
MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th DECEMBER 2024 AT 7.30PM

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

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F & GP/24/37 APOLOGIES FOR ABSENCE

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

F&GP/24/38 DECLARATIONS OF INTEREST AND DISPENSATIONS

38.1 None

F&GP/24/39 QUESTIONS FROM THE FLOOR {in summary}

39.1 None

F&GP/24/40 MINUTES OF PREVIOUS MEETING

40.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 8th October 2024 be agreed as a true and fair record. **Agreed 5 For, 1 Abstained**

F&GP/24/41 MATTERS ARISING AND ACTIONS – *These items taken as read*

41.1 Clerk and Chair to attend the next Internal Audit review – dated 16th October – **Actioned**

41.2 Clerk to ensure preferred I&E reports as agreed at last meeting are for monthly agreement – **Actioned**

41.3 Clerk to ensure newly agreed SPC Business, Finance and Action Plans are published – **Actioned**

41.4 Clerk to bring back updated F&GP draft budget for approval at next meeting – **See Item 42.6**

41.5 Clerk to ensure deposit invoice payment made and to commit to the Town Clock faces renewal – **Actioned**

41.6 Clerk's office to ensure A5 Correx boards printed & given to Wardens for appropriate distribution – **Actioned**

41.7 Bring back SPC App as a likely project for 25/26 – **See item 42.4**

41.8 2023/24 AGAR 'Holding notice' from the external auditor to be published on SPC website – **Actioned**

41.9 2024/25 Asset register to be published on SPC website – **Actioned**

41.10 All member working party notes to be collated and brought back to this committee – **Actioned**

41.11 Cil money use to be confirmed with HDC, plus new SPC Cil report for 24/25 published – **Actioned**

41.12 New Community Association noticeboard MOU to be agreed and signed by all parties – **Actioned**

41.13 Clerk to inform Steyning Bowls club that all four recent requests were acceptable – **Actioned**

41.14 FOI panel to complete response to SPC councillor and then Clerk to send – **Actioned**

F&GP/24/42 FINANCIAL MATTERS.

- 42.1 To approve the list of SPC payments for October 2024.**
Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC accept the October 2024 SPC Payment list. **Agreed**
- 42.2 F&GP Income and Expenditure reports for October 2024.**
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure report for October 2024. **Agreed**
- 42.3 To consider amending the 2024/25 SPC Action Plan, subsequent to the recent agreement for SPC to concentrate on a Neighbourhood plan review ahead of original schedule.** The Chair spoke in support of a reassessment of the 24/25 Action Plan targets in the light of the concerted effort which will be, and has already been, required, to fast track a Neighbourhood Plan review process in order to ensure, if at all possible, that housing design codes are in place so as to influence any future developments. Members were made aware that at least two or three of the existing list of projects would likely therefore have to be carried over to the following year in order to facilitate this, and they then proceeded to discuss which were best to delay.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC delay the MPF Play Area renewal, and the Steyning Centre Projector installation project to the following year, with the Climate Action Plan project undertaken to the best extent this year and completed the next. **Agreed** **CLERK**
- 42.4 To discuss the likely SPC projects and/or focus for the year 2025/26 following the recent all member working party on SPC future projects.** The Chair spoke in support of a paper which summarised in table form, the main ideas which were put forward by councillors at the working party, and members then highlighted their priorities and began to strategise a plan to best achieve the councils aims for the following year. It was clear that most of the ideas needed further discussion at various committees and working parties, and then brought back to F&GP. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk summarise the ideas and actions put forward at this meeting, and add detail to the table within the supporting paper and then send out to F&GP members for further comments. **Agreed** **CLERK**
- 42.5 To agree next year's Youth Service expenditure, and to instruct the completion of the next memorandum of understanding for agreement by all affiliated councils.**
Cllr S Alexander reported positively about initial youth session attendances, which had generally been better than expected. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC agree the sum of money allocated to the Youth Scheme for next year {£32,750.00} is approved {subject to MOU agreement}. **Agreed.** The Clerk to bring back the new MOU to Full Council. **CLERK**
- 42.6 To consider the amended F&GP budget for 2025/26, then as per budget recommendations from the other SPC committees, begin to consolidate the full SPC budget paper for 2025/26.**
Members considered all the financial components involved with both the F&GP budget, and the wider picture covering SPC's consolidated budget, and therefore possible precept request. Notable for future financial discussions will be the ongoing maintenance costs for the joint parishes burial ground commitments, and this will be discussed at Full Council. Cllr Sharp **proposed, seconded** by Cllr S Alexander that F&GP currently accepts this consolidated budget {thereby agreeing to recommend to Full Council the draft budgets presented as per supporting papers} with final agreement at January F&GP. **Agreed** **CLERK**
- 42.7 Update on the redecorative/renewal works to the High Street Tower Clock.** The Clerk tabled the latest pictures from the contractors who are completing the clock face renewal works. They showed the fact that cracks had appeared in the existing glass fibre clock faces, and the contractors were suggesting that that these needed to be covered or replaced. Cllr Sharp **proposed, seconded** by Cllr S Alexander that the Clerk reaches out to the HDC Heritage Officer to ensure the necessary measures are undertaken to establish the renewal works are completed correctly. **Agreed** **CLERK**

42.8	To consider commitment to the new three year Neighbourhood Wardens Contract. Members considered all aspects of the service offered by the Wardens within their discussion. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC support a three year commitment to the Wardens service, subject to support from the other two parish councils {and agreed terms of the contract, and agreement at SPC full Council}, and that the Clerk informs HDC of this commitment. Agreed	CLERK
F&GP/24/43	GOVERNANCE AND COMMUNITY MATTERS	
43.1	To consider the work undertaken, following the recent meeting of the Community Engagement Group, and to agree recommendations as well as the next message/s for the group to be working on. Cllr S Alexander updated on details from the recent Community Engagement Group meeting. First, the group agreed to recommend an advert, the content and style as per supporting paper. Second, the group recommended a leaflet, again as per supporting papers, which would promote the purchase of an annual parking permit allowing cheaper parking in the Steyning Car Parks. Third, there was some discussion about a new website design and the introduction of an SPC App.	
42.1.1	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to the Neighbourhood Plan volunteer advert {as per supporting papers}. Agreed	CLERK
43.1.2	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC proceed to print the parking permit leaflet subject to the revisions noted within this meeting. Agreed	CLERK
43.1.3	Cllr S Alexander to continue work on newly designed website format plus other community engagement promotions and bring back to the Community Engagement group for further discussion.	Cllr S Alexander
43.2	To receive notification of the External Audit Report and Certificate for the year 2022/23, and agree publication, plus payment of associated invoice. Members were made aware of the content of the external auditors end of year report, and were appreciative of the conclusion. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to publish the External Audit Report / Certificate, and agree to pay the associated invoice. Agreed	CLERK
43.3	To receive agree to publish the annual SDNP Cil report. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC meets its legal obligation, and publishes the SDNP Cil Report. Agreed	CLERK
43.4	To agree Rialtas 'End of Year' service agreement. The existing agreement is in place until 2026. This item deferred for at least six months, and until such time as a new agreement is required.	
43.5	To consider the request for remote meetings consultation response. This is a request from the government for the Council and individual councillors to respond to this consultation request in consideration of the need for remote meetings. Cllr Sharp proposed, seconded by Cllr S Alexander that each SPC councillor complete a response to this consultation and that also Cllrs supply the clerk with their responses so that a compilation be made and so the clerk can also feedback on behalf of the council based on majority responses. Agreed	CLERK
F&GP/24/44	DATA PROTECTION AND FREEDOM OF INFORMATION	
44.1	Update on SPC Data Protection and Freedom of Information requests The Clerk updated members on the recent FOI request from Mr Cree concerning the High Street Clock Tower. Members confirmed they were in agreement with the Clerks response. This response would be loaded onto the SPC website in due course	CLERK
F&GP/24/45	PROGRESS REPORT	
45.1	<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
45.2	<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

45.3 F&GP/24/13.1 Clock Tower working party to convene in efforts to locate relevant documentation – **Working Party**
Ongoing with many archived documents to be checked.

F&GP/24/46 INFORMATION/CORRESPONDENCE ITEMS

46.1 None

F&GP/24/47 DATE OF NEXT MEETING – 14th January 2025 @7.30pm.

The Chair closed the meeting at 9.23pm

Signed Date 14th January 2025
Chair

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

<https://youtu.be/o0-tzUGnevs>

Five key risks for unincorporated sports clubs

Sport England has recently reaffirmed the common principles shared by organisations that demonstrate good governance. These common principles are structure, people, communication, standards & conduct, and policies & processes. In this article we focus on the first, and arguably the most important, of these common principles, namely structure.

Having the right structure for a sport club provides a solid foundation for development, growth and sustainability. It ensures a club can make decisions in the best interest of the club and its members, provides confidence to external stakeholders, and ultimately can limit risk in an increasingly litigious world.

Historically, many sport clubs are structured as unincorporated associations. In essence, this is a contract between the individual members of a club. The club is governed by a set of rules created by the member. What this means is the club is not a separate legal personality from its members, which has implications not just for the club but also, importantly, for the personal liabilities of its members.

What then are the **FIVE KEY RISKS** for the club and its members in running a club as an unincorporated association?

Risk 1 - Entering into contracts

As a club structured as an unincorporated association has no separate legal personality, it cannot itself enter into contracts with third parties. This means that the members of such a club are likely to be the ones liable to perform a contract purported to be entered into by the club. This presents a significant personal risk.

In practice, many clubs form management committees who assume responsibility for the debts and liabilities of the club, but the effectiveness of this delegation will depend entirely on the club rules created by the members.

Risk 2 - Raising funding

Without an express power in the club rules allowing an unincorporated association to borrow money, it cannot take out a mortgage, bank loan or other type of loan from a third party. Even if such express powers exist, lenders tend to be reluctant to lend to unincorporated associations because of their lack of separate legal personality and the difficulties of securing charges over a club's property.

This often means that individual members are required to sign the acknowledgment of indebtedness for a debenture, meaning they will be personally liable for the debt unless the acknowledgment contains a restriction on the right of repayment. So, it is essential that any funding documents are carefully drafted to limit the personal liability of members. For example, the documents could attempt to limit the personal liability of members to the extent of the members subscription fee. As you can imagine, this is likely to prove insufficient for most lenders, making it difficult to raise funding.

Risk 3 - Claims against the club

Clubs can sometimes face claims from third parties arising from negligent acts or breaches of contract. These claims can arise from something that happens on the club's premises or the behaviour of members or simply the failure to meet a contractual payment. Such claims can result in members becoming personally liable, for example, if the members have assumed legal responsibility for the upkeep and safety of the club's premises and have failed to do so.

In terms of contracts, a club run as an unincorporated association should make sure that contracts entered into by the club accurately reflect the liabilities being assumed by those acting on behalf of the club.

Having adequate insurance to cover potential claims against the club and its members is an extremely important aspect of risk management for any club, as is taking advice from a specialist insurance broker that understands the market.

Risk 4 - Holding the club's property assets

As an unincorporated association has no separate legal personality, club premises are usually held by individuals on behalf of the club. So, for example, a clubhouse and grounds may be held:

- By all the members as joint tenants or as tenants in common.
- By some of the members as trustees on trust for all members.
- By some of the members as trustees on trust for the purposes of the association.
- By all the members subject to their contractual rights and liabilities to each other as set out in the club's rules.

The method of ownership needs to be thought through carefully to ensure it properly meets the requirements of the club, its members and their appetite for risk. In the absence of any express provisions in the club rules, the members remain liable for arranging such insurance and paying the premiums.

Risk 5 - Complying with the law and regulations

Again, in the absence of any express provisions in the club rules, the members of an unincorporated sports club remain responsible for the club's compliance with all appropriate law and regulations - for example, health and safety, occupier's liability, liquor licencing, data protection and safeguarding.

How can these risks be better managed?

Due to the risks highlighted above, many unincorporated sports clubs choose to incorporate, to enable the club itself to enter contracts and to provide protection for the club's members.

Common incorporated structures include companies limited by guarantee, companies limited by shares, community interest companies (CIC's), cooperative and community benefit societies or charitable incorporated organisations (CIO's), the choice of structure being determined by the particular features of each sports club and the needs of its members.

The incorporation process itself can sometimes be a little fiddly and time-consuming but the benefits can be great. Having a specialist adviser alongside you will ensure that nothing is missed and the benefits you seek are achieved.

For further information, please contact [**Philip Bowers**](#) or call 0151 906 1000.

