Date: 04/01/2023 DECEMBER

Steyning Parish Council

Time: 12:15

Bank Reconciliation up to 31/12/2022 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
01/12/2022	DD	973.00		973.00		R	Horsham District Council - RATES
01/12/2022	BP		60.30	60.30		R	Receipt(s) Banked
01/12/2022	TRS		20,000.00	20,000.00		R	Receipt(s) Banked - TRANSFER TO CURRENT ACCT.
02/12/2022	CR		103.50	103.50		R	Receipt(s) Banked
02/12/2022	BP		18.00	18.00		R	Receipt(s) Banked
05/12/2022	VIS	79.99		79.99		R	DRI tech internet security
05/12/2022	VIS	40.39		40.39		R	Site lock data protection
05/12/2022	DR	1.11		1.11		R	Bank charges
06/12/2022	CR		611.07	611.07		R	Receipt(s) Banked - F.I.T.S. SOLAR ENERGY.
07/12/2022	283/22.23	524.00		524.00		R	SLCC - MEMBERSHIP.
07/12/2022	284/22.23	215.64		215.64		R	Mulberry & Co
07/12/2022	285/22.23	95.00		95.00		R	The sussex plumber
07/12/2022	286/22.23	100.00		100.00		R	JD window cleaning
07/12/2022	287/22.23	350.00		350.00		R	Burnell catering
07/12/2022	288/22.23	265.00		265.00		R	Clare Austin
07/12/2022	289/22.23	23.00		23.00		R	South coast vending
07/12/2022	290/22.23	359.99		359.99		R	British Gas
07/12/2022	291/22.23	130.34		130.34		R	J Norcross - drinks for event
08/12/2022	VIS	13.41		13.41		R	Amazon statioanry
09/12/2022	VIS	43.68		43.68		R	Amazon - crowbar & Sledgehamme
09/12/2022	DR	25.00		25.00		R	Petty Cash - P.O.
09/12/2022	22/78		10.00	10.00		R	Receipt(s) Banked
09/12/2022	22/77		60.00	60.00		R	Receipt(s) Banked
09/12/2022	22/76		261.10	261.10		R	Receipt(s) Banked
09/12/2022	CR		11.80	11.80		R	Receipt(s) Banked
12/12/2022	CR		31.70	31.70		R	Receipt(s) Banked
13/12/2022	BP		97.50	97.50		R	Receipt(s) Banked
13/12/2022	CR		145.80	145.80		R	Receipt(s) Banked
14/12/2022	CR		143.20	143.20		R	Receipt(s) Banked
15/12/2022	VIS	28.78		28.78		R	Zoom software
15/12/2022	300/22.23	7,003.98		7,003.98		R	Youth Service SCYP
15/12/2022	VIS	199.98		199.98		R	Amazon - port' radiators
15/12/2022	VIS	7.72		7.72		R	Amazon - carper Shamp'
15/12/2022	VIS	11.04		11.04		R	Zoho - software
15/12/2022	22/75		175.50	175.50		R	Receipt(s) Banked
15/12/2022	CR		597.45	597.45		R	Receipt(s) Banked - PRE SCHOOL
16/12/2022	BACS	30.00		30.00		R	TC Maintenance
16/12/2022	293/22.23	315.60		315.60		R	Smith of Derby
16/12/2022	294/22.23	228.09		228.09		R	Overline
16/12/2022	295/22.23	181.73		181.73		R	Business stream - High st
16/12/2022	296/22.23	68.80		68.80		R	OLPlay equip
16/12/2022	297/22.23	212.40		212.40		R	BEL signs
16/12/2022	298/22.23	3,168.00		3,168.00		R	Tom Packer - IT project STEYNING CENTRE
16/12/2022	299/22.23	24.00		24.00		R	Green Thumb
16/12/2022	BP		44.58	44.58		R	Receipt(s) Banked
16/12/2022	CR		42.00	42.00		R	Receipt(s) Banked
17/12/2022	BP		63.63	63.63		R	Receipt(s) Banked
19/12/2022	CR		73.20	73.20		R	Receipt(s) Banked

Bank Reconciliation up to 31/12/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/12/2022	CR	38.95		38.95		R	Post office stamps
20/12/2022	CR		47.13	47.13		R	Receipt(s) Banked
20/12/2022	CR		14.40	14.40		R	Receipt(s) Banked
20/12/2022	CR		158.30	158.30		R	Receipt(s) Banked
21/12/2022	DD	36.55		36.55		R	Bank Charges HSBC
22/12/2022	301/22.23	181.73		181.73		R	Business Stream - High St
22/12/2022	302/22.23	824.46		824.46		R	Bristish Gas - Steyning Centre
22/12/2022	303/22.23	379.75		379.75		R	HDC Waste
22/12/2022	304/22.23	202.40		202.40		R	EDF - High St
22/12/2022	305/22.23	1,729.67		1,729.67		R	Laser - Steyning Centre
22/12/2022	306/22.23	266.00		266.00		R	Laser - High St
22/12/2022	307/22.23	135.00		135.00		R	The Sussex plumber
22/12/2022	3071/22.23	160.00		160.00		R	The Sussex Plumber
22/12/2022	308/22.23	76.45		76.45		R	Clares / BSG
22/12/2022	310/22.23	32.50		32.50		R	Chichester payroll
22/12/2022	311/22.23	2,297.29		2,297.29		R	WSCC - pensions
22/12/2022	312/22.23	2,801.16		2,801.16		R	HMRC - Tax
22/12/2022	308/22.23	12.00		12.00		R	function 28
22/12/2022	22/80		182.50	182.50		R	Receipt(s) Banked
23/12/2022	DD	405.14		405.14		R	Siemens phones
23/12/2022	BP	9,146.06		9,146.06		R	Salaries - various
23/12/2022	313/22.23	220.47		220.47		R	TC Maintenance
23/12/2022	314/22.23	160.81		160.81		R	PiP Services
23/12/2022	TRS JF		100,000.00	100,000.00		R	Receipt(s) Banked - TRANSFER FROM SAVINGS ACCT.
28/12/2022	22/75		175.00	175.00		R	Receipt(s) Banked
28/12/2022	22/74		532.17	532.17		R	Receipt(s) Banked - VARIOUS ROOM HIRE
28/12/2022	CR		17.70	17.70		R	Receipt(s) Banked
30/12/2022	CR		29.72	29.72		R	Receipt(s) Banked
31/12/2022	282/22.23	4,265.00		4,265.00		R	simply sound and lighting - STEYNING CENTRE IT EQUIP.
31/12/2022	Cr		30.70	30.70		R	Receipt(s) Banked
31/12/2022	CR		206.85	206.85		R	Receipt(s) Banked
		38,091.06	123,944.80				

