</u>	<u>77,500</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>(77,500)</u>	<u>(77,500)</u>				
<u>103 Youth Provision</u>							
4023 Youth Service - Outsources	12,307	31,000	18,693		18,693	39.7%	
Youth Provision :- Indirect Expenditure	<u>12,307</u>	<u>31,000</u>	<u>18,693</u>	<u>0</u>	<u>18,693</u>	<u>39.7%</u>	<u>0</u>
Net Expenditure	<u>(12,307)</u>	<u>(31,000)</u>	<u>(18,693)</u>				
Finance & General Purposes Ctt :- Income	407,082	419,975	12,893			96.9%	
Expenditure	154,058	355,510	201,452	0	201,452	43.3%	
Net Income over Expenditure	<u>253,025</u>	<u>64,465</u>	<u>(188,560)</u>				
plus Transfer from EMR	5,970						
Movement to/(from) Gen Reserve	<u>258,995</u>						

SPC Action Plan for 2024/25

Updated 30th Nov. '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	Clear and concise com. Eng. Working party briefs to ensure clarity of position	
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Consider Trough x 4 installation adjacent Car Park with SiB	By Dec	Consider Bollard installation adjacent Emergency access	By Dec.	Consider Storyboard installation on field adjacent Emergency access	By Jan 25	Consider Car Park re-lining dependent on installatiopn agreements	By Jan 25	Complete installation programme re agreements for these 4 considerations	By June 25	Clerk & Community Com.	There are a number of elements involved in this project and there is a need to work closely with Cricket Club, Steyning in Bloom and the Partnership to ensure finance is shared to allow for project success	Keep Cricket club in the loop and ensure they are part of the process. Managing 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 speacialist 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.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialble 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 liase with neighbours for 'buy in'	By Nov.	Meet with WSCC officers to determine nature of cooperation and joint scope	By Dec.	Remove kissing gate remnants and make good field access point	By Feb '24	Complete levelling off of entrance if funding allows	By May '24	Clerk & WSCC officers	The costs involved in this what seems relatively small project are comparitively large - If match funding not available then this may compromise the completion of the project or scope reduced	Getting scope of works correct is all important - must obtain quotes early	
High Street Tower - Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.	Agree contractor to undertake works.	By End of Oct.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Feb 25.	Agree financial commitment for part scaffold hire arrangements	By March 25.	Help apply for permissions for work to be done & obtain timeframe	By End June '25	Clerk / F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agreements. We have obtained a quote for our works, but coordination with owner remains the issue. Timetable completely in hands of the owner	Maintain close contact with owner to ensure scheme is kept relavent	
MPF Play Area renewal	Establish what the preferred option is, and where the funding is likely to come from for a Full MPF Play area renewal	Gain two up to date quotes with small variations from preferred contractors	By Oct.	Complete another WMT application based upon new quotation	By End of Oct	Bring quotes, and WMT application response back to Community Committee	By Feb	Complete final scope & present to Community Committee plus resident engagement strategy	By June	Complete Finance options for F&GP to consider and agree	By End June '25	Clerk / All	Two risks are time it takes to gain quotes & whether companies prepared to keep offering quotes, plus whether any external funding is forthcoming & therefore whether the scheme progresses	Establish good strategy - all important to avoid getting stuck in the mud	
Bus Shelter improvements	# - Work with Schools /Local Art groups to find an artistic installation for the shelter interior # - Find solution for physically challenged users of shelter	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders + gain com. Approval	By End March.	Discuss once more options for change of level in half of shelter	By End April 24	Commission works & obtain ideas for appropriate installation protection	By End April 24	Complete installation and official unveiling	By end June 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution. The school have recently been positive about collaboration	Set up community engagement meeting with key stakeholders to gain views early	
Steyning Car Parks & Signage	Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and maintenance programe in place	Gain Long term Car Park redesignation for Fletchers Croft - HDC	By July 24	Gain agreement from HDC that road and Car Park signage amended & phase 1 done	By August	Phase 2 signage and maintence agreements in place + have EV chargers in place	By Feb 25	Lobby HDC for Newmans Gardens C.P. works to be completed this financial year	By March 25.	Finalise,and gain approval for, a Car Park joint management MOU with HDC	End June 25	Clerk / Ian Alexander / Cllr Finnegan	Completely dependant on positive working relationship with HDC Car Parks and WSCC Highways depts	Be aware and prepared for HDC becoming less compliant	
CCTV purchase & installation	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring recommendations for agreement to F&GP covering scope & cost	By Dec	Gain agreement from Full Council for scope & cost of prefrred system	By Feb 25	Public consultation for parish wide system - Max scope, 'future safe'	By End April 25	Work to ensure infrastructure and permissions in place	By End May 25	Complete phase 1 installation	By End June '25	Clerk, working party , Full Council	Working productively with appropriate companies on scope takes considerable time and efforts including many on site meetings. Plus consultation will involve a great deal of work and appropriate publicity	Promote positive engagemnt and ensure scheme is understood by wider community	
SPC Social Media and App. roll out	Attempt regular postings on a number of platforms - to promote work of council, as well as ensure positive and correct information drowns out unhelpful 'noise'	Community Engagement Group to rec. main list of promo pages	By August	F&GP approve first tranche of promos & where to post	By Sept	Start process when links to web site are productive	By Oct.	Increase frequency of output including more narrative, maybe a blog	By Nov	Agree APP provider and complete full coverage	By Jan	Clerks office and Community Engagement Group	# - All parties aware of limitations on officer time, and for the need to ensure the Web site upgraded at the same time or preferably before full roll out of SM so links work correctly # APP to follow, when Links ok	Ensure there is always a willingness to work towards a resolution	
Neighbourhood Plan Phase II	Following SCP agreement to return to our N. Plan to consider missing elements from first plan, within 6 months of HDC Local plan being made - To do so.	To gain agreement from Full Council to start the process in advance of L. plan being made	July meeting	Working party to meet to make 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 - incorpourates 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.	Needng WSCC, shop owners, HDC to grant permissions for projects 1, 2 and 4. Needing HDC to complete long awaited / delayed review of Imp plan. Office Time only constraint for project 5	Keep positive coms going with partner organisations to ensure action	