NOVEMBER '25

Bank Reconciliation up to 30/11/2024 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
01/11/2024	DD	848.00		848.00		R	Rates - HDC
01/11/2024	CR		428.40	428.40		R	Receipt(s) Banked
01/11/2024	CR		5.90	5.90		R	Receipt(s) Banked
05/11/2024	VIS	38.04		38.04		R	Site Lock antivirus
05/11/2024	DR	1.04		1.04		R	Data transaction fee
06/11/2024	DD	240.00		240.00		R	Grenke Phone leasing
06/11/2024	VIS	300.00		300.00		R	SLCC Membership - JF
06/11/2024	VIS	300.00		300.00		R	SLCC Membership - LP
06/11/2024	VIS	60.00		60.00		R	SLCC Membership - JF
06/11/2024	VIS	203.64		203.64		R	Cost Co
06/11/2024	360/24.25	266.44		266.44		R	Bus. stream Changing rms
06/11/2024	361/24.25	1,229.38		1,229.38		R	Festive lighting - HIGH STREET
06/11/2024	362/24.25	41.81		41.81		R	Youth club expenses
06/11/2024	363/24.25	462.00		462.00		R	Playsafe play ares - SWING REPLACEMENT
06/11/2024	364/24.25	25.00		25.00		R	Stey Market
06/11/2024	365/24.25	160.00		160.00		R	TSS legionella
06/11/2024	366/34.25	25.00		25.00		R	RBL - wreaths
06/11/2024	CR		153.45	153.45		R	Receipt(s) Banked
06/11/2024	CR		5.90	5.90		R	Receipt(s) Banked
07/11/2024	BP		212.70	212.70		R	Receipt(s) Banked
07/11/2024	CR		66.76	66.76		R	Receipt(s) Banked
08/11/2024	CR		15.63	15.63		R	Receipt(s) Banked
08/11/2024	24/36		109.60	109.60		R	Receipt(s) Banked
08/11/2024	24/37		30.00	30.00		R	Receipt(s) Banked
08/11/2024	24/38		355.00	355.00		R	Receipt(s) Banked
12/11/2024	VIS	9.93		9.93		R	Amazon - wall plugs
12/11/2024	CR		49.88	49.88		R	Receipt(s) Banked
12/11/2024	CR		49.88	49.88		R	Receipt(s) Banked
12/11/2024	24/35		729.43	729.43		R	Receipt(s) Banked - VARIOUS ROOM HIRERS
13/11/2024	367/24.25	50.55		50.55		R	EDF - High St Elec
13/11/2024	368/24.25	35.60		35.60		R	Film supplies
13/11/2024	369/24.25	12.00		12.00		R	Function 28
13/11/2024	370/24.25	191.10		191.10		R	HDC - Waste stey cnetr
13/11/2024	371/24.25	137.60		137.60		R	MPF waste - HDC
13/11/2024	372/24.25	1,632.00		1,632.00		R	Kiwa -post testing - HIGH ST LAMPPOSTS
13/11/2024	373/24.25	177.05		177.05		R	Laser elec - HighSt
13/11/2024	374/24.25	186.00		186.00		R	Sowerby Toilets
13/11/2024	375/24.25	1,035.31		1,035.31		R	Squires Planning NPlan
13/11/2024	376/24.25	2,750.00		2,750.00		R	Steyping in Bloom - grant
13/11/2024	377/24.25	88.00		88.00		R	TC Maintenance
13/11/2024	378/24.25	83.01		83.01		R	Youth Club expenses
13/11/2024	359/24.25	330.49		330.49		R	Clare Austin
13/11/2024	CR		80.00	80.00		R	Receipt(s) Banked
14/11/2024	CR		157.50	157.50		R	Receipt(s) Banked
14/11/2024	CR		67.48	67.48		R	Receipt(s) Banked
14/11/2024	CR		41.19	41.19		R	Receipt(s) Banked
14/11/2024	CR		40.00	40.00		R	Receipt(s) Banked
14/11/2024	CR		34.00	34.00		R	Receipt(s) Banked

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/11/2024	CR		40.00	40.00		R 	Receipt(s) Banked
15/11/2024	DD	20.74		20.74		R 	Propel Youth phone
15/11/2024	CR		128.40	128.40		R 	Receipt(s) Banked
15/11/2024	CR		211.00	211.00		R 	Receipt(s) Banked
16/11/2024	CR		47.70	47.70		R 	Receipt(s) Banked
16/11/2024	BP		498.90	498.90		R 	Receipt(s) Banked - STEYWING AUNT
16/11/2024	CR		142.80	142.80		R 	Receipt(s) Banked - RODY HIRE.
17/11/2024	DD	27.55		27.55		R 	O2 Phones
17/11/2024	BP		95.21	95.21		R 	Receipt(s) Banked
18/11/2024	VIS	31.18		31.18		R 	Zoom software
18/11/2024	VIS	14.48		14.48		R 	Amazon - Tape
18/11/2024	CR		267.15	267.15		R 	Receipt(s) Banked
18/11/2024	CR		86.10	86.10		R 	Receipt(s) Banked
20/11/2024	BP		200.00	200.00		R 	Receipt(s) Banked
20/11/2024	BP		90.00	90.00		R 	Receipt(s) Banked
21/11/2024	DR	35.69		35.69		R 	HSBC - charges
21/11/2024	VIS	18.28		18.28		R 	Amazon - Lamps
21/11/2024	VIS	21.59		21.59		R 	Amazon - Ice pack
21/11/2024	379/24.25	14.40		14.40		R 	Film wine
21/11/2024	380/24.25	108.30		108.30		R 	Digial - procurement
21/11/2024	381/24.25	303.60		303.60		R 	Southern Cinema Services
21/11/2024	382/24.25	180.00		180.00		R 	Sowerby - Toilets
21/11/2024	383/24.25	875.88		875.88		R 	TC Maintenance - PLAY MAINTENANCE
21/11/2024	CR		68.01	68.01		R 	Receipt(s) Banked +
21/11/2024	CR		367.57	367.57		R 	Receipt(s) Banked REPLACEMENT
22/11/2024	CR		88.80	88.80		R 	Receipt(s) Banked FENCING.
22/11/2024	CR		109.52	109.52		R 	Receipt(s) Banked
25/11/2024	CR		71.25	71.25		R 	Receipt(s) Banked
25/11/2024	CR		15.69	15.69		R 	Receipt(s) Banked
26/11/2024	BP	5,618.57		5,618.57		R 	Staff Salaries
26/11/2024	DD	48.00		48.00		R 	CRE Phone charges
26/11/2024	VIS	11.04		11.04		R 	Zoho Software
27/11/2024	VIS	42.96		42.96		R 	CostCo
27/11/2024	CR		167.70	167.70		R 	Receipt(s) Banked
28/11/2024	BP	7,555.82		7,555.82		R 	Staff Salaries
28/11/2024	391/24.25	1,280.24		1,280.24		R 	Gas - Stey Centre
28/11/2024	384/24.25	78.00		78.00		R 	Creative Play
28/11/2024	385/24.25	460.00		460.00		R 	MJ Streeter - HEDGE CUTTING
28/11/2024	386/24.25	50.00		50.00		R 	Chichester payroll
28/11/2024	387/24.25	4,171.46		4,171.46		R 	HMRC - NI Contri
28/11/2024	388/24.25	3,043.00		3,043.00		R 	Pension - WSCC
28/11/2024	389/24.25	46.36		46.36		R 	Youth S expenses
28/11/2024	390/24.25	26.23		26.23		R 	Youth C Expenses
28/11/2024	CR		60.78	60.78		R 	Receipt(s) Banked
28/11/2024	CR		118.60	118.60		R 	Receipt(s) Banked
28/11/2024	CR		166.54	166.54		R 	Receipt(s) Banked
29/11/2024	VIS	11.48		11.48		R 	Amazon - diary
29/11/2024	VIS	177.97		177.97		R 	Cercis Ltd

Date: 02/01/2025

Steyping Parish Council 2024.25

Page 3

Time: 14:57

User: JMF

Bank Reconciliation up to 30/11/2024 for Cashbook No 1 - Current Account

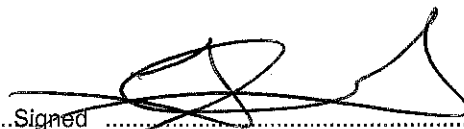
<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
		35,191.81	5,674.42				

Clerk / RFO:

Name

✓ Fursbrook

Signed



Date

2nd Jan '25

Chair of F&GP:

Name

Signed

Date

*DECEMBER '25***Bank Reconciliation up to 31/12/2024 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
01/12/2024	CR		15.75	15.75		R	Receipt(s) Banked
02/12/2024	390A/24.25	10,000.00		10,000.00		R	Playsafe playgrounds <i>*CHANDLER'S WAY</i>
02/12/2024	DD	848.00		848.00		R	HDC Rates <i>PLAY EQUIPMENT*</i>
02/12/2024	CR		30.00	30.00		R	Receipt(s) Banked
02/12/2024	24/39		106.40	106.40		R	Receipt(s) Banked
02/12/2024	24/41		58.20	58.20		R	Receipt(s) Banked
03/12/2024	390B/24.25	10,000.00		10,000.00		R	Playsafe playgrounds *
03/12/2024	VIS	18.17		18.17		R	Amazon photos
03/12/2024	VIS	135.00		135.00		R	Ofcom license
03/12/2024	VIS	84.99		84.99		R	AVG data protection
04/12/2024	390C/24.25	10,000.00		10,000.00		R	Playsafe playgrounds *
04/12/2024	DD	240.00		240.00		R	Grenke phones
05/12/2024	390D/24.25	405.60		405.60		R	Playsafe playgrounds *
05/12/2024	VIS	16.93		16.93		R	Amazon table cloths
05/12/2024	VIS	11.98		11.98		R	amazon - sand for play areas
05/12/2024	VIS	9.99		9.99		R	Amazon - broom
05/12/2024	VIS	38.82		38.82		R	Sitelock dataprotection
05/12/2024	DR	1.06		1.06		R	Data pro transaction
05/12/2024	392/24.25	549.60		549.60		R	ADT <i>- FIRE ALARM CALL OUT</i>
05/12/2024	393/24.25	300.00		300.00		R	Clare Austin
05/12/2024	394/24.25	336.61		336.61		R	Bus. stream water High St
05/12/2024	395/24.25	90.00		90.00		R	Colwell piano tuning
05/12/2024	396/24.25	384.00		384.00		R	Earth & Turf
05/12/2024	397/24.25	7.95		7.95		R	Film supplies
05/12/2024	398/24.25	2,643.25		2,643.25		R	Jack Lee cleaning & bins <i>- STREET CLEANING</i>
05/12/2024	399/24.25	110.00		110.00		R	JD Window
05/12/2024	400/24.25	255.74		255.74		R	Norcross Chairmans Func
05/12/2024	401/24.25	321.39		321.39		R	PIP Services
05/12/2024	402/24.25	225.52		225.52		R	Roxby admin support
05/12/2024	403/24.25	160.00		160.00		R	TSS - legionell
05/12/2024	404/24.25	60.00		60.00		R	Penfold Hall - Youth
05/12/2024	CR		88.48	88.48		R	Receipt(s) Banked
05/12/2024	24/40		7.20	7.20		R	Receipt(s) Banked
06/12/2024	CR		15.63	15.63		R	Receipt(s) Banked
09/12/2024	BP		228.60	228.60		R	Receipt(s) Banked
09/12/2024	CR		49.88	49.88		R	Receipt(s) Banked
10/12/2024	VIS	10.98		10.98		R	Amazon - light bulbs
10/12/2024	CR		71.50	71.50		R	Receipt(s) Banked
10/12/2024	CR		-71.50	-71.50		R	Receipt(s) Banked <i>} WAREHOUSING CODING</i>
10/12/2024	CR		71.50	71.50		R	Receipt(s) Banked
11/12/2024	VIS	22.27		22.27		R	Amazon - Jugs
11/12/2024	405/24.25	85.77		85.77		R	Bus. stream - water Allotments
11/12/2024	406/24.25	51.47		51.47		R	EDF elec high st
11/12/2024	407/24.25	60.00		60.00		R	Function 28 web
11/12/2024	408/24.25	8.70		8.70		R	Karon - parking exp.
11/12/2024	409/24.25	68.80		68.80		R	HDC waste - MPF
11/12/2024	410/24.25	69.28		69.28		R	Youth service supplies
11/12/2024	CR		134.64	134.64		R	Receipt(s) Banked

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/12/2024	VIS	11.95		11.95		R	ebay - fuses for stage
13/12/2024	CR		140.64	140.64		R	Receipt(s) Banked
13/12/2024	CR		-140.64	-140.64		R	Receipt(s) Banked } <i>WELSH CODING</i>
13/12/2024	CR		15.00	15.00		R	Receipt(s) Banked
15/12/2024	411/24.25	525.64		525.64		R	ADT Fire alarm repairs
15/12/2024	412/24.25	520.00		520.00		R	Auctioneers kitchen
15/12/2024	413/24.25	1,454.08		1,454.08		R	Brish Gas Stey Centre
15/12/2024	414/24.25	17.55		17.55		R	Film sundries
15/12/2024	415/24.25	12.00		12.00		R	Function 28
15/12/2024	416/24.25	518.12		518.12		R	Laser electrics C Rooms
15/12/2024	417/24.25	1,260.00		1,260.00		R	Moore Ext. Audit <i>PAYMENT FOR ANNUAL REPORT</i>
15/12/2024	418/24.25	140.40		140.40		R	Peter signs
15/12/2024	419/24.25	180.00		180.00		R	Sowerby toilet security
15/12/2024	420/24.25	60.00		60.00		R	composters install
15/12/2024	421/24.25	118.02		118.02		R	Roxby - wages
15/12/2024	422/24.25	940.56		940.56		R	Squires planning N. Plan <i>- PLAN REVIEW EXPENDITURE</i>
15/12/2024	423/24.25	23.48		23.48		R	Harry stebbing workshop
16/12/2024	VIS	25.80		25.80		R	Arthouse tuck shop
16/12/2024	VIS	38.57		38.57		R	AGA leaflets
16/12/2024	DD	20.74		20.74		R	mobile phone - youth service
16/12/2024	VIS	31.18		31.18		R	Zoom
17/12/2024	CR		105.00	105.00		R	Receipt(s) Banked
17/12/2024	CR		134.96	134.96		R	Receipt(s) Banked
17/12/2024	BP		90.00	90.00		R	Receipt(s) Banked
17/12/2024	BP		81.61	81.61		R	Receipt(s) Banked
18/12/2024	DD	27.55		27.55		R	O2 DO phone
19/12/2024	VIS	12.98		12.98		R	Amazon - USB Port
20/12/2024	424/24.25	1,164.00		1,164.00		R	Bus. stream water Ch Rms
20/12/2024	425/24.25	50.00		50.00		R	Chichester payroll
20/12/2024	426/24.25	78.00		78.00		R	Creative play
20/12/2024	427/24.25	1,798.43		1,798.43		R	Laser elec - Stey Centre
20/12/2024	428/24.25	3,731.99		3,731.99		R	HMRC - Tax & NICS
20/12/2024	429/24.25	2,775.17		2,775.17		R	WSCC - pensions
20/12/2024	430/24.25	19.12		19.12		R	Youth service equip.
20/12/2024	CR		85.97	85.97		R	Receipt(s) Banked
20/12/2024	CR		616.14	616.14		R	Receipt(s) Banked - <i>VARIOUS ROOM HIRE</i>
20/12/2024	24/44		129.60	129.60		R	Receipt(s) Banked
20/12/2024	24/45		36.30	36.30		R	Receipt(s) Banked
20/12/2024	CR		98.85	98.85		R	Receipt(s) Banked
21/12/2024	DR	23.42		23.42		R	HSBC Charges
23/12/2024	VIS	149.93		149.93		R	Pizza for Youth service sessio
23/12/2024	BACS	7,343.58		7,343.58		R	Staff Salaries
23/12/2024	CR		95.40	95.40		R	Receipt(s) Banked
23/12/2024	BP		95.40	95.40		R	Receipt(s) Banked
23/12/2024	BP		63.60	63.60		R	Receipt(s) Banked
23/12/2024	CR		211.00	211.00		R	Receipt(s) Banked
23/12/2024	CR		237.15	237.15		R	Receipt(s) Banked
23/12/2024	BP		86.10	86.10		R	Receipt(s) Banked