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9 DECEMBER

Committee Report

Finance & General Purposes Ctt

101 Administration

Code	Heading	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000	Donations Received	0	2,628	2,628	3,500			0.0%	
1004	Reimbursed Charges & donations	18	120	102	200			9.2%	
1010	Miscellaneous income	59	186	127	250			23.4%	
1075	CIL Receipts	5,167	2,000	(3,167)	2,000			258.4%	
1076	Precept Received	332,357	332,357	0	332,357			100.0%	
1090	Bank Interest Received	448	90	(358)	120			373.1%	
	Administration :- Income	**338,049**	**337,381**	**(668)**	**338,427**			**99.9%**	**0**
4000	Salaries	131,246	115,875	(15,371)	154,500		23,254	84.9%	
4002	Printing, stationery, postage	1,448	1,872	424	2,500		1,052	57.9%	
4003	Staff Ill Health Insurance	1,108	1,350	242	1,350		242	82.1%	
4004	Telephones and Alarm	2,463	2,142	(321)	2,850		387	86.4%	
4005	Insurance	6,568	5,350	(1,218)	5,350		(1,218)	122.8%	
4006	Salaries Outsourcing	260	315	55	425		165	61.2%	
4007	Data Protection	1,006	900	(106)	1,200		194	83.8%	
4010	Audit Fees	1,212	850	(362)	1,850		638	65.5%	
4016	Legal Fees/Elections	15	1,800	1,785	2,400		2,385	0.6%	
4017	Bank Charges	357	216	(141)	285		(72)	125.2%	
4021	General Grants	500	1,236	736	2,000		1,500	25.0%	
4025	CCTV Maintenance	0	350	350	650		650	0.0%	
4030	Steyning in Bloom	2,200	2,200	0	2,200		0	100.0%	

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032	Royal British Legion	0	350	350	412		412	0.0%	
4033	Christmas Lights Grant	4,019	5,825	1,806	5,825		1,806	69.0%	
4036	SALC NALC Subs	2,351	2,365	14	2,365		14	99.4%	
4039	Publicity and Advertising	175	153	(22)	200		25	87.5%	165
4040	Town Clock	413	330	(83)	450		37	91.8%	
4045	Misc & Petty Cash	100	207	107	275		175	36.4%	
4047	Training	1,101	1,125	24	1,500		399	73.4%	
4049	Showcase	0	50	50	200		200	0.0%	
4055	HR Services	0	747	747	1,000		1,000	0.0%	
4060	Chairman's Function	701	500	(201)	500		(201)	140.3%	
4061	Councillors' Allowances	0	72	72	100		100	0.0%	
4063	Legionnaires	1,067	1,872	805	2,500		1,433	42.7%	
4070	Software Packages	1,168	1,953	785	2,600		1,432	44.9%	
4071	ICT Equipment	0	1,950	1,950	2,250		2,250	0.0%	
4072	Website Development	320	342	23	450		131	71.0%	
4073	Neighbourhood Plan Exp	2,726	1,250	(1,476)	1,700		(1,026)	160.3%	1,026
4075	Isolation and Loneliness	0	1,750	1,750	3,000		3,000	0.0%	
4254	Rates	0	0	0	0		0	0.0%	
	Administration :- Indirect Expenditure	**162,523**	**155,297**	**(7,226)**	**202,887**	**0**	**40,364**	**80.1%**	**1,191**
	Net Income over Expenditure	**175,526**	**182,084**	**6,558**	**135,540**				
6000	plus Transfer from EMR	1,191							
	Movement to/(from) Gen Reserve	**176,717**							

Continued over page

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	678	0	(678)	16,500		15,822	4.1%	
Finance & Community Appendix :- Indirect Expenditure	**678**	**0**	**(678)**	**62,000**	**0**	**61,322**	**1.1%**	**0**
Net Expenditure	**(678)**	**0**	**678**	**(62,000)**				
103 Youth Provision								
4023 Youth Service	28,016	21,050	(6,966)	28,450		434	98.5%	
Youth Provision :- Indirect Expenditure	**28,016**	**21,050**	**(6,966)**	**28,450**	**0**	**434**	**98.5%**	**0**
Net Expenditure	**(28,016)**	**(21,050)**	**6,966**	**(28,450)**				
Finance & General Purposes Ctt :- Income	**338,049**	**337,381**	**(668)**	**338,427**			**99.9%**	
Expenditure	**191,217**	**176,347**	**(14,870)**	**293,337**	**0**	**102,120**	**65.2%**	
Net Income over Expenditure	**146,832**	**161,034**	**14,202**	**45,090**				
plus Transfer from EMR	**1,191**							
Movement to/(from) Gen Reserve	**148,023**							

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2022

Month No: 9 Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Ear Marked Reserves								
503 Earmarked Res F & C								
4971 General Balance Reserve	0	2,000	2,000	5,000		5,000	0.0%	
4977 Special Projects	8,721	12,000	3,279	20,000		11,279	43.6%	
Earmarked Res F & C :- Indirect Expenditure	**8,721**	**14,000**	**5,279**	**25,000**	**0**	**16,279**	**34.9%**	**0**
Net Expenditure	**(8,721)**	**(14,000)**	**(5,279)**	**(25,000)**				
Ear Marked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**	
Expenditure	**8,721**	**14,000**	**5,279**	**25,000**	**0**	**16,279**	**34.9%**	
Movement to/(from) Gen Reserve	**(8,721)**							
Grand Totals:- Income	**419,777**	**407,031**	**(12,746)**	**438,977**			**95.6%**	
Expenditure	**286,297**	**272,971**	**(13,326)**	**438,977**	**0**	**152,680**	**65.2%**	
Net Income over Expenditure	**133,481**	**134,060**	**579**	**0**				
plus Transfer from EMR	**9,726**							
Movement to/(from) Gen Reserve	**143,207**							

Briefing Note Item 6.3

The Steyning for Trees Group were given a special award from the Queens Green Canopy Organisation which SPC helped them celebrate and the donated Tree was duly planted (pictured below)

It does lack protection around the base and although the Group are busy funding a plaque to go with the installation, they have asked if we could contribute with a grant of £120 for the purchase of a 'Half Tree Guard' as pictured here :-

The formal letter of request is noted here: -

Dear John,
Many thanks for the support of the Parish Council during the Queen's Green Canopy events. We would also be very grateful if the Council would consider funding us for a black tree guard like the one attached, to highlight and protect our Tree.