SPC

25/26	25/26	25/26	Longer term	Longer term	Longer term
Project	Direct Action	Influencing	Project	Direct Action	Influencing
Revamp Bus Shelter	Set Budget		Youth Club Home	Research funding	Register Interest with local authorities
Steyning App	Set Budget		More buses	Create Working Party	Discuss with WSCC
Online polls	Set Budget		Scout Hut	Create Working Party	
SPC Videos on projects	Set Budget		Low cost housing		Discuss with HDC
High Street Safety	Working Party	Discuss with WSCC			
Disabled access to swings	Set Budget				
CCTV	Move to Poll				
Engage with Societies	Create " Ambassador " Activity				
State SPC "core purpose"					

PREMISES P & L ACCOUNT

Version 3 - November 24 - final recommendation

TOTAL INCOME OVER EXPENDITURE	<u>-£ 888.00</u>	<u>£ 9,005.00</u>	<u>-£ 25,904.00</u>	<u>-£ 25,710.00</u>	<u>-£ 3,717.00</u>	<u>£ 2,560.00</u>	<u>-£ 1,893.00</u>	<u>-£ 1,165.00</u>	<u>-£ 10,176.00</u>	<u>-£ 6,715.00</u>	<u>-£ 9,940.00</u>	<u>-£ 10,470.00</u>
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Draft Budget 1st April 2025/ 31st March 2026