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Account

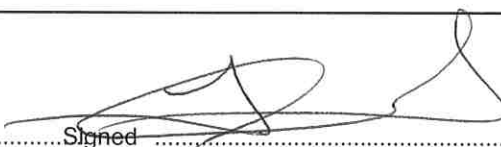
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/12/2024	BACS	5,145.44		5,145.44		R ☒	Staff Salaries
24/12/2024	CR		68.01	68.01		R ☒	Receipt(s) Banked
24/12/2024	CR		71.75	71.75		R ☒	Receipt(s) Banked
27/12/2024	DD	90.00		90.00		R ☒	CRE coms phones
27/12/2024	VIS	11.04		11.04		R ☒	Zoho
27/12/2024	24/42		431.62	431.62		R ☒	Receipt(s) Banked - FILM RECEIPTS
27/12/2024	24/43		185.00	185.00		R ☒	Receipt(s) Banked
29/12/2024	CR		80.00	80.00		R ☒	Receipt(s) Banked
30/12/2024	CR		186.55	186.55		R ☒	Receipt(s) Banked
31/12/2024	CR		782.60		782.60	☐	Receipt(s) Banked
31/12/2024	CR		-782.60		-782.60	☐	Receipt(s) Banked
31/12/2024	BP		32.70	32.70		R ☒	Receipt(s) Banked
		65,950.61	4,043.99				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

17 January '25

Chair of F&GP:

Name

Signed

Date

*January 25***Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current Account***ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE.*

<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>
31/12/2024	CR		782.60	782.60	<i>} Incorrect Posting</i>	R	Receipt(s) Banked .
31/12/2024	CR		-782.60	-782.60		R	Receipt(s) Banked
01/01/2025	CR		420.44	420.44		R	Receipt(s) Banked
02/01/2025	DD	848.00		848.00		R	Horsham District Council - <i>RATES</i>
02/01/2025	CR		76.39	76.39		R	Receipt(s) Banked
06/01/2025	VIS	39.61		39.61		R	Site Lock security antivirus
06/01/2025	DR	1.08		1.08		R	transaction fee
06/01/2025	DD	433.50		433.50		R	Genke Annual phone
06/01/2025	DD	240.00		240.00		R	Genke phones
07/01/2025	VIS	93.59		93.59		R	Suregreen fenceposts
07/01/2025	VIS	82.31		82.31		R	Youth TuckShop
08/01/2025	VIS	89.52		89.52		R	Emerg First Aid training
08/01/2025	Cr		63.60	63.60		R	Receipt(s) Banked
08/01/2025	CR		128.72	128.72		R	Receipt(s) Banked
08/01/2025	CR		11.80	11.80		R	Receipt(s) Banked
09/01/2025	VIS	60.00		60.00		R	Sussex Timber Co
09/01/2025	431/24.25	220.00		220.00		R	Clare Austin
09/01/2025	432/24.25	99.00		99.00		R	Barawood - advert
09/01/2025	433/24.25	3.99		3.99		R	Carpet cleaner - S Cobb
09/01/2025	434/24.25	3.80		3.80		R	Film supplies - T Eckert
09/01/2025	435/24.25	51.21		51.21		R	EDF - High St
09/01/2025	436/24.25	2,643.25		2,643.25		R	Jack Lee street cleaning
09/01/2025	437/24.25	257.33		257.33		R	Laser - Elec Stey Cntr
09/01/2025	438/24.25	103.50		103.50		R	Penfold Hall - Youth club venu
09/01/2025	439/24.25	313.79		313.79		R	PiP Services
09/01/2025	440/24.25	186.00		186.00		R	Sowerby - toilets
09/01/2025	441/24.25	50.00		50.00		R	Steyning Farmers Market
09/01/2025	442/24.25	75.00		75.00		R	Sussex Plumber
09/01/2025	443/24.25	750.02		750.02		R	TC Maintenance - Chandlers - <i>FENCING RE-PLACED</i>
09/01/2025	444/24.25	160.00		160.00		R	TSS Legionella
09/01/2025	445/24.25	318.00		318.00		R	Horsham DC Waste
09/01/2025	CR		17.70	17.70		R	Receipt(s) Banked
10/01/2025	CR		23.60	23.60		R	Receipt(s) Banked
10/01/2025	CR		223.60	223.60		R	Receipt(s) Banked
12/01/2025	CR		23.60	23.60		R	Receipt(s) Banked
15/01/2025	VIS	26.01		26.01		R	Solopress
15/01/2025	VIS	11.38		11.38		R	Amazon - Hoover belt
15/01/2025	DD	20.74		20.74		R	Propel finance - Youth phone
15/01/2025	446/24.25	329.76		329.76		R	Bus. Str Water S Centre
15/01/2025	447/24.25	287.36		287.36		R	Bus. Stream - water Allot
15/01/2025	448/24.25	36.25		36.25		R	Film supplies Eckert
15/01/2025	449/24.25	12.00		12.00		R	Function 28 website
15/01/2025	450/24.25	310.75		310.75		R	Squires Planning N.Plan
15/01/2025	451/24.25	162.00		162.00		R	Tom Packer IT services
15/01/2025	CR		102.80	102.80		R	Receipt(s) Banked
15/01/2025	24/49		60.00	60.00		R	Receipt(s) Banked
15/01/2025	24/47		30.80	30.80		R	Receipt(s) Banked
15/01/2025	24/48		66.40	66.40		R	Receipt(s) Banked

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/01/2025	CR		89.25	89.25		R	Receipt(s) Banked
15/01/2025	CR`		173.85	173.85		R	Receipt(s) Banked
15/01/2025	CR		11.80	11.80		R	Receipt(s) Banked
15/01/2025	CR		134.96	134.96		R	Receipt(s) Banked
15/01/2025	BP		81.61	81.61		R	Receipt(s) Banked
15/01/2025	CR		128.72	128.72		R	Receipt(s) Banked
16/01/2025	DD	27.55		27.55		R	O2 Phone
16/01/2025	VIS	31.18		31.18		R	Zoom
16/01/2025	CR		34.00	34.00		R	Receipt(s) Banked
16/01/2025	CR		80.00	80.00		R	Receipt(s) Banked
16/01/2025	CR		42.17	42.17		R	Receipt(s) Banked
16/01/2025	CR		513.80	513.80		R	Receipt(s) Banked - FILM SOURCES R.HIRE
16/01/2025	24/46		523.90	523.90		R	Receipt(s) Banked - CHEQUE - R.HIRE
16/01/2025	CR		297.15	297.15		R	Receipt(s) Banked
16/01/2025	CR		34.00	34.00		R	Receipt(s) Banked
16/01/2025	CR		464.20	464.20		R	Receipt(s) Banked - ELLIOTT - R.HIRE
17/01/2025	VIS	9.92		9.92		R	Amazon - Toilet handle
17/01/2025	VIS	14.98		14.98		R	Amazon - Bottle trap
17/01/2025	VIS	19.31		19.31		R	Solopress
17/01/2025	VIS	17.95		17.95		R	Amazon - weed killer
20/01/2025	CR		95.00	95.00		R	Receipt(s) Banked
20/01/2025	CR		105.00	105.00		R	Receipt(s) Banked
20/01/2025	CR		0.40	0.40		R	Receipt(s) Banked
21/01/2025	VIS	33.43		33.43		R	Amazon - Mould paint
21/01/2025	CR		77.20	77.20		R	Receipt(s) Banked
21/01/2025	CR		86.10	86.10		R	Receipt(s) Banked
21/01/2025	CR		98.85	98.85		R	Receipt(s) Banked
21/01/2025	CR		220.00	220.00		R	Receipt(s) Banked
22/01/2025	452/24.25	1,966.26		1,966.26		R	British Gas - Stey. Centre
22/01/2025	453/24.25	362.40		362.40		R	Cater Craft - gas certs & Main
22/01/2025	454/24.25	3.80		3.80		R	Ste Centre supplies- Petty Cash
22/01/2025	455/24.25	59.99		59.99		R	Function 28 website
22/01/2025	456/24.25	88.00		88.00		R	TC Maintenance - checks & Repair
22/01/2025	457/24.25	8.55		8.55		R	Tuck Shop supplies
22/01/2025	CR		5.90	5.90		R	Receipt(s) Banked
23/01/2025	DD	48.00		48.00		R	CRE Comms phone
23/01/2025	CR		53.97	53.97		R	Receipt(s) Banked
23/01/2025	CR		159.80	159.80		R	Receipt(s) Banked
24/01/2025	CR		576.34	576.34		R	Receipt(s) Banked - NHS R.HIRE
24/01/2025	CR		68.01	68.01		R	Receipt(s) Banked
26/01/2025	DR	26.46		26.46		R	HSBC Charges
27/01/2025	BP	6,636.79		6,636.79		R	Salaries - various
27/01/2025	VIS	9.91		9.91		R	Amazon - Bolt
27/01/2025	VIS	141.56		141.56		R	CostCo Tuckshop
27/01/2025	VIS	12.99		12.99		R	Amazon - First aid stuff
27/01/2025	VIS	22.74		22.74		R	Amazon - First Aid Kit
27/01/2025	VIS	11.04		11.04		R	Zoho Software
27/01/2025	Cr		163.09	163.09		R	Receipt(s) Banked

Bank Reconciliation up to 31/01/2025 for Cashbook No 1 - Current Account

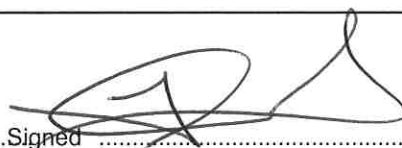
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/01/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
28/01/2025	BP	5,492.17		5,492.17		R ☒	Salaries - various
29/01/2025	458/24.25	50.00		50.00		R ☒	Chichester payroll
29/01/2025	459/24.25	2,717.53		2,717.53		R ☒	WSCC pensions
29/01/2025	460/24.25	3,558.77		3,558.77		R ☒	HMRC NI Contr
29/01/2025	461/24.25	160.00		160.00		R ☒	TSS Legionella
29/01/2025	462/24.25	79.08		79.08		R ☒	BSG - printing
29/01/2025	463/24.25	256.00		256.00		R ☒	Streeter hedges
29/01/2025	464/24.25	40.00		40.00		R ☒	Green Thumb
29/01/2025	465/24.25	3.70		3.70		R ☒	Parking Ticket
29/01/2025	466/24.25	118.02		118.02		R ☒	Admin support
29/01/2025	467/24.25	9.60		9.60		R ☒	Petty Cash - supplies
29/01/2025	463/24.25	0.50		0.50		R ☒	Streeter hedges
29/01/2025	CR		227.20	227.20		R ☒	Receipt(s) Banked
29/01/2025	CR		103.48	103.48		R ☒	Receipt(s) Banked
29/01/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
29/01/2025	CR		80.61	80.61		R ☒	Receipt(s) Banked
29/01/2025	CR		42.17	42.17		R ☒	Receipt(s) Banked
30/01/2025	VIS	23.99		23.99		R ☒	Amazon - Salt
31/01/2025	BP		32.70	32.70		R ☒	Receipt(s) Banked
31/01/2025	CR		103.00	103.00		R ☒	Receipt(s) Banked
31/01/2025	CR		17.70	17.70		R ☒	Receipt(s) Banked
31/01/2025	CR		15.90	15.90		R ☒	Receipt(s) Banked
		30,380.92	6,214.88				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

17th FEB '25

Chair of F&GP:

Name

Signed

Date

Date: 17/02/2025

Steyping Parish Council 2024.25

Page 1

Time: 12:22

User: JMF

Bank Reconciliation up to 31/01/2025 for Cashbook No 4 - Unity Emergency Account

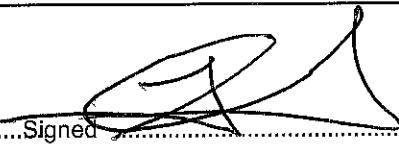
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/01/2025	Credit		4,900.00	4,900.00		R ☒	Receipt(s) Banked PCC GRANT AWARD - YOUTH SERVICES.
		0.00	4,900.00				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

17 Feb '25

Chair of F&GP:

Name

Signed

Date

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	4,500	4,500			0.0%	
1004 Reimbursed Charges & donations	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	2,845	7,200	4,355			39.5%	
Administration :- Income	407,229	419,975	12,746			97.0%	0
4000 Salaries	123,970	194,500	70,530		70,530	63.7%	
4002 Printing, stationery, postage	2,367	2,750	383		383	86.1%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	2,152	3,050	898		898	70.6%	
4005 Insurance	7,962	7,800	(162)		(162)	102.1%	
4006 Salaries Outsourcing	333	465	132		132	71.7%	
4007 Data Protection	647	1,320	673		673	49.0%	
4010 Audit Fees	1,708	2,075	367		367	82.3%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	230	550	320		320	41.8%	
4021 General Grants	1,118	2,500	1,382		1,382	44.7%	
4025 CCTV Maintenance	85	1,000	915		915	8.5%	
4030 Steyning in Bloom	2,750	2,750	0		0	100.0%	
4032 Memorial Gardens - upkeep	36	260	224		224	13.8%	
4033 Christmas Lights Grant	5,122	6,200	1,078		1,078	82.6%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,712	2,550	(162)		(162)	106.3%	
4039 Publicity and Advertising	1,187	900	(287)		(287)	131.9%	
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	933	2,440	1,507		1,507	38.3%	
4070 Software support & Packages	2,601	2,600	(1)		(1)	100.0%	
4071 ICT Equipment	3,227	2,250	(977)		(977)	143.4%	1,462
4072 Website Development	131	450	319		319	29.1%	
4073 Neighbourhood Plan Exp	863	1,000	137		137	86.3%	
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	166,118	247,010	80,892	0	80,892	67.3%	5,970
Net Income over Expenditure	241,111	172,965	(68,146)				
6000 plus Transfer from EMR	5,970						
Movement to/(from) Gen Reserve	247,081						