With best regards to you all,

Jo Gordon (Co-Chair)
George Gordon (Treasurer)

Steyning For Trees
Help Fight Climate Change

Steyning For Trees

SPC Action Plan for 2022/23

Updated 3rd Dec '22

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
Neighbourhood Plan	Take the plan to referendum and if agreed bring it into 'Legal Force'	Fact Check Examiners Report	By End of April	Council Agree modified Plan	By 18th May	Gain support from HDC to bring to Ref.	By Mid June	Publicise Referendum	2 weeks before Ref.	Hold Referendum	Before End of July	Clerk and Council	A tight timescale which can only be achieved by pre-emptive strategic task planning and HDC being responsive & collaborative
Allotment Water Service Enhancement	Install new pipe from Mains to first standing pipe then new pipes and water tanks	Inform Cllrs & plot holders before & after Phase 1	By End May	Complete Phase 1 - new mains supply pipe	By End May	Inform Cllrs & plot holders before & after Phase 2	By July / August	Complete Phase 2 - new Stand pipes & Troughs	By End August	Send letter to Allotment holders asking for comments feedback following completion	By Sept.	Clerk & Community Com.	Phase II completion is dependant on availability of specific building supplies which are known to be difficult to source
PPG Monitor installation	Install new PPG monitor into the Steyning Centre foyer to allow feed of important and relavent PPG information	Agree installation details at Premises Committee	By End of April	Technical work by PPG team to ensure info stream can be picked up remotely	June / July	Real Time Information Screen adaptation complete	By July	Installation including electrical wiring complete	By End August	Agree what additional SPC information could be added to info. streaming	By Oct.	Deputy Clerk and Premises Com.	Almost entirely dependant on external volunteers completing tasks when they are able - This may hamper our preferred timeframe
Draft Part-Time Staff Contracts	Re-write using external body advice and technical assistance new contracts for the Steyning Centre part time employees	Compile two model draft contract options	By End Aug	Clerks to agree details of contract with ext. bodies to ensure compliant	By End Sept	Clerk to gain support from Personnel for contracts	By Oct.	Clerks to agree contract content through negotiations with staff	By Dec	SPC to agree contracts and then to be implemented	By Feb '23	Clerk and Personnel Com	Potential difficulties in terms of reaching agreement through negotiation with each staff member which might take some time
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2022	By July	Seek permissions from WSCC & Electric suppliers	By August	Agree date for Lamp post testing plus ID which posts	By Sept.	Complete all document permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP	There are many Contractors / Orgs. involved and if some in the chain of interdependant tasks are not easily compliant, then chain & timescale could breakdown
Tree Report and Essential Works	General Health check tree report completed, Godstalls lane scope of works agreed and all essential works done	Urgent Tree works on MPF and Canada gardens completed	By End of May	SPC Tree report completed	By End June	Godstalls Lane Scope of works report completed	By End July	Agree all works to be completed in 2022/23	By Oct.	Complete works	Before End of Feb 23	Clerk and Community Com	The reports are obtained from a very busy tree surgeon whose report completion subsequent to site visits can be slow
Land Registry Works Undertaken	To bring up to date a more detailed understanding of SPC Land Assets	Attempt establishing time line for works to be completed with Solicitor	By End June	Establish and agree to convene F&GP working party for support	By End July	Bring draft documents to working party for discussion & recommendations	By Nov	Agree documents for then Land register updates	By Jan '23	Agree Amended Land Register	By March '23	Clerk and F & GP	HM Land Registry department currently seems overwhelmed and understaffed SPC Solicitors can also be somewhat slow to complete tasks
Clock Tower Maintenance	Undertake assesment of Clock Tower condition and complete required maintenance	Clerk to supply notes on historic scope of works & committee agree plan	By End of April	Agree contractor to undertake assessment	By End July	Agree scope of works	By Sept.	Agree contractors to undertake the works and the plan of action	By Nov.	Complete works in one period of scaffold hire	By End March '23	Clerk and F & GP	Finding a surveyor & contractors who need to be available at the right time to work with others. Gaining permissions from WSCC, shop owners & residents
Commemorative Bench and Tree Planting	SPC select Jubilee bench and Clerk obtains Tree with HDC funding and to agree locations and install both	Clerk obtains funds or Tree for commemorative planting	By End of May	Committee decide upon bench design	By 18th May	Tree planting location to be agreed and order Tree guard	By July	Order Bench and agree permissions for installation	By End July	Complete installation of Tree and Bench	Before End of Nov.	Clerk and Community Com.	Need to gain permissions from Steyning Society and HDC before bench installation can begin to happen at agreed location
Bus Shelter Beautification	Plan a scheme to remodel the Bus shelter and its immediate surroundings to look more aesthetically pleasing	Clerks office to obtain planters & Recycled Bin via HDC funding	By End of April	Convene Working Party to explore what might be achieved	By End July	Agree plan as per recommendations from Working party & Premises	By End Oct	Agree what elements of plan can be completed in 22/23	By Nov.	Complete these agreed proposals	Before End of 22/23	Clerk and Community Com.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution
Steyning Nursery investment project	In collaboration with the Steyning Nursery, to agree a project that will best use funds available - for both parties	Have meeting to explore options with Nursery Team & inform Premises	By End June	Identify final options & agree if further funding needed	By Sept	Agree final scheme at Premises	By Oct.	Order equipment and or agree contractors	By Nov.	Install equipment as per agreed	By End Dec	Clerk's office, and Premises Com.	The Nursery business is vitally important to the financial viability of the Steyning Centre - A best fit for all parties will be tricky
CCTV enhancement at the Steyning Centre	Work with existing supplier and SPC IT consultant to plan and install upgraded cameras and monitors	Clerks to agree recommendations with contractors	By End of Aug	Premises Com to agree or amend recommendations	By Sept	F&GP to agree final plan	By Oct.	Equipment and services ordered	By Nov.	Installation completed	Before End of 22/23	Clerks & Premises and F&GP Com.	Working with two contractors with differing views on best coverage and equipment choices and service arrangements
Upgrade the Steyning Centre Audio-Vis. system	To enable better and more user freindly audio-visual service at the Steyning Centre	Work with SPC IT consultant and other contractors to provide options	By End of July	Present recommendations and agree options	By End Sept	Compile Scope of works & quotes	By End Nov	Agree final planned works	By Dec	Install equipment as per agreed	By Feb '23	Clerk and Premises Com.	There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree
Finger Post Installation on the High Street	To install two finger posts to help promote visits to the Steyning memorial garden	Finalise working party recommendations	By April	Agree Locations and wording of finger posts	By End of April	Purchase signs and consider other signage options	By Nov	Ensure permissions and Lamp post tests allow installation	By Dec	Complete installation of Finger posts	Before End of Jan	Clerk and Community Com.	This is a new area of SPC service involvement, and need to maintain restraint in terms of scope of acheivement. Lamp post tests might be prohibitive

Briefing Note Item 6.5.1

To discuss and agree the SPC Consolidated budget for the next financial year.