Dated 4th Dec. {V4}

CONSOLIDATED P & L ACCOUNT

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 23/24	Budget 24/25	YEAR END Estimate	Draft Budget for 25/26
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975	£1,697	£1,800	£1,612	£ 1,800.00
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250	£2,121	£2,250	£2,389	£ 2,450.00
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00	£ 1,320.00	£ 1,600.00	£ 1,360.00	£ 1,500.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 18,077.00	£ 18,400.00	£ 29,483.00	£ 30,000.00	£ 31,200.00	£ 31,900.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,840.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 1,117.00	£ 1,300.00	£ 121.00	£ 1,350.00	-£ 500.00	£ 1,350.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ 200.00	£ 200.00	£ -	£ 200.00	£ 100.00	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00	£ -	£ 250.00	£ 120.00	£ 120.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 5,758.00	£ 5,000.00	£ 4,814.00	£ 5,000.00	£ 4,900.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00	£ 5,634.00	£ 8,250.00	£ 7,800.00	£ 8,250.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 5,440.00	£ 2,903.00	£ 2,586.00	£ 2,000.00	£ 2,100.00	£ 2,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 2,453.00	£ 3,500.00	£ 5,060.00	£ 4,200.00	£ 4,200.00	£ 4,400.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,930.00	£ 1,850.00	£ 1,884.00	£ 2,250.00	£ 2,150.00	£ 2,250.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 2,982.00	£ 2,000.00	£ 2,237.00	£ 2,450.00	£ 2,400.00	£ 2,550.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 3,237.00	£ 2,500.00	£ 6,329.00	£ 4,600.00	£ 4,600.00	£ 4,900.00
4322	Memorial Tributes											£ 1,000.00	£ 400.00	£ 1,000.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 3,396.00	£ 3,250.00	£ 3,842.00	£ 4,200.00	£ 4,100.00	£ 4,250.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 9,445.00	£ 3,200.00	£ 1,764.00	£ 3,250.00	£ 3,000.00	£ 3,250.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 63,631.00	£ 57,428.00	£ 70,732.00	£ 76,150.00	£ 73,431.00	£ 78,670.00
CODE	INCOME													
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00	£ 27,962.00	£ 29,500.00	£ 29,178.00	£ 30,500.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00	£ 540.00	£ 500.00	£ 204.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 4,193.00	£ 4,600.00	£ 4,706.00	£ 4,700.00	£ 5,247.00	£ 5,400.00	£ 5,400.00	£ 5,550.00
1006	Memorial Donations											£ 1,000.00	£ 400.00	£ 1,000.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 29,253.00	£ 29,900.00	£ 30,673.00	£ 30,900.00	£ 33,749.00	£ 36,400.00	£ 35,182.00	£ 37,550.00
TOTAL INCOME OVER EXPENDITURE														-41,120.00
		£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,400.00	-£24,431.00	-£27,650.00	-£32,958.00	-£26,528.00	-£36,983.00	-£39,750.00	-£38,249.00	