	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	<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	14,709	31,000	16,291		16,291	47.4%	
Youth Provision :- Indirect Expenditure	<u>14,709</u>	<u>31,000</u>	<u>16,291</u>	<u>0</u>	<u>16,291</u>	<u>47.4%</u>	<u>0</u>
Net Expenditure	<u>(14,709)</u>	<u>(31,000)</u>	<u>(16,291)</u>				
Finance & General Purposes Ctt :- Income	407,229	419,975	12,746			97.0%	
Expenditure	180,826	355,510	174,684	0	174,684	50.9%	
Net Income over Expenditure	<u>226,402</u>	<u>64,465</u>	<u>(161,937)</u>				
<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%	
Grand Totals:- Income	493,017	528,675	35,658			93.3%	
Expenditure	275,692	528,675	252,983	0	252,983	52.1%	
Net Income over Expenditure	<u>217,325</u>	<u>0</u>	<u>(217,325)</u>				
plus Transfer from EMR	6,690						
less Transfer to EMR	4,950						
Movement to/(from) Gen Reserve	<u>219,066</u>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	4,500	4,500			0.0%	
1004 Reimbursed Charges & donations	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	3,768	7,200	3,432			52.3%	
Administration :- Income	408,152	419,975	11,823			97.2%	0
4000 Salaries	142,278	194,500	52,222		52,222	73.2%	
4002 Printing, stationery, postage	2,551	2,750	199		199	92.8%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	2,450	3,050	600		600	80.3%	
4005 Insurance	7,962	7,800	(162)		(162)	102.1%	
4006 Salaries Outsourcing	375	465	90		90	80.6%	
4007 Data Protection	751	1,320	569		569	56.9%	
4010 Audit Fees	2,758	2,075	(683)		(683)	132.9%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	258	550	292		292	47.0%	
4021 General Grants	1,118	2,500	1,382		1,382	44.7%	
4025 CCTV Maintenance	85	1,000	915		915	8.5%	
4030 Steyning in Bloom	2,750	2,750	0		0	100.0%	
4032 Memorial Gardens - upkeep	420	260	(160)		(160)	161.5%	
4033 Christmas Lights Grant	5,122	6,200	1,078		1,078	82.6%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,712	2,550	(162)		(162)	106.3%	
4039 Publicity and Advertising	1,187	900	(287)		(287)	131.9%	
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	1,253	750	(503)		(503)	167.1%	
4061 Councillors' Allowances	7	100	93		93	7.3%	
4063 Legionnaires	1,067	2,440	1,373		1,373	43.7%	
4070 Software support & Packages	2,636	2,600	(36)		(36)	101.4%	
4071 ICT Equipment	3,227	2,250	(977)		(977)	143.4%	1,462
4072 Website Development	191	450	259		259	42.4%	
4073 Neighbourhood Plan Exp	1,647	1,000	(647)		(647)	164.7%	624
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	188,196	247,010	58,814	0	58,814	76.2%	6,594
Net Income over Expenditure	219,956	172,965	(46,991)				
6000 plus Transfer from EMR	6,594						
Movement to/(from) Gen Reserve	226,551						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	56,000	56,000		56,000	0.0%	
4101 Swimming Pool	0	21,500	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	0	77,500	77,500	0	77,500	0.0%	0
Net Expenditure	0	(77,500)	(77,500)				
103 Youth Provision							
1700 Steyning PC	79	0	(79)			0.0%	
Youth Provision :- Income	79	0	(79)				0
4023 Youth Service - Outsources	16,028	31,000	14,972		14,972	51.7%	
Youth Provision :- Indirect Expenditure	16,028	31,000	14,972	0	14,972	51.7%	0
Net Income over Expenditure	(15,949)	(31,000)	(15,051)				
Finance & General Purposes Ctt :- Income	408,231	419,975	11,744			97.2%	
Expenditure	204,224	355,510	151,286	0	151,286	57.4%	
Net Income over Expenditure	204,007	64,465	(139,542)				
Ear Marked Reserves							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	33,124	18,000	(15,124)		(15,124)	184.0%	
Earmarked Res F & C :- Indirect Expenditure	33,124	23,000	(10,124)	0	(10,124)	144.0%	0
Net Expenditure	(33,124)	(23,000)	10,124				
550 Joint Parishes Cemetery Ctre							
1600 JPCC income	4,950	0	(4,950)			0.0%	4,950
Joint Parishes Cemetery Ctre :- Income	4,950	0	(4,950)				4,950
Net Income	4,950	0	(4,950)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	4,500	4,500			0.0%	
1004 Reimbursed Charges & donations	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	3,913	7,200	3,287			54.4%	
Administration :- Income	408,298	419,975	11,678			97.2%	0
4000 Salaries	157,948	194,500	36,552		36,552	81.2%	
4002 Printing, stationery, postage	2,699	2,750	51		51	98.2%	
4003 Staff Ill Health Insurance	0	2,750	2,750		2,750	0.0%	
4004 Telephones and Alarm	2,513	3,050	537		537	82.4%	
4005 Insurance	7,962	7,800	(162)		(162)	102.1%	
4006 Salaries Outsourcing	405	465	60		60	87.1%	
4007 Data Protection	785	1,320	535		535	59.5%	
4010 Audit Fees	2,758	2,075	(683)		(683)	132.9%	
4016 Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017 Bank Charges	286	550	264		264	52.1%	
4021 General Grants	1,118	2,500	1,382		1,382	44.7%	
4025 CCTV Maintenance	85	1,000	915		915	8.5%	
4030 Steyning in Bloom	2,750	2,750	0		0	100.0%	
4032 Memorial Gardens - upkeep	420	260	(160)		(160)	161.5%	
4033 Christmas Lights Grant	5,122	6,200	1,078		1,078	82.6%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,712	2,550	(162)		(162)	106.3%	
4039 Publicity and Advertising	1,237	900	(337)		(337)	137.5%	
4040 Town Clock	4,508	450	(4,058)		(4,058)	1001.9%	4,508
4045 Misc & Petty Cash	36	250	214		214	14.5%	
4047 Training	245	800	555		555	30.6%	
4055 HR Support	0	1,000	1,000		1,000	0.0%	
4060 Chairman's Function	1,256	750	(506)		(506)	167.5%	
4061 Councillors' Allowances	7	100	93		93	7.3%	
4063 Legionnaires	1,333	2,440	1,107		1,107	54.6%	
4070 Software support & Packages	2,672	2,600	(72)		(72)	102.8%	
4071 ICT Equipment	3,362	2,250	(1,112)		(1,112)	149.4%	1,462
4072 Website Development	251	450	199		199	55.7%	
4073 Neighbourhood Plan Exp	1,906	1,000	(906)		(906)	190.6%	883
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	205,063	247,010	41,947	0	41,947	83.0%	6,853
Net Income over Expenditure	203,234	172,965	(30,269)				
6000 plus Transfer from EMR	6,853	0	(6,853)				
Movement to/(from) Gen Reserve	210,087	172,965	(37,122)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	56,000	56,000		56,000	0.0%	
4101 Swimming Pool	0	21,500	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	0	77,500	77,500	0	77,500	0.0%	0
Net Expenditure	0	(77,500)	(77,500)				
103 Youth Provision							
1700 Steyning PC	5,004	0	(5,004)			0.0%	
Youth Provision :- Income	5,004	0	(5,004)				0
4023 Youth Service - Outsources	19,254	31,000	11,746		11,746	62.1%	
Youth Provision :- Indirect Expenditure	19,254	31,000	11,746	0	11,746	62.1%	0
Net Income over Expenditure	(14,249)	(31,000)	(16,751)				
Finance & General Purposes Ctt :- Income	413,302	419,975	6,673			98.4%	
Expenditure	224,317	355,510	131,193	0	131,193	63.1%	
Net Income over Expenditure	188,985	64,465	(124,520)				
plus Transfer from EMR	6,853	0	(6,853)				
Movement to/(from) Gen Reserve	195,838	64,465	(131,373)				

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Committee Report

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

4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	33,124	18,000	(15,124)		(15,124)	184.0%	
Earmarked Res F & C :- Indirect Expenditure	<u>33,124</u>	<u>23,000</u>	<u>(10,124)</u>	<u>0</u>	<u>(10,124)</u>	<u>144.0%</u>	<u>0</u>

Net Expenditure

<u>(33,124)</u>	<u>(23,000)</u>	<u>10,124</u>
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550 Joint Parishes Cemetery Ctre

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>
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6001 less Transfer to EMR

4,950	0	(4,950)
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Movement to/(from) Gen Reserve

<u>0</u>	<u>0</u>	<u>0</u>
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Ear Marked Reserves :- Income

4,950	0	(4,950)			0.0%
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Expenditure

33,124	23,000	(10,124)	0	(10,124)	144.0%
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Net Income over Expenditure

<u>(28,174)</u>	<u>(23,000)</u>	<u>5,174</u>
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less Transfer to EMR

4,950	0	(4,950)
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Movement to/(from) Gen Reserve

<u>(33,124)</u>	<u>(23,000)</u>	<u>10,124</u>
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Grand Totals:- Income

507,572	528,675	21,103			96.0%
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Expenditure

364,295	528,675	164,380	0	164,380	68.9%
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Net Income over Expenditure

<u>143,277</u>	<u>0</u>	<u>(143,277)</u>
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plus Transfer from EMR

7,573	0	(7,573)
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less Transfer to EMR

4,950	0	(4,950)
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Movement to/(from) Gen Reserve

<u>145,900</u>	<u>0</u>	<u>(145,900)</u>
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SPC Action Plan for 2024/25

Updated 16th Feb. '25

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 installationpn 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.	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	COMPLETED
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 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 relavent
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 pt1	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 Nov.	Apply for grant monies - if appropriate to make application	By Dec.	Vote in new N. Plan sub committee Cllr members and begin Phase II in earnest	By Dec 24	ALL	Depends on whether Full Council agree to continue or not - as understanding progresses with information obtained	COMPLETED
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue	Gain data gathered by WSCC engineers, & work to identify possible solutions	By Oct	Reconvene working party to discuss next apprach to wiston estate	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 25	Finalise application and decide upon any match funding requirements	By Feb	Working party, Clerk and Key stakeholders	WSCC Engineers and Cllr are proving illusive and this is slowing the process.. The main problem however is that no one currently really knows how to affectively alleviate the issue.	Might have to simply go for best value approach
Steyning Traffic Regulation Orders	Complete the TRO project - incorporates improvements to Church Lane, Tanyard Lane, High Street, Vicarage Lane, Jarvis Lane and a speed limitation on the A283	Finalise last of the three TRO applications with Cllr Linehan	By July	Community Committee to respond to final WSCC officer led amendments	By End of July	First 2 x TRO's go out to Public consultation - SPC to be informed regards response	By End Sept	A283 - WSCC officer to design scheme, Cllr P.L. to agree extent of cover then out to consultation	By End Nov	Successful applications to be installed before end of financial year	Before End of March 25	Clerk / Community C./ Cllr Linehan / WSCC Officers	TRO submissions go to public consultations so in hands of WSCC officers and residents to resolve our best intentions	Make schemes as reasonably scoped as possible Avoid controversy
Neighbourhood Plan Phase II - pt2	Take N. Plan review through from start proper to Reg 16 consultation	Complete selection of residents reps. For committee, and pay first invoices.	By Jan 25	Complete intial Design code works for consult- ants and review their resultant draft docs	By Feb.	Obtain grant monies - certainly initial £10k and consider next application	By Feb.	Complete design code works, and gain agreement plus begin review rest of N. Plan	By March 25.	Take updated N. Plan through Reg 14 consultation & submit for Reg 16	By April 25	N. Plan Steering Com.	Depends on the commitment from Councillors and resident reps, as to whether difficult time constraints and strict timetable as a whole are dealt with affectively and goals achieved.	Working closely with N. Plan consultant to avoid misunderstand- ing of expectations
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

Grant Requests to SPC {End of Fiscal Year}

Briefing Note

- We have had four grant requests in for the end of this year {details noted below}.
 - We have £1,382 left under this particular SPC budget heading and therefore available for our immediate consideration
 - It is possible to accommodate all four applications, but it is for you to decide.
 - Request Totals as follows:
 - Grant Request 1. – £100
 - Grant Request 2. – Up to £400
 - Grant Request 3. – Up to £350
 - Grant Request 4. – £125
 - Grant Request 5. – From £65 up to £390
 - We need to agree a motion to incorporate our preference for this period please
-

Grant Request 1.

Hello John,

Please find attached a copy of the receipt and summary cover for our yearly Public Liability insurance.

In previous years SPC has agreed a grant to cover our 3rd party insurance premium. Last year the premium was £157. This year it is £100. (Surprising drop - but same cover)

We would be very appreciative if you could ask the SPC to agree to refund us this as it has done over the last 10 years.

With many thanks

Roger
Leader SCO

Grant Request 2.

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD

The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Please contact us via email: steyninganddistrict@gmail.com

Steyning Vintage Revival Sunday 4th May 2025 - Overview and Funding Request

Funding Request

We are asking for a grant of £400 from Steyning Parish Council's 2024/25 Grants Fund to enable us to publicise and general running costs the forthcoming Steyning Vintage Revival Event.

Background

The Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning our third Steyning Vintage Revival on the 4th of May 2025.

This event will take place on the bank holiday weekend and will include local enthusiasts with classic cars, buses, classic motor bikes, traction engines and other vehicles to be displayed in the High Street. We also hope to have a small ride-on railway that will be located off the High Street. There will also be entertainment with a focus of local acts as well a pop-up stalls that will include food and drink as well as vintage and collectable market area. We are keen to promote fancy dress on the day and we are working on some other fun and exciting ideas to compliment the day.

Overview of the Steyning and District Community Partnership

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

The Partnership currently has 3 directors with approximately 12 other management Committee members and a further 40-50 active volunteers across all Committees.

Aim of the Steyning Vintage Revival

- To host an event following the success of the previous years
- To create an exciting and vibrant High Street for the residents and visitors to experience a range of vintage and historic vehicles, memorabilia and entertainment.
- To promote the local shops and the town in general
- To build community cohesion
- To provide a level of education and knowledge
- To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

Purpose of the publicity campaign

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

Publicity

The publicity campaign has already started and will ramp up at the start of April 2025 with the production of; A5, A4 and A3 fliers and posters, to be distributed in local shops, the library and museum etc. Nearer the time three banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street, one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and hopefully a radio slot and all publicity will link to more details about the event on our website (www.VisitSteyning.co.uk) as well as on Facebook at facebook.com/visitsteyning and Instagram too. This year we have also reached out to local car clubs and they have been busy promoting the event through their own social media accounts and newsletters.

• Total anticipated costs for this part of the project (2024 costs previously approved)

Printing:

A4 posters x 30 = £18 + VAT

A3 posters x 10 = £9 + VAT

A5 flyers (double sided) x 250 = £65 (no VAT)

Banner Vinyl Patches (reuse banners from previous years) - £100 + VAT

Collectors Exhibitors Sticker (Sign posting the event and Steyning at other meets) - £215 + VAT

Total cost = £407.00

General:

Bins and Clean up = Approx £400 + VAT

First Aid = £390 + VAT

Licences + High Street Closure = Approx £140 + VAT

Entertainment + PA = £600 + VAT

Total cost = £1,530.00

• Match Funding from V&T Committee

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

Amount of Grant to be requested

A contribution from the Parish Council of £400 from its Grants budget to fund the publicity materials to support the event. *Note also this contribution assists with the overall running cost that we incur when delivering an event that is free access.*

Grant Request 3.

STEYNING & DISTRICT COMMUNITY PARTNERSHIP LTD

The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Please contact us via email: steyninganddistrict@gmail.com

Steyning Country Fair Monday 26th May 2025 - Overview and Funding Request

Funding Request

We are asking for a grant of £350 from Steyning Parish Council's 2024/25 Grants Fund to enable us to run the forthcoming Steyning Country Fair.