After the last F&GP meeting I sent out the following email to all SPC Councillors but especially those who were members of the F&GP and Premises Committees. Unfortunately, the response has not been very positive. Therefore, we will need to discuss and conclude the matter at this meeting, so that we can make a recommendation as to our Precept request to HDC, to the next Full Council meeting.

There follows the SPC Draft Consolidated Budget for 2023/24, see supporting paper 6.5.2 and for information only there then follows the agreed draft budgets for all the SPC Committee's under paper 6.5.3.

Please see attached the draft minutes from Tuesday night's meeting for your information.

Regarding the agreement under item 37.5 – as follows.

*Cllr Lloyd **proposed, seconded** by Cllr S Alexander that F&GP committee recommends to Community and Premises Committees that F&GP are preparing for a 2% increase in the precept and that those committees should look to reduce their costs and that F&GP committee will consider these at the next meeting. **Agreed***

To facilitate a reduction from the current consolidated draft figure of a 4.44% precept rise and bring it down to a 2% rise (which in effect would mean us reducing the precept increase request down from £14,737 to £6,640), I have been reconsidering the budgets for each committee.
In terms of the Premises committee, I can really only see one line that we should return to, and that is the Steyning Centre '*Depreciation cover*' which was put into place for the first time during the last budgetary round for I believe very good reason. It amounts to £5,000 and I would not be suggesting it is removed from the list and forgotten – my suggestion would be that F&GP agree to instead move £5,000 from General Reserves and into this Earmarked Reserve to fill the gap for this year. (When we discuss this next at committee).
This would then leave us with only £1,640 to find from the Community Budget figures, and if for instance we were to say take this amount from '*Tree Reports and Essential Works*' {taking it from £6,000 down to £4,360) for next year and if needs be again turn to general reserves and bolster the Earmarked reserve amount for Tree works – provided it is for a particular scope of works (and as per my suggestion at the F&GP meeting) – then it is entirely possible.

This then could all be agreed at the next F&GP meeting – which would give the resultant and required precept increase of the target 2%, as per specified above.

What I would like please is some input from Premises and Community Committee members for their liking or not of this idea and any other comments (regarding this matter only please)

DRAFT

Steyning Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	**Administration**											
1000	Donations Received	2,800	15,000	0	0	3,500	0	3,500	0	3,500	0	0
1004	Reimbursed Charges & donations	200	48	0	0	200	0	200	18	200	0	0
1010	Miscellaneous income	250	173	0	0	250	0	250	59	250	0	0
1075	CIL Receipts	2,000	0	0	0	2,000	0	2,000	5,167	2,500	0	0
1076	Precept Received	322,305	322,305	0	0	332,357	0	332,357	332,357	0	0	0
1090	Bank Interest Received	220	19	0	0	120	0	120	448	550	0	0
	Total Income	327,775	337,545	0	0	338,427	0	338,427	338,049	7,000	0	0
4000	Salaries	116,300	131,850	0	0	154,500	0	154,500	131,246	168,500	0	0
4002	Printing, stationery, postage	2,500	3,356	0	0	2,500	0	2,500	1,448	2,650	0	0
4003	Staff Ill Health Insurance	1,350	2,173	0	0	1,350	0	1,350	1,108	1,450	0	0
4004	Telephones and Alarm	2,700	2,788	0	0	2,850	0	2,850	2,463	3,050	0	0
4005	Insurance	5,100	5,027	0	0	5,350	0	5,350	6,568	6,500	0	0
4006	Salaries Outsourcing	900	237	0	0	425	0	425	260	440	0	0
4007	Data Protection	1,200	772	0	0	1,200	0	1,200	1,006	1,250	0	0
4010	Audit Fees	1,850	1,584	0	0	1,850	0	1,850	1,212	2,000	0	0
4016	Legal Fees/Elections	10,000	4	0	0	2,400	0	2,400	15	850	0	0
4017	Bank Charges	283	422	0	0	285	0	285	357	550	0	0
4021	General Grants	2,000	2,000	0	0	2,000	0	2,000	500	2,500	0	0
4025	CCTV Maintenance	160	0	0	0	650	0	650	0	650	0	0
4030	Steyning in Bloom	4,600	4,600	0	0	2,200	0	2,200	2,200	2,400	0	0
4032	Royal British Legion	412	150	0	0	412	0	412	0	450	0	0
4033	Christmas Lights Grant	1,500	3,890	0	0	5,825	0	5,825	4,019	5,925	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4036	SALC NALC Subs	1,880	1,815	0	0	2,365	0	2,365	2,351	2,450	0	0
4039	Publicity and Advertising	2,000	0	0	0	200	0	200	175	500	0	0
4040	Town Clock	450	255	0	0	450	0	450	413	400	0	0
4045	Misc & Petty Cash	275	175	0	0	275	0	275	100	250	0	0
4047	Training	1,500	385	0	0	1,500	0	1,500	1,101	1,500	0	0
4049	Showcase	200	0	0	0	200	0	200	0	200	0	0
4055	HR Services	5,000	825	0	0	1,000	0	1,000	0	1,000	0	0
4060	Chairman's Function	100	0	0	0	500	0	500	701	500	0	0
4061	Councillors' Allowances	100	0	0	0	100	0	100	0	100	0	0
4063	Legionnaires	2,500	1,600	0	0	2,500	0	2,500	1,067	2,500	0	0
4070	Software Packages	2,400	1,560	0	0	2,600	0	2,600	1,168	2,600	0	0
4071	ICT Equipment	1,700	2,595	0	0	2,250	0	2,250	0	2,250	0	0
4072	Website Development	1,000	287	0	0	450	0	450	320	450	0	0
4073	Neighbourhood Plan Exp	1,050	3,554	0	0	1,700	0	1,700	2,726	1,700	0	0
4075	Isolation and Loneliness	3,000	2,512	0	0	3,000	0	3,000	0	3,000	0	0
	Overhead Expenditure	174,010	174,417	0	0	202,887	0	202,887	162,523	218,565	0	0
	101 Net Income over Expenditure	153,765	163,127	0	0	135,540	0	135,540	175,526	-211,565	0	0
6000	plus Transfer from EMR	0	3,368	0	0	0	0	0	1,191	0	0	0
	Movement to/(from) Gen Reserve	153,765	166,495			135,540		135,540	176,717	(211,565)		
102	**Finance & Community Appendix**											
4100	Neighbourhood Wardens	45,105	47,112	0	0	45,500	0	45,500	0	52,989	0	0
4101	Swimming Pool	15,750	16,000	0	0	16,500	0	16,500	678	17,250	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	60,855	63,112	0	0	62,000	0	62,000	678	70,239	0	0
	Movement to/(from) Gen Reserve	(60,855)	(63,112)			(62,000)		(62,000)	(678)	(70,239)		
103	**Youth Provision**											
4023	Youth Service	27,200	27,400	0	0	28,450	0	28,450	28,016	29,500	0	0
	Overhead Expenditure	27,200	27,400	0	0	28,450	0	28,450	28,016	29,500	0	0
	Movement to/(from) Gen Reserve	(27,200)	(27,400)			(28,450)		(28,450)	(28,016)	(29,500)		
201	**Highways & Lighting**											
1001	HDC Cleaning Grant	24,350	24,620	0	0	24,800	0	24,800	25,384	25,700	0	0
	Total Income	24,350	24,620	0	0	24,800	0	24,800	25,384	25,700	0	0
4200	Street Light Energy	810	815	0	0	900	0	900	889	975	0	0
4201	Street Light Maintenance	1,960	2,015	0	0	2,200	0	2,200	1,964	2,250	0	0
4202	Lamp Post Testing	100	1,290	0	0	850	0	850	1,305	1,550	0	0
4210	Road Sweeping	17,300	17,462	0	0	18,250	0	18,250	12,085	18,400	0	0
4211	Town Improvements	1,500	1,401	0	0	1,500	0	1,500	0	1,500	0	0
4259	Grit	200	113	0	0	200	0	200	0	200	0	0
4260	Pressure wash High St	400	0	0	0	400	0	400	76	250	0	0
	Overhead Expenditure	22,270	23,096	0	0	24,300	0	24,300	16,319	25,125	0	0
	Movement to/(from) Gen Reserve	2,080	1,524			500		500	9,065	575		
202	**Public Toilets**											
4005	Insurance	150	80	0	0	150	0	150	0	150	0	0