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

Version 2 Dec-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 7	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	£ 105,596.00	£ 194,500.00	£ 208,000.00
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	£ 2,267.00	£ 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	£ 1,889.00	£ 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	£ 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	£ 283.00	£ 490.00	£ 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	£ 615.00	£ 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	£ 1,708.00	£ 2,850.00	£ 2,300.00
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	£ 850.00
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 422.00	£ 285.00	£ 445.00	£ 550.00	£ 408.00	£ 550.00	£ 194.00	£ 360.00	£ 420.00
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	£ 1,118.00	£ 2,500.00	£ 2,500.00
4023	Youth Service SPC 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	£ 32,750.00
4024	Youth Service - JPYC												£ -		
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	£ 2,850.00
4032	Memorial Garden upkeep	£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ 150.00	£ 412.00	£ -	£ 450.00	£ 442.00	£ 260.00	£ 15.00	£ 395.00	£ 400.00
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	£ 4,098.00	£ 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	£ 2,450.00
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 175.00	£ 500.00	£ 567.00	£ 900.00	£ 1,162.00	£ 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	£ 4,508.00	£ 8,500.00	£ 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	£ 25.00	£ 150.00	£ 150.00
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	£ 550.00	£ 800.00
4049	Showcase	£ -	£ -	£ 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	£ -	£ 550.00	£ 500.00
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 500.00	£ 701.00	£ 500.00	£ 769.00	£ 750.00	£ 593.00	£ 1,450.00	£ 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	£ 800.00	£ 1,750.00	£ 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	£ 2,566.00	£ 2,950.00	£ 3,150.00
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	£ 3,227.00	£ 3,350.00	£ 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	£ 121.00	£ 350.00	£ 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	£ -	£ 7,000.00	£ 13,000.00
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	£ 58,500.00
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	£ 15,000.00
	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		£ 400,759.00	£ 405,260.00
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	£ 18,000.00
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 5,167.00	£ 2,500.00	£ 267.00	£ 3,500.00	£ -	£ -	£ 2,000.00
	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	£ 34.00	£ 80.00	£ 200.00
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 173.00	£ 250.00	£ 59.00	£ 250.00	£ 30.00	£ 250.00	£ 25.00	£ 150.00	£ 150.00
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	£ 404,325.00	£ 404,325.00	£ 427,750.00
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	£ 2,698.00	£ 6,200.00	£ 5,750.00
1600	JPPC 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	£ 419,975.00		£ 420,705.00	£ 456,850.00
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	£ 46,465.00		£ 17,946.00	£ 51,590.00

**Do you want to help guide the
future infrastructure, environment
and housing design for
STEYNING?**

We are calling out for
4 VOLUNTEERS FROM STEYNING

to join our 8 existing Parish Councillors on the new

**NEIGHBOURHOOD PLAN
STEERING COMMITTEE**

To become part of the team,
please email

clerk@steyningpc.gov.uk

Interviews will take place in early January 2025



PARKING CAN BE A PROBLEM

Cost – paying a daily fee to park in the carparks can be very expensive

Time Limited – Paying for individual tickets is limited in time with a no return policy

**So you park elsewhere.
But this can lead to...**

Safety Issues – parking on the roads, especially near junctions, can place your vehicle and members of the community at risk.

In addition – you may offset parking from those who live in the road, causing parking issues for residents. Ask yourself, how would you feel if you couldn't park by your home?