Background

Steyning Country Fair is a free bi-annual High Street event which takes place on the Whitsun Bank Holiday Monday at the end of May. It has been a well-loved part of Steyning life for over 25 years. It was originally set up to focus on Steyning's rural heritage and history as a market town and to encourage visitors and residents alike to sample its delights. Since then, volunteers from the local community have worked hard to continue to maintain this very special town event.

Local farmers bring their rare breeds and livestock for all to view in the town centre car park, providing a chance to catch up with fellow farming folk and also providing a valuable education for the many children who attend. Rural craftspeople come to demonstrate and sell their wares, and small independent food producers bring a tempting array of delicious local produce.

Entertainment with a rural flavour takes place all day - Maypole and Morris Dancing, country dancing for all, fabulous folk and jazz bands and street entertainers. A very popular fun dog show also takes place on the day, a few steps away on the community field. And our wonderful array of independent shops open their doors to join in the fun.

This year the Steyning and District Community Partnership has joined with the Country Fair Committee to help organise and support the event.

Aim of the Steyning Country Fair

- To host an event following the success of the previous years
- To create an exciting and vibrant High Street and use of Fletchers Croft for the residents and visitors to experience a range livestock, rural crafts (which include demonstrations), the dog show as well as independent food producers.
- To promote the local shops and the town in general
- To build community cohesion
- To provide a level of education and knowledge
- To attract visitors to Steyning from outside the immediate area using social media and wider platforms and information leaflets.

Total anticipated costs for the event (Base on 2023 spend):

Entertainment £2,598

Operating costs £7,162.75

Dog show costs £350.82

Total cost = £10,111.57

Match Funding from Country Fair Committee

Value of volunteer time to plan and execute event, including the time of volunteers outside the Steyning Country Fair Committee who will assist: circa 300 hours @ £15ph = £4,500.00

Amount of Grant to be requested

A contribution from the Parish Council of £350 from its Grants budget to help fund the event, specifically the Dog show that will take place at Fletchers Croft.

Signed: Russell G K Barnes (Director of the Steyning and District Community Partnership, Chair of the V+T Committee and Member of the Management Team) Date: 03.03.25

Grant Request 4.

Dear John,

In recent years the Parish Council has very kindly sponsored the defibrillator located on the outside wall of the Steyning Centre.

Steyning Area First Responders are very grateful for the support the Parish Council has given in the past. We are hoping the Council will consider extending their sponsorship for another year at a cost of £125.

The funds we raise are used to help with the costs of maintaining, updating or replacing the defibrillator and associated equipment to ensure it is in good working order should it ever be required to help in a medical emergency in the area.

If the councillors have any questions or need more information please get in touch with me.

Thank you.

Graham
Treasurer, Steyning Area First Responders

Grant Request 5.

Dear John Fullbrook - Parish Clerk

On behalf of the staff, Board, volunteers and clients of 4Sight Vision Support I am writing today to ask if Steyning Parish Councillors would consider supporting our work.

We receive no Government support and rely solely on voluntary donations to deliver our services **free of charge** to our clients. We currently support 21 residents from your parish who are blind or partially sighted. Your support would directly impact them. Our vision is that every person with sight loss is aware of, can access and benefit from 4Sight Vision Support's services, so that everyone can experience a life without limits.

The current challenges

Cost of living crisis

People continue to face increased costs in food, gas, electricity, fuel and housing. People who are blind or partially sighted are, once again, experiencing disproportionate challenges:

- They are more reliant on devices (additional lighting in their homes, Alexa to help them manage their everyday tasks, etc.) which are now costing more to run
- They are more reliant on benefits than the general population; only one in four people who are registered blind or partially sighted of working age are in employment
- The process of claiming Government benefits is complex, forms are often lengthy and paper based

With more and more of our clients being pushed into poverty, having to make impossible decisions about what to cut back on and at increasing risk of a decline in their mental health, access to the correct financial support has never been more important.

Since April 2022, we have experienced a huge increase in requests for support with accessing benefits and completing complex benefits forms/assessments, increasing from 40 clients in 2021/22 to 128 clients in 2023/24. We expect this demand to continue.

The crisis has also affected us as an organisation, our operating costs are going up and income is going down – some have less to give and competition for funding has increased.

Increasing demand

There are an estimated 36,200 people living with sight loss or low vision in West Sussex, and our county has the largest incidence of age-related sight loss in the UK, with over 6,000 people registered as blind or partially sighted (RNIB Sight loss Data). RNIB projections indicate this number will rise a further 22% by 2032.

Since hospital eye clinics began offering more appointments, resulting in increased levels of diagnosis, we have subsequently seen a significant rise in demand for our services, with an average of 63 new referrals each month. In 2022/23 we supported 761 new clients, a staggering 45% increase on 2021/22.

There is now a backlog of appointments at local hospital eye clinics, which, along with the RNIB's predicted 22% increase in demand by 2032, is likely to result in an unprecedented demand for our services over the next few years.

Life after the pandemic

Covid-19 continues to have a profound and lasting impact on the daily lives of people with sight loss – over four years later. Many of our clients experienced a deterioration to their sight, in some cases irreversibly. While others lost confidence and mobility and have still not returned to social and leisure activities, losing the independence they once had. This has had a detrimental impact on clients' mental health and wellbeing.

Please help us to continue to be there for our clients:

We receive no Government support and rely solely on voluntary donations to deliver our services free of charge to our growing client base, which currently stands at just over 3,400; 21 of which live in your Parish.

A donation, however great or small, will enable us to:

- Listen, and provide emotional and practical support for our clients after diagnosis, which can be a devastating and life-changing time, helping people to feel less isolated and alone.
- Help people to understand their condition and what it means.
- Carry out our dedicated assessments to identify magnification, techniques and products to help with everyday tasks such as reading, shopping, medication, preparing meals; helping our clients to make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.

- Support our clients with accessing benefits and concessions, helping them to complete often complex and paper-based forms, such as Personal Independence Payments, Attendance Allowance and Blue Badge, ensuring they and their families are provided for, which improves their financial stability and reduces stress and anxiety.
- Assist with setting up and using accessibility features on a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones, the outside world and their wider community – reducing isolation.

£65 would enable us to support 1 client for a year

£390 would enable us to support 6 clients for a year

£1,365 would enable us to support 21 clients for a year

Our Chief Executive, Kirstie Thomas, would welcome the opportunity to speak at a forthcoming council meeting, to explain our work in more detail and discuss how we may support more people living with sight loss in your Parish. If this would be of interest to you, please email me: julie.branson@4sight.org.uk or phone: 01243 838 001 to discuss this further.

Thank you very much for taking the time to consider our request.

To consider the Cricket Club's future Lease arrangements and need for amendment and renewal of this Lease in the light of the Clubs desire to have the clubhouse redeveloped.

Briefing note

This item is to brief members on the job that lies ahead for them, and this committee, in regard to this matter.

Cllr Sharp will make a statement and in so doing will attempt to outline some of the things that will need to be assessed, issues dealt with, and tasks assigned, in order for the Council and the Cricket Club to realise their goals and vision for the future for the benefit of our community

At this early stage there is a necessity for greater understanding as to the current position and therefore for members awareness, we are following this briefing note with a NALC Legal Topic document which provides inciteful and relevant information, and then also available to members, and attached separately, is a copy of the current Lease – sent out as a confidential document.

THE PROVISION OF PLAY AND SPORTS EQUIPMENT ON VILLAGE GREENS

Introduction

1. Town and village greens are open spaces that local inhabitants can use for 'lawful sports and pastimes' registered under the Commons Act 1965 or the Commons Act 2006. What constitutes 'lawful sports and pastimes' may vary from place to place but can include both organised and unorganised outdoor recreational activities. The courts have not defined 'lawful sports and pastimes' but have stated that its scope is broad and can include sports such as cricket, tennis, football and bowls. In the House of Lords (now the Supreme Court) case *R v Oxfordshire County Council ex parte Sunningwell Parish Council* ("Sunningwell"), 'pastimes' were held to include:
 - dog walking;
 - children playing;
 - flying kites;
 - picking blackberries;
 - fishing; and
 - tobogganing in the snow.
2. Local councils can erect equipment (either temporary or permanent) for lawful sports and pastimes, including children's play equipment (such as swings and roundabouts), goal posts, tennis courts, cricket nets and other permanent or seasonal sports.
3. Specific planning permission is not required for the erection or maintenance of small buildings, works and equipment intended for recreation on council land (see paragraph A, part 12 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 SI 1995/418).
4. Non-recreational activities on village greens are generally unlawful and often criminal, pursuant to section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876. The two acts are known as "the Victorian Acts".
5. Section 12 of the Inclosure Act 1857 states that it will be an offence:

'If any person wilfully cause any injury or damage to any fence of any such town or village green ... wilfully and without lawful authority lead or drive any cattle or animal thereon, or wilfully lay any manure, soil, ashes or rubbish or other matter or thing thereon, or do any other act whatsoever to the injury of such town or village green ... or to the interruption of the use or enjoyment thereof as a place for exercise and recreation.'

9. Section 29 of the Commons Act 1876 states:

'an encroachment on or inclosure of a town or village green, also any erection thereon or disturbance or interference with or occupation of the soil thereof which is made otherwise than with a view to the better enjoyment of such town or village green or recreation ground, shall be deemed to be a public nuisance ...'

10. Section 29 of the Commons Act 1876 is particularly relevant to the placing of equipment on a green. To do so is undoubtedly an 'encroachment' and an 'erection' on a green and is thus unlawful **unless** carried out 'with a view to the better enjoyment of' the green. Clearly, any play or sports facilities provided to assist local people to indulge in lawful sports and pastimes come within the exception, so that a local council may lawfully provide these on a village green without infringing the Victorian Acts.

11. It is not always easy to determine whether an activity amounts to an 'interference' or an 'interruption' or is for 'the better enjoyment' of a village green. There has been very little case law to assist with interpretation. In *R (on the Application of Laing Homes Limited) v Buckinghamshire County Council* (2003) the High Court stated simply:

'If a village green is established, any other use involving acts which would interrupt its use for enjoyment and recreation are effectively prohibited.'

12. NALC takes the view that the following activities may be undertaken for 'the better enjoyment' of a village green:

- the siting of cafés, sports pavilions, bowling areas, tennis courts, football and cricket pitches, and skate boarding parks; and
- fetes (this was considered a use compatible with a village green in Sunningwell.)

13. There is a limitation on the size of any building built on a village green. Under section 20 of the Open Spaces Act 1906, an open space, which includes a village green is defined as :

“any land, whether inclosed or not, on which there are no buildings or of which not more than **one-twentieth part** is covered with buildings, and the whole of the remainder of which is laid out as a garden or is used for purposes of recreation, or lies waste and unoccupied:

14. NALC takes the view that the following activities may not be undertaken for the better enjoyment of village greens and may, therefore, be unlawful:

- general car parking (i.e. which is unrelated to the recreational use of a green);
- private driveways;
- some (intrusive) wayleaves; and
- the siting of mobile telephone masts.

The test under section 29 of the 1876 Act is whether the erection is made with a view to the better enjoyment of the town or village green. If it is, no offence of public nuisance is committed. Local consultation and perhaps consultation with a group like the Open Spaces Society (who are active in opposing infringements on town or village greens) may be a sensible precaution - see

<http://www.oss.org.uk/?gclid=CI6E8N-uv8YCFQoYwwodVYcNpA>

15. The issue of easements over village greens is covered in Legal Topic Note 57 Easements over Common Land and Village Greens.
16. In a few cases, rights of common (e.g. to graze animals) have been registered over a green. These rights co-exist with the right of the local inhabitants to use the green for recreation. If play equipment etc. is placed on such a green which obstructs the exercise of common rights, the right holders are entitled to take legal action to remove the obstructions. Accordingly, the council should ensure that play equipment does not interfere with the exercise of commoners' rights before putting it on the green. Additionally, where a village green is subject to rights of common, reference should be made to section 38 of the Commons Act 2006 (England only) which prohibits works without consent.

Bringing Proceedings under the Victorian Acts

17. Under section 12 of the 1857 Act, the 'churchwarden or overseer of the parish in which such town or village green or land is situate, or ... the person in whom the soil of such town or village green or land may be vested' may commence proceedings in a magistrate's court. Section 189 of the Local Government Act 1972 states that any reference to a 'churchwarden or overseer' should be read as referring to the parish council (or parish meeting if there is no separate parish council), or the community council.
18. A breach of section 29 of the 1876 Act may be prosecuted by the persons mentioned above and also by 'any inhabitant of the parish in which such town or village green or recreation ground is situate.'
19. The Victorian Acts give power to parish councils, owners and inhabitants to commence proceedings. It is not entirely clear whether the police also have the power to commence proceedings as no express power is given to them. In NALC's view, the police do have the power. Some legislative provisions state that proceedings may *only* be commenced by local authorities (e.g. section 77(4) of the Rent Act 1977) but that is not the case in respect of the Victorian Acts.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
15	Legal Proceedings	Sets out considerations for local councils starting legal proceedings
20	Markets and Similar Events	Sets out the powers of councils to hold markets, shows and similar events
23	Health and Safety	Sets out local councils' duties
42	Occupiers' Liability	Sets out the councils' duties as occupier of the land
53	Protection of Common Land	Sets out the provisions of section 38 of the Commons Act 2006 Act in further detail.
57	Easements over Common Land and Village Greens	Sets out the responsibilities of councils to protect village greens in more detail.

Framing the Cricket Club discussion - Tuesday 11 March 2025

1. We are not talking tonight about the proposed design of new building – that is for other committees and authorities to discuss. We are discussing the granting of a new lease.
2. We will have to grant a new lease before the 31st March 2028 or cricket on the MPF will cease. This could be unpopular -and likely to attract local displeasure – if not national notice.
3. We will be instructing lawyers to draw up a new lease. SPC always has as far as we know – and presumably always will. But we will also require legal advice immediately to establish our options and constraints in granting a new longer lease as requested.
4. The current pavilion, which we own, is in poor condition. It is going to have to be rebuilt in some shape or form in the near future.
5. SPC – and by extension all Steyning residents – ideally should not have to pay for this if we don't have to. Although if the current SCC project collapses we may be forced into this option.
6. So our objective should be to grant a lease which would enable SCC to build a new pavilion. Financed by the club itself.
7. The current pavilion will have to be removed. As it stands this would have to be done at our expense – as the owners. Or we transfer the ownership to SCC.
8. This creates a legal problem. We either have to transfer at a value decided by an external valuer (who must take into account the restricted uses the property can be put to because it is sited on a Village Green). Or possibly we can transfer it cost free to a community group – in this case SCC. We will need to contact WSCC legal officers to understand how their Property Disposals Policy applies. We should also contact to NALC to establish the basis for their opinions expressed in LTN 56.
9. We are definitely not agreeing a lease tonight – we don't know what the Cricket Club project will actually turn out to be. It has to gain planning approval and also confirm finance.
10. We also do not know what kind of lease we can grant. SCC have asked for a long lease (more than 21 years, possibly 99 years). This potentially takes their tenancy into “long tenancy” which may (or may not) give them the right to renew automatically. This would be effectively a sale of property (Note current lease is for 21 years, probably not accidentally). This might trigger a disposal of public property issue – see above. Obviously, this will require legal advice.