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Steyning Parish Council

Annual Budget - By Centre (Actual YTD Month 9)

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4250	Public Toilets - opening/clsng	2,200	2,172	0	0	1,800	0	1,800	1,284	2,000	0	0
4252	Electricity	800	981	0	0	800	0	800	1,100	1,200	0	0
4253	Water Charges	1,250	1,592	0	0	1,250	0	1,250	868	1,400	0	0
4254	Rates	400	0	0	0	380	0	380	0	0	0	0
4256	Repairs, pdh, consumables	1,200	1,681	0	0	1,200	0	1,200	854	1,200	0	0
	Overhead Expenditure	6,000	6,505	0	0	5,580	0	5,580	4,106	5,950	0	0
	Movement to/(from) Gen Reserve	(6,000)	(6,505)			(5,580)		(5,580)	(4,106)	(5,950)		
301	**Playing Fields**											
1004	Reimbursed Charges & donations	500	440	0	0	500	0	500	583	500	0	0
	Total Income	500	440	0	0	500	0	500	583	500	0	0
4276	Tree and Hedge Cutting	5,000	4,630	0	0	5,000	0	5,000	2,405	5,000	0	0
4300	Grass Cutting	5,380	5,000	0	0	5,200	0	5,200	5,362	6,800	0	0
4309	Tree Reports & Essential works	10,000	725	0	0	6,000	0	6,000	2,232	6,000	0	0
4310	Grounds Maintenance	3,500	3,424	0	0	3,500	0	3,500	433	3,500	0	0
4312	Waste Removal	1,450	1,591	0	0	1,450	0	1,450	1,385	1,850	0	0
4320	Play Equipment Inspections	1,200	2,090	0	0	1,800	0	1,800	1,387	2,000	0	0
4321	Play Equipment & Maintenance	1,500	7,275	0	0	2,100	0	2,100	2,137	2,500	0	0
4341	Repairs	0	179	0	0	0	0	0	0	0	0	0
4352	Litter and Bins	2,500	3,108	0	0	3,200	0	3,200	2,183	3,250	0	0
4360	Allotment Maintenance	3,800	2,160	0	0	3,800	0	3,800	7,885	3,200	0	0
	Overhead Expenditure	34,330	30,182	0	0	32,050	0	32,050	25,410	34,100	0	0
	301 Net Income over Expenditure	-33,830	-29,742	0	0	-31,550	0	-31,550	-24,827	-33,600	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	8,535	0	0	0
	Movement to/(from) Gen Reserve	(33,830)	(29,742)			(31,550)		(31,550)	(16,292)	(33,600)		
302	**Allotments**											
1005	Allotment Rents	4,400	4,193	0	0	4,600	0	4,600	4,675	4,700	0	0
	Total Income	4,400	4,193	0	0	4,600	0	4,600	4,675	4,700	0	0
4253	Water Charges	1,100	585	0	0	1,200	0	1,200	996	1,300	0	0
	Overhead Expenditure	1,100	585	0	0	1,200	0	1,200	996	1,300	0	0
	Movement to/(from) Gen Reserve	3,300	3,608			3,400		3,400	3,679	3,400		
303	**Playing Field Costs**											
4252	Electricity	480	1,332	0	0	620	0	620	1,022	1,500	0	0
4253	Water Charges	800	1,911	0	0	1,200	0	1,200	1,036	1,350	0	0
	Overhead Expenditure	1,280	3,242	0	0	1,820	0	1,820	2,058	2,850	0	0
6001	less Transfer to EMR	0	-2,238	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,280)	(1,004)			(1,820)		(1,820)	(2,058)	(2,850)		
401	**Steyning Centre**											
1003	Clubs Lease Rentals	2,500	2,629	0	0	2,500	0	2,500	1,931	2,675	0	0
1007	Room Hire	27,600	49,916	0	0	60,000	0	60,000	44,589	60,000	0	0
1010	Miscellaneous income	400	441	0	0	650	0	650	286	650	0	0
1015	Coffee Machine Income	450	127	0	0	550	0	550	193	250	0	0
1017	Income Film Night	4,200	2,606	0	0	5,750	0	5,750	3,062	4,200	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1020	FITS Receipts	1,200	934	0	0	1,200	0	1,200	1,025	1,200	0	0
	Total Income	36,350	56,655	0	0	70,650	0	70,650	51,086	68,975	0	0
4053	Entertainment Licence	2,500	832	0	0	2,750	0	2,750	309	2,000	0	0
4252	Electricity	4,550	3,397	0	0	4,550	0	4,550	3,591	5,000	0	0
4253	Water Charges	1,600	2,030	0	0	1,800	0	1,800	742	1,900	0	0
4254	Rates	10,650	8,814	0	0	10,650	0	10,650	8,758	10,650	0	0
4257	Gas	3,400	6,105	0	0	4,500	0	4,500	4,408	6,500	0	0
4310	Grounds Maintenance	3,500	3,368	0	0	3,500	0	3,500	2,635	3,500	0	0
4341	Repairs	750	365	0	0	750	0	750	500	650	0	0
4342	Repairs/Mtce/Renewals	9,000	10,131	0	0	9,000	0	9,000	6,706	12,000	0	0
4401	Trade Waste	2,500	2,454	0	0	2,200	0	2,200	1,880	2,500	0	0
4402	Annual Maintenance Contracts	8,500	7,519	0	0	8,200	0	8,200	4,379	9,000	0	0
4404	Alarm System	500	482	0	0	500	0	500	497	500	0	0
4406	Cleaning and Consumables	3,000	2,543	0	0	3,000	0	3,000	931	2,850	0	0
4407	Coffee Machine Expenditure	80	0	0	0	40	0	40	43	40	0	0
4408	Film Night	4,250	2,581	0	0	4,250	0	4,250	2,091	4,250	0	0
	Overhead Expenditure	54,780	50,622	0	0	55,690	0	55,690	37,469	61,340	0	0
	401 Net Income over Expenditure	-18,430	6,033	0	0	14,960	0	14,960	13,617	7,635	0	0
6000	plus Transfer from EMR	0	5,748	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,430)	11,781			14,960		14,960	13,617	7,635		
503	**Earmarked Res F & C**											
1010	Miscellaneous income	0	51,896	0	0	0	0	0	0	0	0	0