**THINK, BEFORE
YOU PARK**

Flyer produced by
Steyning Parish Council

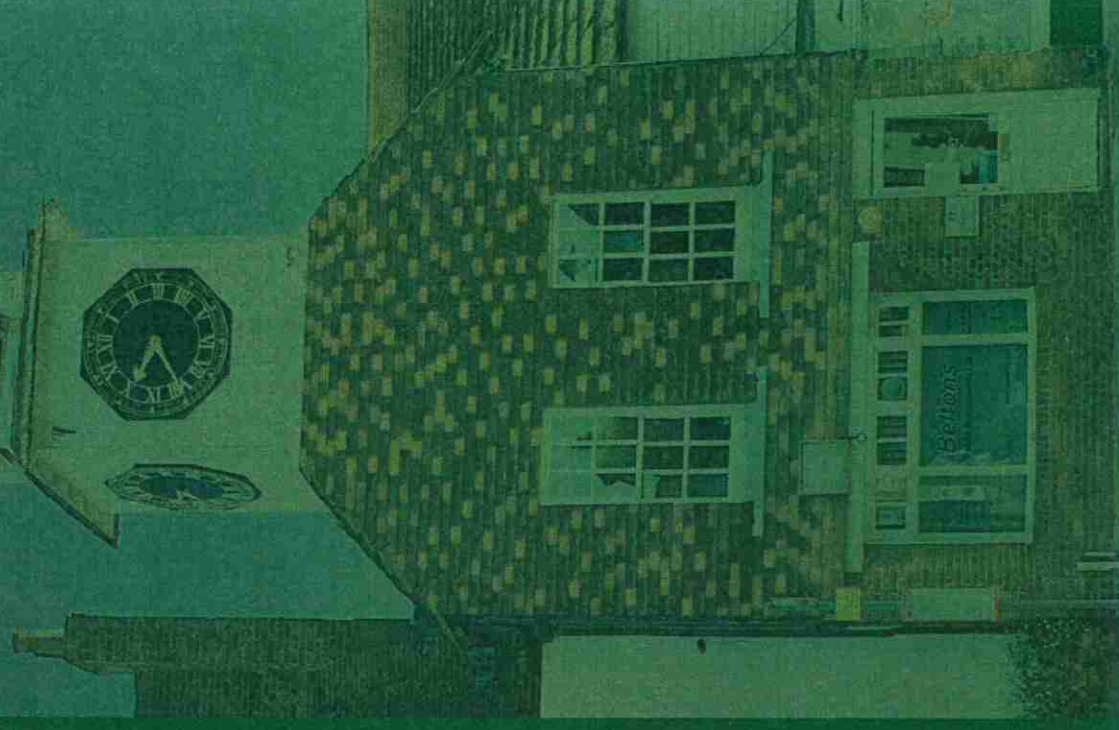


In conjunction with



*Serving the people
of Steyning*

DO YOU WORK IN STEYNING?



SEASON TICKETS FOR LESS THAN* **£0.70** PER DAY?

DID YOU KNOW?

It may be possible to claim back the cost of your parking permit from your employer as an expense?

Speak to your employer today.

The cost of parking can be tax deductible against corporation tax with no benefit in kind charges due for the recipient.

MAKE PARKING SIMPLE A SEASON TICKET SAVES TIME & HASSLE FOR LOCAL WORKERS

Enjoy Hassle-Free, Unlimited Time, Secure Parking -

With a season ticket, you can park in designated car parks close to work, keeping your vehicle secure while avoiding the daily search for spaces.

Save Money, Save Time -

An annual season ticket is a low-cost, convenient option for local workers, offering savings over daily fees and guaranteeing a space when you need it.

Support Your Community -

Parking responsibly in car parks helps keep residential streets accessible for local residents, contributing to a more considerate and connected community.

Season tickets available for

Fletchers Croft or Newman Garden Carparks



APPLY TODAY



<https://www.horsham.gov.uk/parking/car-park-season-tickets/rural-car-park-season-tickets>

*Based on annual cost of £180.00, 52 weeks of year 5 days per week usage

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Steypning 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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

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.

It was identified that two assets recorded in the register were not and never had been owned by the Parish Council. As a result, these had been appropriately removed from the 2023 figures. However, the 2022 figures should also have been restated and the comparative figure in box 9 marked as such to bring it to public attention. We do not anticipate this having an effect on any future figures.

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

None

3 External auditor certificate 2022/23

We ~~certify~~ ~~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 2023.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

A handwritten signature in black ink that reads "Moore".

Date

24/11/2024



Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

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

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

Invoice No.:
Date: 27 November 2024
Ref:

Payment Terms: 30 Days
VAT Number:

DESCRIPTION OF SERVICES

FEE

Fixed rate fee in relation to completing the 2022/23 External Auditor's limited assurance review.

1,050.00

Net Fee

1,050.00

VAT @ 20.0%

210.00

Total Fee

£1,260.00

PAYMENT DETAILS

BACS payments to Barclays Bank, account no. 83808459, sort code: 20-67-40.