11. If the project progresses SCC will own a new pavilion they paid for. In principle they could, at some future date, sell it or rent it to another party – but as its sited on a Village Green only to another Sports club or café provider. What restriction should we aim for? From the wider point of view of Steyning residents a restriction that it can only ever be used as primarily a cricket or sports pavilion might be desirable. Can we do this? Obviously, this will require legal advice.
12. We also need to know what conditions, if any, are attached to the proposed financing of the new pavilion. Do they, or could they, conflict with our interests? Or even with Village Green restrictions?
13. Finally, we do need to be mindful that the expansion of the Cricket Club premises will have two effects. It will allow better meeting opportunities for more sports clubs beyond the Cricket Club itself – e.g. SAC, Hockey clubs, etc. The second is it will expand the club's already very successful hospitality operations – e.g. as a wedding venue, parties, wakes etc. We should consider whether there any desirable requirements to be placed on the new pavilion's use as a food and beverage supplier.
14. The proposal is that the Clerk is instructed to brief our lawyers as soon as possible to establish what lease options are possible – and what are the pros and cons of each option. The Clerk is also instructed to obtain advice from WSCC Legal officers as to the details of WSCC Property Disposal policies. Finally the Clerk is instructed to make contact with NALC to investigate further the legal advice that lay behind Note LTN 56 (Village Greens).

AS 11/03/2025

TERMS OF A LICENCE TO PERMIT ICE CREAM TRADING ON THE MEMORIAL PLAYING FIELD

1: Licensor: Steyning Parish Council, Fletcher's Croft, Steyning BN44 3XZ

2: Licensee: Sharna Leggott

The Dairy Diva - [REDACTED]

The licence is personal to the Licensee and not transferrable to any other party.

3: Licensed Area: Space on the Steyning Memorial Playing Field

4: Licensed use: To site a mobile ice cream trade tricycle.

5: Licensed period **1st April to 31st October 2025**

6: Determination: The licence shall be determined by:

- i Either party giving 1 month's written notice
- ii By a breach of the Licence

7: Conditions: The licensee agrees to the following conditions of use:

- i) The Licensee will submit to the Council prior to use of the Licenced Area a full Health and Safety assessment.
- ii) To comply with all health & safety requirements in the operation of the sale of ice creams to ensure that the public safety is not compromised in any way.
- iii) The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the Licensed Area.
- iv) The Licensee to ensure that all materials are secured at the end of each working day and removed from site.
- v) The Licensee to litter-pick all waste material/ rubbish generated by sale of ice creams within 50 metres of the Licensed Area and to clear and clean the Licensed Area after use.

8. **Licence Fee :** Nil
9. **Indemnity:** Nil
10. **Legal Interest:** No legal interest whatsoever is to be formed on the land during the licence period.
11. **Miscellaneous:** No secure tenure or legal interest is to be implied or construed upon the grant of the licence and the Council does not undertake to renew the licence at the end of the licence but will consider a new licence for a new season when this request is made to the Council office.
12. **Liaison:** The Licensee will liaise with the Deputy Clerk, Leanne Poole: 01903 812042 for all matters relating to the licence prior to and upon completion of the licenced activities and in her absence the Clerk, John Fullbrook.

John Fullbrook

Steyping Parish Council Clerk

On behalf of the *Licensee*, I agree to the terms of the temporary licence as set out above:

Signed:

Description Details of signatory:

Date:

Item 6.7

To consider the next 3 year Neighbourhood Wardens 2025 - 28 Contract

Briefing Note

At the last F&GP meeting members gave a commitment to carrying on with the Neighbourhood Wardens Contract for the next three years. We are now considering the details of said contract. Following this note we have attached the previous contract as per agreed by all parties three years ago, and below are the requests set out from the HDC management team – suggesting their amendments. I need members to consider and agree both these and any other amendments to the contract so that this can be fed back to HDC and other parish councils. Please also see the draft MOU which would need to be signed by the three councils following your agreement – note the only changes made are updates to dates, and clerking details at the other two parish councils.

First then please note the suggested HDC amendments below:-

Subject: Amendments to the previous Draft SBUB warden agreement 2025-2028

Dear John, Stephen and Paul

Further to recent correspondence, I have been working with Legal and HR colleagues to draft an updated agreement for the next three years. There is some minor rewording in places to reflect current working practices and some bits have been added in to bring the agreement in line with standard legal wording. We are also looking at standardising the agreements as much as possible although there will obviously be some differences in local schemes. Essentially, the main changes are as follows:

- 1.1** – I have removed the shift rota from the agreement itself – this will change from time to time so will be out of date, but I have stipulated that the rota will be agreed between parties.
- 2.3** – wi-fi has been added in.
- 6.2** – the steering group member role profile has been removed as a separate appendix and incorporated within the steering group terms of reference (appendix 1) to simplify.
- 7.1** (and appendix 2) – previously referred to as KPIs but they are more around powers and actions / outcomes, so terminology has been changed.
- 7.4 and 7.5** – Added a section around performance concerns which is standard in other more up to date agreements.
- 8.5** – added a breakdown of percentage of costs for each Parish.
- 9.3** – Added a standard paragraph in respect of termination on grounds of performance to bring it in line with up to date agreements (HDC responsibility).
- 9.5** – Previous paragraph from the last agreement is deleted as HDC would be liable for all costs anyway (not just payments that relate to the period of employment under the agreement).
- 10.1 and 10.2** – a 4 month notice period added in the event that the Parish Council decide not to renew at the end of the agreement period. This will give sufficient time for staff to seek alternative employment.
- 11** – Updated standard legal wording around liability.
- 17** – Standard legal section added on data protection/freedom of information.

Mandy Cunningham

Community Services Manager

**AGREEMENT
FOR
THE PROVISION OF A
NEIGHBOURHOOD WARDEN SCHEME**

HORSHAM DISTRICT COUNCIL

-AND-

**STEYNING PARISH COUNCIL
BRAMBER PARISH COUNCIL &
UPPER BEEDING PARISH COUNCIL**

1 April 2025 – 31 March 2028

THIS AGREEMENT is made
BETWEEN

(1) HORSHAM DISTRICT COUNCIL (Parkside, Chart Way, Horsham RH12 1RL AND
(Hereinafter called "The District Council")

(2) STEYNING PARISH COUNCIL(The Steyning Centre, Fletchers Croft, Steyning,
West Sussex BN44 3XZ), BRAMBER PARISH COUNCIL (The address of the
incumbent Clerk) & UPPER BEEDING PARISH COUNCIL (The Gladys Bevan Hall,
Church Lane, Upper Beeding, West Sussex BN44 3HP)
(Hereinafter called "The Parish Council cluster")

WHEREAS

The Parish Council cluster has made a request to the District Council for the provision of a Neighbourhood Warden Scheme for the Parish. The District Council has agreed to provide such services subject to the Parish Council cluster paying to the District Council the charges specified in the annual budgeting process.

Nothing in this Agreement shall be taken as fettering the discretion of the parties to this Agreement in the exercise of their statutory powers and duties. The Parties are shown above as outlined in (1) and (2).

IT IS HEREBY AGREED AND DECLARED as follows: -

1. ESTABLISHMENT

- 1.1 For the purposes of this agreement, the agreed establishment will be two full-time (37 hours per week) Neighbourhood Wardens deployed to the Parish areas of Steyning, Bramber and Upper Beeding in accordance with the agreed shift rota determined by priorities as agreed and reviewed by the steering group.
- 1.2 The wardens deployed will predominately perform duties as set out in the Standard Operating Procedures manual and as agreed by the steering group within the Parishes and their community but may occasionally be asked to help with an emergency in the district or, with prior notice, to help another warden service in another location to support community events. This will be a reciprocal arrangement.

2. COUNCILS' OBLIGATIONS

- 2.1 The District Council shall have absolute Operational Control over all members of its staff on a day-to-day basis with any significant alterations to the priority areas of work or locations agreed by the steering group.
- 2.2 The District Council will employ the wardens in accordance with the provisions of this Agreement.
- 2.3 The Parish Council cluster shall provide suitable office accommodation in one of the parish areas for the wardens, free of charge, which is both safe and appropriate for their needs in accordance with the Health & Safety at Work Act 1974. This includes lockable door, lockable storage, two desks and chairs, phone line, power, wi-fi, access to toilets and rest facilities. The office should be accessible out of normal office hours.

3. RECRUITMENT AND TRAINING

- 3.1 The District Council will arrange for the Neighbourhood Wardens to be recruited and trained to the Council's normal standard and subject to the Horsham District Council Staff Discipline & Grievance procedures.

- 3.2 The Warden Supervisor may be able to provide limited cover for Warden duties during times of absence, including but not limited to annual leave, sickness or maternity leave. However, in the event of staff absence it may be necessary to alter shift patterns for the lone working Warden to reduce any risks associated with times of day and activity.
- 3.3 All Neighbourhood Wardens will be subject to the Horsham District Council standard terms and conditions of service.

4. UNIFORM, EQUIPMENT & TRANSPORT

- 4.1 The District Council will provide the standard Neighbourhood Warden uniform.
- 4.2 The District Council will procure a vehicle for warden use which will be appropriately liveried in accordance with HDC corporate branding guidelines. The costs will be considered by the steering group in advance of any agreements being signed.
- 4.3 The District Council will provide the following for the dedicated use of the Neighbourhood Wardens:
- Mobile telephone
 - Computer
 - Uniform
 - Miscellaneous equipment
 - Training

5. STAFFING LEVELS

- 5.1 The Neighbourhood Wardens will be employed by the District Council using the collective funding from the Parish Council cluster within this Agreement and will be deployed as shown in section 1.

6. MANAGEMENT INFORMATION

- 6.1 The District Council, through the Neighbourhood Warden Supervisor, will attend regular Steering Group meetings with the Parish Council to discuss the operation and effectiveness of the Neighbourhood Wardens.
- 6.2 The District Council will provide a Steering Group Terms of Reference (**Appendix 1**). Within the Steering Group, a minimum quorum of 1 representative from each Parish is required to make or agree decisions about the warden scheme.
- 6.3 Each Parish Council within the cluster should provide one representative (in addition to the Clerk) to attend the Steering Group meetings acting as the conduit for information.

7. PERFORMANCE REVIEW

- 7.1 The District Council will monitor the performance of the warden service in relation to the powers and actions as listed in Appendix 2, which will be presented as part of the monthly warden report and will be monitored by the steering group..
- 7.2 The wardens will submit monthly reports to the Steering Group members and Clerks, to be shared with the respective Parish Councils.
- 7.3 In the event that a Parish Council is dissatisfied with the performance of the service, and that is not able to be rectified via the Steering Group, the Clerk should make contact with the Community Services Manager, putting these concerns in writing.

- 7.4 Any performance concerns will be dealt with by The District Council using their performance management process and the issue will be reviewed as part of future Steering Group meetings until the matter is resolved.
- 7.5 Following an agreed period of time being undertaken to allow any Warden performance issues to be resolved, should the Parish Council remain dissatisfied with Warden performance and the Parish Council and the District Council cannot resolve the matter via clause 15 Disputes Resolution and the Parish Council wish to terminate a Warden on the grounds of poor performance, clause 9.3 will apply.

8. FINANCIAL PROVISIONS

- 8.1 The District Council shall provide by the end of each calendar year an estimate based on current pay scales and associated costs for Neighbourhood Wardens for the following year commencing 1st April.
- 8.2 The projected costs for the financial year commencing 1st April 2025 for the service provided by two Neighbourhood Wardens based upon the most recent pay scales will be met by the Parish Council cluster. This will be held as a scheme budget by the District Council. Sickness pay, annual leave and maternity pay will all be paid from this Budget.
- 8.3 The District Council shall invoice separately each of the Parish Councils forming the cluster annually in arrears for a proportion of costs of the service, arising from this agreement. Payment must be made within 30 days of receipt of invoice.
- 8.4 The District Council will review and recharge each of the Parish Councils, by giving three months notice in writing, any additional costs in accordance with this agreement. Any financial reimbursement for budget underspends will be deducted from the following year's invoice.
- 8.5 Costs of the scheme for the term of this agreement will be met by each Parish Council as follows:
- 8.5.1 Steyning Parish Council will contribute a total of 60.5%
- 8.5.2 Upper Beeding Parish Council will contribute a total of 29%
- 8.5.3 Bramber Parish Council will contribute a total of 10.5%

9. TERMINATION

- 9.1 The Parish Council Cluster or Horsham District Council may by 4 months' notice given at any time terminate this agreement.
- 9.2 Should any individual Parish Council wish to terminate this agreement; they must do so firstly by consulting the other Parish Councils forming the cluster who in turn would need to instruct the District Council in writing, as a collective whether they wish to continue receiving the service with a new funding arrangement or terminate the overall agreement.
- 9.3 In the event that The Parish Council Cluster wish to terminate the Warden agreement on the grounds of performance which has not been able to be satisfactorily rectified in accordance with section 7, then points a, b and c of clause 9.4 below will not apply and instead these costs will be met by Horsham District Council.
- 9.4 In the event of termination by the Parish Council Cluster under clause 9.1 above then:
- (i) The Parish Councils shall continue to be liable for the costs of the Neighbourhood Wardens under this Agreement during the notice period; and
 - (ii) The District Council shall use its reasonable endeavours to re-deploy the Neighbourhood Wardens during the notice period but in the event of the District Council being unable to do so the Parish Council cluster will be responsible for costs weighted in the normal funding proportions relating to:
 - (a) The reasonable costs of re-training; and/or

- (b) Any statutory and contractual redundancy payments that relate to the period of employment under this Agreement; and/or
- (c) Pensions costs under the existing pension scheme that relate to the period of employment under this Agreement.

9.5 The District Council may by 4 months written notice given at any time terminate this Agreement.

10. PERIOD OF AGREEMENT

10.1 This Agreement will be effective from 1st April 2025 for a period of three years and will terminate on 31st March 2028. Extension of the Agreement will be possible providing the District Council and the Parish Council Cluster can agree terms before 30th November 2027.