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	51,896	0	0	0	0	0	0	0	0	0
4971	General Balance Reserve	0	0	0	0	5,000	0	5,000	0	5,000	0	0
4977	Special Projects	11,550	11,462	0	0	20,000	0	20,000	8,721	0	0	0
	Overhead Expenditure	11,550	11,462	0	0	25,000	0	25,000	8,721	5,000	0	0
	503 Net Income over Expenditure	-11,550	40,434	0	0	-25,000	0	-25,000	-8,721	-5,000	0	0
6001	less Transfer to EMR	0	51,896	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(11,550)	(11,462)			(25,000)		(25,000)	(8,721)	(5,000)		
	Total Budget Income	393,375	475,348	0	0	438,977	0	438,977	419,777	106,875	0	0
	Expenditure	393,375	390,624	0	0	438,977	0	438,977	286,297	453,969	0	0
	Net Income over Expenditure	0	84,724	0	0	0	0	0	133,481	-347,094	0	0
	plus Transfer from EMR	0	9,116	0	0	0	0	0	9,726	0	0	0
	less Transfer to EMR	0	49,658	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	44,183			0		0	143,207	(347,094)		

Steyning Parish Council - F&GP Draft Budget 1st April 2023 / 31st March 2024

Version 2 **Dec-22**

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	BUDGET 22/23	Year to Date	Year End - Expected	BUDGET 23/24
4000	Salaries	£ 121,956.00	£ 128,209.00	£ 137,000.00	£ 123,153.00	£ 116,300.00	£ 131,850.00	£ 154,500.00	£ 117,001.00	£ 161,500.00	£ 168,500.00
4002	Printing/Stationery/Stamps	£ 2,951.00	£ 1,874.00	£ 3,200.00	£ 2,098.00	£ 2,500.00	£ 3,356.00	£ 2,500.00	£ 1,340.00	£ 2,850.00	£ 2,650.00
4003	Staff Health Insurance	£ 1,279.00	£ 1,128.00	£ 1,350.00	£ -	£ 1,350.00	£ 2,173.00	£ 1,350.00	£ 1,108.00	£ 1,400.00	£ 1,450.00
4004	Telephones and alarm	£ 2,413.00	£ 2,511.00	£ 3,000.00	£ 2,316.00	£ 2,700.00	£ 2,788.00	£ 2,850.00	£ 1,936.00	£ 2,850.00	£ 3,050.00
4005	Insurance	£ 5,848.00	£ 4,463.00	£ 5,800.00	£ 4,337.00	£ 5,100.00	£ 5,027.00	£ 5,350.00	£ 6,568.00	£ 6,568.00	£ 6,500.00
4006	Salaries Outsourcing	£ 881.00	£ 528.00	£ 900.00	£ 528.00	£ 900.00	£ 237.00	£ 425.00	£ 228.00	£ 390.00	£ 440.00
4007	Data Protection	£ 1,841.00	£ 1,115.00	£ 1,700.00	£ 970.00	£ 1,200.00	£ 772.00	£ 1,200.00	£ 972.00	£ 1,200.00	£ 1,250.00
4010	Audit Fees/Internal Audit	£ 1,660.00	£ 1,967.00	£ 1,750.00	£ 2,987.00	£ 1,850.00	£ 1,584.00	£ 1,850.00	£ 966.00	£ 1,850.00	£ 2,000.00
4016	Legal Fees / Election	£ 2,066.00	£ 379.00	£ 10,000.00	£ 1,409.00	£ 10,000.00	£ 4.00	£ 1,850.00	£ 15.00	£ 800.00	£ 850.00
4017	Bank Charges	£ -	£ 556.00	£ 650.00	£ 278.00	£ 283.00	£ 422.00	£ 285.00	£ 319.00	£ 385.00	£ 550.00
4021	General Grants Fund	£ 1,340.00	£ 450.00	£ 2,000.00	£ 1,136.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 500.00	£ 2,000.00	£ 2,500.00
4023	Youth Service Expenditure	£ 24,037.00	£ 18,392.00	£ 26,930.00	£ 25,996.00	£ 27,200.00	£ 27,400.00	£ 28,450.00	£ 21,012.00	£ 28,600.00	£ 29,500.00
4025	CCTV Maintenance	£ 83.00	£ 145.00	£ 160.00	£ -	£ 160.00	£ -	£ 650.00	£ -	£ 600.00	£ 650.00
4030	Steyning Bloom	£ 3,734.00	£ 3,835.00	£ 4,400.00	£ 4,964.00	£ 4,600.00	£ 4,600.00	£ 2,200.00	£ 2,200.00	£ 2,200.00	£ 2,400.00
4032	Royal British Legion - change to Memorial Garden upkeep -	£ 91.00	£ 283.00	£ 415.00	£ -	£ 412.00	£ 150.00	£ 412.00	£ -	£ 80.00	£ 450.00
4033	Christmas Lights	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00	£ 3,890.00	£ 5,825.00	£ 4,019.00	£ 5,825.00	£ 5,925.00