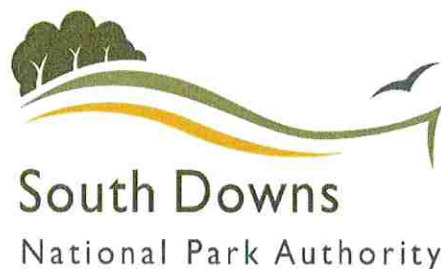
Please make cheques payable to Moore and send to Oakley House, 3 Saxon Way West, Corby NN18 9EZ

We also accept all major debit and credit cards.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Jen Nixon FCCA MAAT, Tim Woodgates CTA FCCA, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA. **Associates:** Paul Nash FCCA, Amanda Ety FCA, Lorna Bloor FCCA, Hannah Sardeson FCCA. Registered to carry on audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Community Infrastructure Levy

Parish / Town Council Payments (Regulation 62A)



Annual Monitoring Return 2023-24

What should this form be used for?

Your Parish / Town Council has received a payment from the Community Infrastructure Levy (CIL). The Community Infrastructure Levy Regulations 2010 (as amended) require us to monitor if that money has been spent and if so, what has been provided. Therefore, please complete the tables below.



Please note that payments made by 30th April correspond to amounts received by SDNPA within the preceding 6 months, and are therefore to be accounted for within the previous financial year.

E.g. A payment received in April 2024 will be reported in the 2023-2024 financial year.

The money you have been paid must be used within 5 years of receipt or may have to be returned.

If you have any queries please do not hesitate to contact us on 01730 814810 or e-mail cil@southdowns.gov.uk

YOUR DETAILS

Parish / Town Council	Steyping Parish Council
Name & position	John Fullbrook – Clerk and RFO

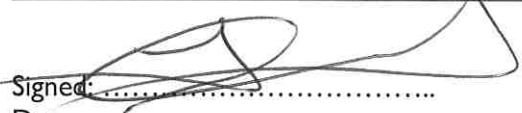
Reporting Year: 2023-2024

CIL Receipts Received Summary		
i.	Total CIL receipts received (April 2017 – April 2024)	£3,317.73
ii.	CIL Receipt received in October 2023	£0
iii.	CIL Receipt received in April 2024	£0

CIL Receipts Retained	
What is the total amount of CIL received in 2023-24 (ii + iii) and retained at the end of the financial year (31 st March 2024)?	£0
What is the total amount of CIL received in previous years (i – (ii + iii) and retained at the end of the financial year (31 st March 2024)?	£3,317.73

Expenditure			
Please provide us with a summary of what you have spent from the CIL grant during the reporting year 1 st April 2023 – 31 st March 2024:			
Infrastructure item <i>E.g. Playground equipment</i>	Total CIL spent on project	Date of expenditure <i>This is so we can ensure we report the spending of funds accurately.</i>	Notes or comments <i>E.g. Total cost of infrastructure project if part funded by another source.</i>
Total expenditure for reported year:	£0		
Details of any receipts that the SDNPA have asked you to return (in accordance with regulation 59E):			
<i>If your project is under way or complete, please provide us with photographs, publicity, notes or other interesting materials where available so that we can use these as case studies for other groups.</i>			
Total value of CIL receipts returned during the reporting year (2023 – 2024).		£0	
The total value of CIL receipts due to be returned that has not been paid to the SDNPA.		£0	

Publishing Your Report	
Please provide the parish council website link where you intend to publicise this report: <i>All Parish and Town Councils are required to display this form, or an equivalent, on their own websites no later than the 31st December after each financial year.</i> If you are unable to publish this information on your own website, the SDNPA can act as a substitute, but you must inform us that this is the case.	https://www.steyningpc.gov.uk/parishcouncil/finance

Signed: 

Date: 16th OCTOBER 2024.

Briefing Note

Public Consultation Remote Meetings and Proxy Voting (lasts 8 weeks from 24th Oct 2024)

At the moment all local councillors are required by law to attend Parish and Town Council meetings in person. The Government is now consulting on introducing powers for Parish and Town Councils to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. Your council can agree to submit an agreed response on behalf of the Council to this consultation. Equally all Councillors can also submit a response individually. Full details can be found here:

[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)

The Consultation –

Who we would like to hear from?

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- **Town or Parish Council**
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- **Town or Parish Council**
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority

- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- **regularly but not always**
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?