10.2 In the event the Parish Council Cluster do not wish to extend the Agreement on the 1st April 2028 they are required to provide the District Council with 4 months written notice to be received by the District Council no later than 30th November 2027, otherwise the Parish Council Cluster will be liable for all the District Council's costs as set out in clause 9.4 above.

11. LIABILITY

11.1 Nothing in this Agreement shall limit or exclude any party's liability for:

- (i) death or personal injury caused by negligence; or
- (ii) fraud or fraudulent misrepresentation.

11.2 Subject to Clause 11.1:

(a) No party to this Agreement shall be liable, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any indirect or consequential loss arising under or in connection with this Agreement.

(b) the District Council's total liability to the Parish Council Cluster, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with this agreement shall be limited to the greater of:

- (i) the sum recoverable via the District Council's relevant insurance policies, where applicable; or
- (ii) the total annual charges (calculated by reference to the charges in successive 12-month periods from the date of this agreement) paid or payable by the Parish Council Cluster under this Agreement.

(c) The Parish Council Cluster's total liability to the District Council whether in contract, tort (including negligence), breach of statutory duty, or otherwise, arising under or in connection with this Agreement shall be limited to the greater of:

- (i) the sum recoverable by the Parish Council Cluster's relevant insurance policies, where applicable; or
- (ii) 100% of the total charges paid by the Parish Council Cluster under this Agreement.

11.3 Notwithstanding Clause 11.2(a), the losses for which the District Council assumes responsibility, and which shall (subject to Clause 11.2(b) and Clause 16.1 (Force Majeure)) be recoverable by the Parish Council Cluster include the sums paid to the District Council pursuant to this agreement, in respect of any services which the District Council acknowledges it has not, or is unable to, provide in accordance with the terms of this Agreement.

12. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

12.1 This Contract does not create any right enforceable by any person not a party to it except that a person who is the permitted successor to or assignee of the rights of a party is

deemed to be a party to this Contract. This Contract may be rescinded or varied without the consent of or the need to give any notice to any person not a party to it.

13. HUMAN RIGHTS

- 13.1 The District Council and the Parish Council Cluster shall ensure that they always perform their obligations under this agreement in conformity with the provisions of the Human Rights Act 1998 and any amendment or re-enactment thereof and any regulations made thereunder.

14. EQUAL OPPORTUNITIES

- 14.1 The District Council and the Parish Council Cluster shall not unlawfully discriminate within the meaning and scope of the provision of the Equality Act 2010 or any statutory modification or re-enactment thereof relating to discrimination in employment. The Partners shall take all reasonable steps to secure the observance of these provisions by all servants, employees or agents and all sub-contractors employed in the execution of this Contract.

15. DISPUTES RESOLUTION

- 15.1 The Parties will use their best endeavours in good faith to resolve by agreement any dispute between them arising out of or relating to this Agreement. Such endeavours should include negotiation and, if appropriate, conciliation/ arbitration by an independent person to be agreed between the Parties, or in the case of failure to agree, by a representative of a professional body appropriate in the circumstances of the case. Such an independent person shall be given all information and assistance by the Parties in carrying out his duties and may be given by agreement between the Parties the duty to recommend or approve terms of settlement between the Parties.
- 15.2 If there is any dispute between the Parties, which cannot be resolved by negotiation or conciliation under Clause 17.1, the Parties shall attempt to settle it by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

16. FORCE MAJEURE

- 16.1 Neither party shall be liable in respect of any breach of this Agreement due to any cause beyond its reasonable control including Act of God, inclement weather flood, lightning or fire, the act or omission of Government, highway authorities or other competent authority, war, military operations or riot.

17. DATA PROTECTION AND FREEDOM OF INFORMATION

- 17.1 The District Council and Parish Council Cluster acknowledge that:

- (a) The District Council is obliged to comply with the provisions of Section 100 of the Local Government Act 1972 and Section 1(1) of the FOIA (the "Information Acts"), meaning that any person has a right to request information relating to the provisions of this Agreement (the "Information") from the District Council.
- (b) The District Council has a duty to communicate the Information to the individual making the request; and
- (c) The Parish Council Cluster shall assist and co-operate with the District Council in complying with its obligations under the Information Acts but shall not disclose any Information to any individual under the provisions of the Information Acts without first obtaining the prior written consent of the District Council.

- 17.2 The following sub-clauses shall apply to all parties of this Agreement:

- (a) The Parties shall take account of the code of practice on the discharge of the functions of public authorities under Part 1 of the FOIA made pursuant to section 45 of the Act.
- (b) Where a Party receives a request for Information in writing and that Information is held by the other on behalf of the party in receipt of the request the party holding the Information on behalf of the other shall promptly provide the party in receipt of the request with such information as is necessary to enable it to comply or consider the request.
- (c) For the purposes of sub-clause 17.2(b) "in writing" shall also include any request for information where the text of the request is (i) transmitted by electronic means (ii) is received in legible form, and (iii) is capable of being used for subsequent reference.
- (d) Unless it is clear that no exemption applies under the FOIA a Party shall notify the other(s) within 24 hours of any requirement arising as a result of the FOIA whereby it may be compelled to disclose information provided to it by the other Party and shall consult with it as to whether such information should be disclosed.
- (e) Sub-clause 17.2(d) shall not apply where the Party which has been provided information by the other does not intend to disclose such information.

17.3 If the parties agree to share personal data (as defined in the General Data Protection Regulation (2016/679) relating to the performance of the obligations under this Agreement during the course of this Agreement, the parties hereby agree to enter into a separate data sharing agreement prior to the commencement of the sharing of personal data.

18. LAW

18.1 Unless otherwise agreed in writing between the parties this Agreement shall be subject to and construed and interpreted in accordance with English Law and shall be subject to the jurisdiction of the Courts of England and Wales.

19. NOTICES

19.1 Notices to be served on either party shall be in writing.

19.2 Any notice to any Party shall be deemed to be sufficiently served if given or left in writing at his usual or last known place of abode or business and proof of postage by recorded delivery, or delivered by hand, of any Notice to either party at his usual or last known place of abode or business shall be sufficient evidence of its receipt by him.

20. AMENDMENTS

20.1 Any amendments to this Agreement shall be made in writing and signed by the Parties hereto.

20.2 Nothing in this Agreement shall be construed as establishing or implying any partnership or joint venture between the Parties hereto and nothing in this Agreement shall be deemed to constitute any of the Parties hereto as agents of the other.

Appendix 1

Neighbourhood Wardens Scheme

Steering Group Terms of Reference

The role and operation of the Steering Group

- Horsham District Council recruits, trains and manages teams of Neighbourhood Wardens on behalf of Parish Councils. In order to ensure parish priorities are met, current issues are discussed and plans made for the future, a Steering Group will be set up for each scheme.
- Steering Group meetings will be held at mutually convenient intervals (but no less than once each quarter).
- The Neighbourhood Wardens will give a verbal account of their activities during each meeting including examples of good work as well as challenges encountered. These are supplemented by monthly reports which are emailed to the Parish Clerks once they've been checked with the Warden Supervisor. The Clerks can then share with their respective councils. Copies will also be e-mailed to the Steering Group representatives.
- The Parish Council representatives sitting on the Steering Group will attend Parish Council meetings to update Councillors on the content of the report as well as being a conduit to gather information or direction from the council which will be fed back at the next Steering Group meeting, or via email if time sensitive.
- Steering Groups should 'steer' the direction of the work of the Wardens and Parish Council representatives should act as intermediaries between the Council and the Wardens.
- Steering Group members should view themselves as working with the Wardens to enable them to deliver an effective service for the Parish. Whilst they represent the Parish Council, they should have a strong interest in, and support of, the Warden Scheme.
- Parish Council members of the Steering Group should reflect the councils' views and not their own.
- Parish Council members of the Steering Group should ensure that the Clerk is kept up to date with any key discussions or issues to enable good communication and information flow.
- Any major operational issues which cannot be resolved through the Steering Group will be addressed by Horsham District Council's Community Services Manager and the Parish Council Clerks.

Membership

- No more than one representatives from each Parish Council (in addition to the Clerk) will attend each meeting to represent the views of the full council, acting as intermediaries.
- Additional local organisations or individuals may be invited to attend on an ad-hoc basis if relevant to the agenda.

- Horsham District Council's Warden Supervisor will also attend Steering Group meetings as a representative of HDC scheme management, Chair and note taker.
- Local organisations should pass all issues or requests regarding the wardens to the Parish Council Steering Group representatives, who will then pass them on to the wardens, if appropriate.

Appendix 2 – Powers and key duties (Master List)

COMMUNITY SAFETY ACCREDITATION SCHEME POWERS	
STOP CYCLES RIDING ON A FOOTPATH	
REQUIRE NAME & ADDRESS FOR RELEVANT OFFENCE	
REQUIRE NAME & ADDRESS FOR PERSON ACTING IN ANTI-SOCIAL MANNER	
SEIZURE OF ALCOHOL FROM PERSON UNDER 18	
SEIZURE OF TOBACCO FROM PERSON UNDER 16	
LOCAL AUTHORITY ENFORCEMENT POWERS	
LITTERING	
DOG FOULING	
FLY-POSTING & GRAFFITI	
BREACH OF A COMMUNITY PROTECTION NOTICE	
BREACH OF A BYELAW	
COMMUNITY REASSURANCE	
FOOT PATROL HOURS	VEHICLE PATROL HOURS
ELDERLY / VULNERABLE VISITS	CLUB / ORGANISATION SUPPORT
COMMUNITY EVENT SUPPORT	SIGNPOSTING TO OTHER AGENCIES
OUTCOMES	
VERBAL OR WRITTEN WARNING/ADVICE	POLICE CALL
FIXED PENALTY NOTICE	INTELLIGENCE LOG SUBMITTED
SEIZURE	FLY POSTING REMOVAL
OPERATION CRACKDOWN REPORT	PENALTY CHARGE NOTICE
SAFEGUARDING OR CARE/SUPPORT REFERRALS	REFERRALS TO OTHER SUPPORT AGENCIES
COMMUNITY PROTECTION WARNINGS/NOTICES	

Partnership Agreement Signatories

SIGNED for and on behalf of **HORSHAM DISTRICT COUNCIL**

..... (Signature)

..... (Name)

..... (Position)

..... (Date)

SIGNED by for and on behalf of **STEYNING PARISH COUNCIL**

..... (Signature)

..... (Name)

..... (Position)

..... (Date)

SIGNED by for and on behalf of **BRAMBER PARISH COUNCIL**

..... (Signature)

..... (Name)

..... (Position)

..... (Date)

SIGNED by for and on behalf of **UPPER BEEDING PARISH COUNCIL**

..... (Signature)

..... (Name)

..... (Position)

..... (Date)

Town Clock, and Tower Renovations

Briefing Note

The Clerk will give a brief update on these works at the meeting.

Following this members will need to agree recommendation to Full Council please, for the payment of the invoices attached to this note.

Then in reference to the note below from our district Conservation Officer, can members consider a motion which can be dealt with by the council in the longer term, in regards to preparation for the next time the Tower, and Clock faces need renewal/ redecorative works.

Finally could members consider the idea put forward at the last Full Council meeting in reference to the potential positioning of a camera within the clock tower – which monitors clock mechanism/ and perhaps bell.

Dear John,

I'm glad that the conversation was useful. I confirm that it is acceptable that the grp clock face is replaced with an aluminium face as a temporary repair. I appreciate this temporary repair may be in place for a number of years. During this time it is right that the PC explore and assess solutions that will reinforce the special interest of the listed building including the reinstatement of traditional hand painted timber faces to authentically replicate the originals as far as we know. At this stage I am satisfied work can continue as a repair not affecting the special interest of the listed building. I also understand that the scaffold should be struck at the earliest opportunity to reinstate free movement along the footway. Please keep me informed of the PC discussions. It should be the intention to be able to publish a strategy for the future of the clock tower with an intended long term solution that can be followed up by future members of the PC.

*Regards,
Seán*

Seán Rix
Senior Conservation Officer
Specialists Team - Strategic Planning

Tax Invoice

STEYNING PARISH COUNCIL

Invoice Date
5 Mar 2025
Invoice Number
VAT Number
Obelisk Investments
Ltd
Combe Hatch
Prestwick lane
Chiddingfold
Surrey

Description	Quantity	Unit Price	VAT	Amount GBP
50% OF SCAFFOLDING FEE (£2,200)	1.00	1,100.00	Zero Rated	1,100.00
50% OF PERMIT CHARGES (£1,100)	1.00	550.00	Zero Rated	550.00
Subtotal				1,650.00
TOTAL ZERO RATED				0.00
TOTAL GBP				1,650.00

Due Date: 19 Mar 2025

Obelisk Investments Ltd
HSBC Bank plc
Sort Code-
Account Number-

98 Old Fort Rd
Shoreham Beach
Shoreham
BN34 5HB
07904 179726

JS Fitters
Refurbishment and General Building

Invoice

Invoice No

Date: 4th March 2025

Re: Beltons Accountants, 72 High Street, Steyning, West Sussex BN4 43RD

Adaptation Works carried out:

Re scaffolder, 2 visits to arrange clockworks as requested.

2 x £150.00 per visit

Cash Total: £300.00

**Payment as agreed.
Thank you for your business**

Invoice

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

Terms 30 days from document date

Invoice No :
Date : 28/02/2025
Account No :
Our Ref :
All Amounts in Pounds
VAT Number: GB 125 6772 59

Description	Quantity	Price	VAT	Total
Steyning Town Clock				
Order No : Email				
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	15028.00	Std Rate	15028.00
Less deposit paid against invoice 133811	1	-4508.40	Std Rate	-4508.40

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

Please quote the following invoice number with your payment:
Please ring o pay by card.

GOODS TOTAL 10519.60

VAT TOTAL 2103.92

INVOICE
TOTAL £ 12623.52



SMITH OF DERBY GROUP

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

To consider new Earmarking of SPC Funds

Briefing Note

This table lists the current commitment to Earmarked reserves, plus changes to these amounts after this year's activities – to date.