4036	SALC / NALC / HALC / ICO subs	£ 1,788.00	£ 1,912.00	£ 1,950.00	£ 1,888.00	£ 1,880.00	£ 1,815.00	£ 2,365.00	£ 2,014.00	£ 2,250.00	£ 2,450.00
4039	Publicity & Advertising	£ -	£ -	£ 3,000.00	£ 80.00	£ 2,000.00	£ -	£ 200.00	£ 175.00	£ 200.00	£ 500.00
4040	Town Clock	£ 384.00	£ 241.00	£ 450.00	£ 398.00	£ 450.00	£ 255.00	£ 450.00	£ 150.00	£ 350.00	£ 400.00
4045	Misc. & Petty Cash	£ 912.00	£ 206.00	£ 275.00	£ 25.00	£ 275.00	£ 175.00	£ 275.00	£ 75.00	£ 200.00	£ 250.00
4047	Training	£ 1,293.00	£ 1,545.00	£ 1,500.00	£ 426.00	£ 1,500.00	£ 385.00	£ 1,500.00	£ 914.00	£ 1,350.00	£ 1,500.00
4049	Showcase	£ -	£ -	£ 200.00	£ -	£ 200.00	£ -	£ 200.00	£ -	£ -	£ 200.00
4055	HR Support	£ -	£ 2,182.00	£ 5,000.00	£ 4,075.00	£ 5,000.00	£ 825.00	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00
4060	Chairman's Function	£ 456.00	£ 511.00	£ 500.00	£ 12.00	£ 100.00	£ -	£ 500.00	£ 221.00	£ 500.00	£ 500.00
4061	Councillors' Allowances	£ -	£ 49.00	£ 100.00	£ -	£ 100.00	£ -	£ 100.00	£ -	£ -	£ 100.00
4063	Legionnaires	£ 2,600.00	£ 1,600.00	£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 1,600.00	£ 2,500.00	£ 1,067.00	£ 2,200.00	£ 2,500.00
4070	Software support and packages	£ 1,831.00	£ 1,792.00	£ 2,000.00	£ 2,490.00	£ 2,400.00	£ 1,560.00	£ 2,600.00	£ 1,135.00	£ 2,600.00	£ 2,600.00
4071	IT Equipment	£ 2,325.00	£ 617.00	£ 1,700.00	£ 1,775.00	£ 1,700.00	£ 2,595.00	£ 2,250.00	£ -	£ 2,250.00	£ 2,250.00
4072	Website development	£ 93.00	£ 472.00	£ 1,000.00	£ 1,117.00	£ 1,000.00	£ 287.00	£ 450.00	£ 310.00	£ 450.00	£ 450.00
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ -	£ 1,050.00	£ 2,726.00	£ 3,850.00	£ 1,700.00
4075	Isolation and Lonliness	£ -	£ -	£ 3,000.00	£ 1,762.00	£ 3,000.00	£ 2,512.00	£ 3,000.00	£ -	£ 3,000.00	£ 3,000.00
4100	Neighbourhood Wardens	£ 40,911.00	£ 41,885.00	£ 45,000.00	£ 42,570.00	£ 45,105.00	£ 47,112.00	£ 45,500.00	£ -	£ 50,590.00	£ 52,989.00
4101	Swimming Pool	£ 15,502.00	£ 14,636.00	£ 15,750.00	£ 20,550.00	£ 15,750.00	£ 16,000.00	£ 16,500.00	£ 678.00	£ 17,000.00	£ 17,250.00
4977	Earmarked res. Special projects	£ -	£ -	£ 12,700.00	£ 5,832.00	£ 11,550.00	£ 11,462.00	£ 20,000.00	£ 2,527.00	£ 20,000.00	£ -
	TOTAL EXPENDITURE	£ 248,278.00	£ 260,520.00	£ 298,430.00	£ 256,872.00	£ 273,615.00	£ 272,836.00	£ 312,137.00	£ 170,176.00	£ 326,888.00	£ 318,304.00
CODE	INCOME										
1000	Donations received	£ 3,313.00	£ 8,652.00	£ 3,400.00	£ 30,040.00	£ 2,800.00	£ 15,000.00	£ 3,500.00	£ -	£ 1,000.00	£ 3,500.00
1075	Cil Receipts	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 5,167.00	£ 5,167.00	£ 2,500.00
1004	Reimbursed charges	£ -	£ 13.00	£ 200.00	£ 155.00	£ 200.00	£ 48.00	£ 200.00	£ -	£ 100.00	£ 200.00
1010	Misc Income	£ -	£ -	£ 1,100.00	£ -	£ 250.00	£ 173.00	£ 250.00	£ 59.00	£ 120.00	£ 250.00
1076	Precept Received	£ 248,489.00	£ 254,680.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 322,305.00	£ 332,357.00	£ 332,357.00	£ 332,357.00	£ 332,357.00
1090	Bank Interest	£ 227.00	£ 216.00	£ 250.00	£ 22.00	£ 220.00	£ 19.00	£ 120.00	£ 294.00	£ 420.00	£ 550.00
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,545.00	£ 338,427.00	£ 337,877.00	£ 339,164.00	£ 339,357.00
	TOTAL INCOME OVER	£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 64,709.00	£ 26,290.00	£ -	£ 12,276.00	£ 21,053.00