10/03/2025 13:15		Steypning Parish Council 2024.25		Page
		Earmarked Reserves		
Account	Opening Balance	Net Transfers	Closing Balance	
320 EMR-NHP	2,673.75	-882.76	1,790.99	
321 EMR-Bus Shelter Notice Boards	1,000.00		1,000.00	
322 EMR-Lighting Upgrades	942.00		942.00	
326 EMR-Tree Report & Essential Wk	6,750.00		6,750.00	
327 EMR-High St N. Board relocate	1,500.00	-220.00	1,280.00	
328 EMR-Allotment Access	1,184.00		1,184.00	
329 EMR-HR Services	3,743.00		3,743.00	
330 EMR-Steypning Centre Audio Vis'	1,462.00	-1,462.00	0.00	
331 EMR-Clock Tower Maintenance	4,660.00	-4,508.40	151.60	
332 EMR-CIL	10,468.10		10,468.10	
341 EMR - Steypning C. Sinking Fund	5,000.00		5,000.00	
345 EMR-Cemetery Committee	58,780.95	4,949.74	63,730.69	
346 EMR - Marley Shed Roof	500.00	-500.00	0.00	
349 RES - Youth Services-Steypning	7,237.16	0.00	7,237.16	
	105,900.96	-2,623.42	103,277.54	

Following discussion and recommendation from the Community Committee could F&GP consider approving adding £3,000 to Essential Tree Works from this year's unspent budget, as not all works were completed this year 24/25.

This is to help cover the fact that in autumn 2025, SPC will again need to have a Tree survey completed and likely deal with a raft of tree works accordingly.

Could F&GP also consider moving any unspent Town Improvement budget – initially £1500, but likely to be £1,100 remaining, forward as an earmarked reserve to help cover costs of interpretation board installation project next year, please.

Vintage Years Annual Grant approval

Briefing Note

We have already agreed via approval of grant policy, and annual budget each year, that there is money set aside for this important group – the money going to help cover the administration of the regular sessions. This item is on the agenda for members to consider approval of the £1,500 grant request therefore.

Below is the request letter received a few weeks before this meeting, and over page is the year review for the group to give members a better understanding of what is achieved by this exceptional service provision

Dear John

I thought I would just bring you up to date with the activities of Vintage Years

We have had a busy year with our usual outings monthly including a river trip to Hampton Court and our monthly afternoon tea meetings including music talks quizzes and we also had a craft afternoon making Christmas baubles for the Steyning Centre Christmas tree

We are running at full capacity with 110 members with a short waiting list

One of the areas we have been concentrating on is safeguarding the mental well-being of our members. To this end we have created a safeguarding policy and appointed a safeguarding officer to handle any areas of concern such as anomalies in members behaviour. We are encouraging members to better understand electronic devices so they can recognise scammers but also feel more confident about making the best use of available technology We are collaborating with Henfield Computer Club to help with this. We recently had a talk from the Fire Brigade who signed up 20 members for a free fire check. We are also raising awareness of the free physical health check available. The Chair of Vintage Years has attended training courses offered by Horsham Council for safeguarding in voluntary organisations. We feel this is an important area to concentrate on and intend to expand our efforts. Bev our operations manager alerts us to news of members and get well cards are always sent out to sick members and Vintage Years is always represented at members funerals to support the relatives

Vintage Years – A Review of 2024

January	The first meeting of 2024 and we had a record attendance; 90 people in the hall! Neil Sadler entertained us with a talk and film show entitled 'Life on the Canals'. He made us all laugh when he showed us the picture of his wife after she fell in the canal and the last clips of his new dog jumping off the boat! I remember him telling us the dog had to be rescued after jumping off one side of the boat, took herself off the other side just to be rescued again. After two dips in the canal, she didn't jump in again and his theory was that she didn't like it from either side of the boat, he was very amusing.
February	Two members from Steyning museum came to us to give a talk and share artifacts with us. Homemade cakes were served with tea. Members enjoyed a pub lunch later in the month at the Castle Inn, Bramber.
March	The AGM was held at the start of the meeting. The ever-popular Tuck Shop Boys entertained us through the afternoon and fruit tarts were served with tea.
April	In celebration of Easter, plastic Easter Eggs containing a chocolate were given out on arrival. One lucky member had a 'Golden Ticket' in their egg and the winning prize was (yes you guessed it) an Easter Egg! Paul Maidment hosted a quiz and chocolate treats were served with tea. Memberships were renewed at the end of the meeting with 74 members signing up on the day. A coach trip to Leonardslee Lakes and Gardens was enjoyed later in the month. <i>The coach for this was part-funded from the Hendy grant.</i>
May	Steyning's very own 'Sing out Sisters' Choir entertained us and cakes were served with tea. A coach trip to Hampton Court Palace and Gardens was enjoyed (<i>free coach travel from the Hendy grant</i>). Some members also took part in a quiz and afternoon tea as part of the Steyning Festival weekend.
June	In June we had an illustrated talk by Alan Kingshott on the Tower of London.
July	We reached our capacity for memberships after having 110 new members join/rejoin since April. This month we had a relaxed party afternoon and enjoyed a 'Celebration of Summer'. Members were treated to a glass of PIMMS, homemade scones served with jam & cream and created flower arrangements in jam jars to take home. The outing this month was a Thames River Cruise where members were able to hop-on, hop-off and enjoy the various stop offs. (<i>Coach funded by Hendy</i>).
August	This month we had the lovely Amy Marchant - Remembering the Musicals'. Members endured the hottest afternoon of the year!!!
September	Another lovely lady, Emily Holter, danced us through the 1940s. She had members up dancing and created a chorus line of ladies who all tried frantically to keep together. Cakes were served with tea. Member were treated to the last funded coach trip to Gunwharf Quays for shopping and sight-seeing.
October	Today Catrine Priestly and Eric Smith gave us a talk and film show on 'Sussex Underwater'. Eric and Catrine are both very passionate about this topic and have been reaching out to people to help them with their project. An outing to The Bull Inn for lunch and skittles was enjoyed later in the month.
November	Members enjoyed an afternoon decorating Christmas baubles ready for the tree in the hall and this was followed by tea and cakes. A few members enjoyed a Christmas Shopping trip to Horsham on the minibus.
December	The Vintage Year's Christmas Tree was put up in the hall and decorated with those baubles from November's craft afternoon. We celebrate Christmas with a glass of sherry, the Tuck Shop Boys will entertain us and. Mince pies will be served with tea. Members will enjoy a Christmas meal at Tottington Manor on the 12 th of December.

MERRY CHRISTMAS & A HAPPY NEW YEAR TO YOU ALL!

Item 7.1

Potential transfer of 3 digital screens from Horsham District Council to SPC

Briefing Note

At the 5th November Community Meeting we agreed the following:-

*To discuss the future of the digital screen installations (Car Parks in Steyning). Horsham District Council had proposed removal of the digital screens. The Clerk had discussed the matter with Steyning and District Partnership representatives who were keen to work with SPC on utilising the facility if the contractual arrangements were favourable. In essence it is proposed that SPC take over control and maintenance of these assets with the Partnership providing and regularly updating the content. Cllr I Alexander **proposed, seconded** by Cllr S Alexander to ask the Clerk to gain a better understanding of costs and implications from HDC, and to SPC, if these assets are to be transferred to SPC. **Agreed 6 For, 1 Abstained***

Horsham have said that no other council which had received the initial installation wanted to take on the service provision, and HDC want therefore to remove the screens from all sites, other than ours if we remain interested, before the end of this month {March}. The Partnership's Visitor and Tourism Team remain positive and resolute in their determination to utilise this provision for the benefit of Steyning in the next few years. The V&T group have said that they are ready to take on board the regular narrative/ content updates with infrastructure and technical ability in place to do so.

As this matter involves the potential acquisition of additional assets / liabilities for SPC, I have taken it from the Community committee to this committee for further consideration and a decision, if possible please.

The replacement costs of the equipment involved have been sent to me by HDC and are as follows:

New Digital Screen Complete	£11,000
LED screen	£5,000
Glass Door	£4,000
Circuit Boards	£500
Engineer Time	£200 per day

These are clearly expensive replacement costs, however I would draw your attention to the fact that should the existing equipment fail, and because an electric connection is in place, SPC could in the future consider a more updated version of the screen to take the place of the existing, if so required, instead of using the older technology.

I continue to ask for one or two of the screens from elsewhere to be given to us as spares and will ask for these once again, if your decision is to accept the transfer of these assets to SPC, to reduce replacement costs should there be a future incident, bad vandalism or catastrophic failure, of the equipment.

Community Engagement Meeting 27th February 2025

In attendance: Cllrs Young, S Alexander, Linfield, Sharp, Trundle,

Clerks: John Fullbrook, Leanne Poole.

High Street Clock and Tower

Following the completion of renovation works on the High Street Clock, a positive one-page message was posted on SPC social media. This post included a link to Andrew's eight-page historical document, *Clock, Tower and Turret*, as per the agreement made at Full Council. The agreed wording and graphics, based on Simon's draft with minor amendments, were used for this promotion. Additionally, it was suggested this content should feature in the next issue of *Your Steyning* as a half-page advertisement. Agreement from F&GP is required for this.

**We are pleased to announce
that having been fully
serviced & repaired**

**OUR
HISTORIC
CLOCK
IS NOW BACK**

If you would like to
know more about the
history of the clock,
scan the QR code







Steyning
PARISH COUNCIL

Farmers Market

A better online scheduling system is now in place, using a live version of Microsoft Excel, making it easier for councillors to share their availability. This month's Farmers Market representation was confirmed.

Abbey Road Signage

The text and graphics for a new dog litter poster, intended for installation at Abbey Road, have been agreed upon. Agreement from F&GP is required for this please.

ABBHEY ROAD

CONSERVATION & NATURE RESERVE

The site is dedicated to supporting biodiversity,
with several key features including stream, pond and meadow.

Please ensure all dogs are under control
and please use the waste dog bin provided nearby.



Site maintained by
ABBHEY ROAD CONSERVATION VOLUNTEERS



Steypning
PARISH COUNCIL

Join the volunteers



Scan Me

Wardens / 101 / 999 – Social media promotion

A social media campaign has been created by Simon to help residents understand when to contact Wardens, 101, or 999. The initial template only required minor adjustments. It was agreed that the post is clear and effective, and it was recommended that it should be published on a monthly basis on SPC social media. Agreement from F&GP is required for this please.

WHO TO CALL AND WHEN



Call 999

- Crime in progress
- Risk to life

Call 101

or report online

- Crime has already happened
 - Vandalism
 - Anti Social Behaviour
 - E-scooters
 - Dangerous driving etc
- Welfare checks of a loved one



Call Neighbourhood Wardens

- Please ensure that after you have reported any concerns to 101 that you would like to ensure the information is passed along to us, please notify us.
- Concerns for a Vulnerable Resident
- Dog fouling
- Fly-tipping and graffiti
- Parking issues
- Neighbour disputes

SEE it, REPORT it
Don't IGNORE it

Call, text or WhatsApp our wardens on
07734 387888 / 07734 387889



Consultation response to be considered for Permissive Path

Briefing Note

Please see below a request from the WSCC Senior Rights of Way officer in reference the permissive path link {which is pictured in a map which follows and then a description which follows that}.

As you can see Ami needs to have any SPC comments and questions, and this is our only opportunity to come up with a response – with her email being received on the 3rd March

You will note that the pathway crosses the Adur at the White Bridge. – This is due to be rebuilt by WSCC appointed contractors this summer.

Good afternoon

Please find attached a consultation relating to a proposed permissive cycle route affecting footpaths 2731, 2776 and 3203 in the parishes of Steyning and Upper Beeding.

Should you have any comments or questions in relation to the proposal, I'd be grateful if these could be sent to me by the 24 March 2025.

Kind regards
Ami

Ami Dye
Senior Rights of Way Officer



CONSULTATION

STEYNING AND UPPER BEEDING – PROPOSED PERMISSIVE CYCLE PATH

1. Background

West Sussex County Council, together with the Steyning and District Community Partnership and other key stakeholders have been working towards implementation of a permissive cycle route connecting Steyning, Bramber and Upper Beeding. The aim is to create a surfaced all-weather route from Kings Barn Lane in Steyning across the River Adur, via Whites Bridge to Saltings Way in Upper Beeding.

2. Proposal (See attached plan)

Commencing on Kings Barn Lane, Steyning (point a) the route follows footpath 2731 which runs south-east towards the River Adur. Crossing the river via Whites Bridge the path then continues along footpath 3203 on eastern side of the river before branching off to the east and following an existing access track to reach Salterns Way in Upper Beeding (point b).

The proposed route largely follows the existing right of way network which carries a public status of footpath only. To achieve a right for the public to cycle along these footpaths agreement of the landowner is required. It is proposed that the respective landowners and West Sussex County Council enter into a formal permissive cycle agreement, for an initial period of 10 years. As well as securing a right to cycle the agreement also provides that the routes will be inspected and maintained as a cycle route in accordance with the Council's routine maintenance and inspection cycle.

Suitable surfacing works will take place to ensure that the path is suitable for pedestrians and cyclists. More information on works is detailed below.

3. Costs and works

Surface improvement works along the entire route will provide a width of between 2.5-3 metres throughout. As well as providing a suitable width for the shared use the path will be consistently surfaced with a durable, rolled stone surface. This surface will provide users with a suitable all-weather surface whilst remaining sympathetic with the rural location.

Work to replace White Bridge are progressing with construction due to commence in Summer 2025. The ability to implement the Permissive Cycle route is dependent on the successful replacement of the bridge.

All costs associated with the implementation of the route have been sourced through grant funding secured by the Steyning and District Community Partnership together with investment of Section 106 contributions and Rights of Way capital funds.

4. West Sussex Rights of Way Management Plan, Human Rights Act 1998, Equality Act 2010 and Crime and Disorder Act 1998 Implications

The proposal has been considered in the context of the Rights of Way Management Plan and is considered to be in accordance with the relevant provisions of this and the above.

5. Consultations

On 3 March 2025 a copy of this consultation report was sent to the relevant user groups and other interested parties with the request that any comments be submitted by 24 March 2025. Notice of the consultation was also included in the Members' Bulletin.

Before proceeding with any legal agreement, careful consideration will be given to all comments received.

6. General conclusion

Surface improvements together with the introduction of cycling along the identified route will provide a range of users with a welcomed addition to the rights of way network. The route will link communities, provide an off road cyclable link to local schools and be suitable all year round. The support of the landowners is very much appreciated.

Nicholas Scott
Principal Rights of Way Officer

Ami Dye
Senior Rights of Way Officer

To Consider ‘Letter of Support’ for Interpretation boards installation grant application from SPC to the SDNP

Briefing Note

The SPC office has been working closely with the Steyning and District Partnership in trying to gain funding support for the installation of interpretation boards at the MPF. This has been a project that the Community Committee has been discussing for a while and is proposed to be a project for SPC to complete one way or another {with or possibly without this SDNP match funding} for the next year 2025/26.

It is with F&GP for this meeting, as the next funding deadline is the 16th March, and the new application requires a letter of support from SPC for the grant application, and agreement from SPC that the installation could take place on its land.

The Clerk and members of the Community Committee can give further details to other members if required to do so at the F&GP meeting on the 11th March.