Steyning Parish Council - Draft Budget 1st April 2023 / 31st March 2024

Version 3 - November '22

PREMISES P & L ACCOUNT

CODE	EXPENDITURE	ACTUAL 19/20	BUDGET 20/21	ACTUAL 20/21	BUDGET 21/22	ACTUAL 21/22	Budget 22/23	Actual to date - month 7 (Oct)	Draft Budget for 23/24
4053	Entertainment Licence	£ 3,059.00	£ 2,500.00	£ 334.00	£ 2,500.00	£ 832.00	£ 2,750.00	£ 180.00	£ 2,000.00
4005	Insurance	£105	£115	£92	£ 150.00	£ 80.00	£ 150.00	£ -	£ 150.00
4250	Public Toilets (Open/close)	£ 1,216.00	£ 2,500.00	£ 1,810.00	£ 2,200.00	£ 2,172.00	£ 1,800.00	£ 1,098.00	£ 2,000.00
4252	Electricity - Playing Field	£ 1,206.00	£ 500.00	£ 485.00	£ 480.00	£ 1,332.00	£ 620.00	£ 1,022.00	£ 1,500.00
	Electric Public Toilets	£ 727.00	£ 650.00	£ 1,199.00	£ 800.00	£ 981.00	£ 800.00	£ 654.00	£ 1,200.00
	Electric Steyning Cen.	£ 4,457.00	£ 4,530.00	£ 2,363.00	£ 4,550.00	£ 3,397.00	£ 4,550.00	£ 1,944.00	£ 5,000.00
4253	Water - Playing Fields	£ 1,726.00	£ 600.00	£ 621.00	£ 800.00	£ 1,911.00	£ 1,200.00	£ 1,036.00	£ 1,350.00
	Water - Public Toilets	£ 539.00	£ 500.00	£ 2,579.00	£ 1,250.00	£ 1,592.00	£ 1,250.00	£ 504.00	£ 1,400.00
	Water - Steyning Cen.	£ 2,248.00	£ 2,100.00	£ 1,217.00	£ 1,600.00	£ 2,030.00	£ 1,800.00	£ 742.00	£ 1,900.00
4254	Rates - Toilets	£ 330.00	£ 400.00	£ 354.00	£ 400.00	£ -	£ 380.00	£ -	£ -
	Rates - Steyning Cen.	£ 9,828.00	£ 10,650.00	£ 9,778.00	£ 10,650.00	£ 8,814.00	£ 10,650.00	£ 6,812.00	£ 10,650.00
4256	Repairs and renewals - toilets	£ 1,288.00	£ 1,200.00	£ 461.00	£ 1,200.00	£ 1,681.00	£ 1,200.00	£ 419.00	£ 1,200.00
4257	Gas (Steyning Centre)	£ 2,931.00	£ 3,600.00	£ 6,521.00	£ 3,400.00	£ 6,105.00	£ 4,500.00	£ 3,378.00	£ 6,500.00
4310	Grounds Maintenance	£ 3,114.00	£ 3,500.00	£ 3,967.00	£ 3,500.00	£ 3,368.00	£ 3,500.00	£ 1,846.00	£ 3,500.00
4341	Repairs	£ 672.00	£ 750.00	£ 954.00	£ 750.00	£ 365.00	£ 750.00	£ 344.00	£ 650.00
4342	Maintenance & renewals SC	£ 20,629.00	£ 12,000.00	£ 4,731.00	£ 9,000.00	£ 10,131.00	£ 9,000.00	£ 5,649.00	£ 12,000.00
4401	Trade Waste SC	£ 1,576.00	£ 2,900.00	£ 1,890.00	£ 2,500.00	£ 2,454.00	£ 2,200.00	£ 1,427.00	£ 2,500.00
4402	Annual Maint. Contracts	£ 8,010.00	£ 10,000.00	£ 5,559.00	£ 8,500.00	£ 7,519.00	£ 8,200.00	£ 4,069.00	£ 9,000.00
4404	Alarm System SC	£ 446.00	£ 500.00	£ 418.00	£ 500.00	£ 482.00	£ 500.00	£ 497.00	£ 500.00
4406	Cleaning & Consumables	£ 2,995.00	£ 2,500.00	£ 2,504.00	£ 3,000.00	£ 2,543.00	£ 3,000.00	£ 438.00	£ 2,850.00
4407	Coffee machine supplies	£ 267.00	£ 350.00	£ 7.00	£ 80.00	£ -	£ 40.00	£ 20.00	£ 40.00
4408	Film night	£ 4,592.00	£ 4,150.00	£ 1,042.00	£ 4,250.00	£ 2,581.00	£ 4,250.00	£ 1,723.00	£ 4,250.00
4971	Premises Earmarked Reserves - Depreciation cover	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
	TOTAL EXPENDITURE	£ 71,961.00	£ 66,495.00	£ 48,886.00	£ 62,060.00	£ 60,370.00	£ 68,090.00	£ 33,802.00	£ 75,140.00
CODE	**INCOME**								
1003	Club Lease Rentals	£ 2,605.00	£ 3,400.00	£ 1,789.00	£ 2,500.00	£ 2,629.00	£ 2,500.00	£ 1,905.00	£ 2,675.00
1007	Room Hire	£ 57,679.00	£ 63,000.00	£ 19,035.00	£ 27,600.00	£ 49,916.00	£ 60,000.00	£ 36,279.00	£ 60,000.00
1010	Misc Income	£ 836.00	£ 650.00	£ 4.00	£ 400.00	£ 441.00	£ 650.00	£ 130.00	£ 650.00
1015	Coffee machine income	£ 752.00	£ 1,050.00	£ 30.00	£ 450.00	£ 127.00	£ 550.00	£ 133.00	£ 250.00
1017	Income Film night	£ 8,414.00	£ 6,500.00	£ 1,003.00	£ 4,200.00	£ 2,606.00	£ 5,750.00	£ 2,541.00	£ 4,200.00
1020	Feed in Tariff	£ 787.00	£ 900.00	£ 1,121.00	£ 1,200.00	£ 934.00	£ 1,200.00	£ 414.00	£ 1,200.00
	TOTAL INCOME	£ 71,073.00	£ 75,500.00	£ 22,982.00	£ 36,350.00	£ 56,653.00	£ 70,650.00	£ 41,402.00	£ 68,975.00
	TOTAL INCOME OVER EXPENDITURE	-£ 888.00	£ 9,005.00	-£ 25,904.00	-£ 25,710.00	-£ 3,717.00	£ 2,560.00	£ -	-£ 6,165.00

Community Committee - Draft Budget 1st April 2023/ 31st March 2024

01/12/2022 - V3

CONSOLIDATED P & L ACCOUNT

CODE	EXPENDITURE	ACTUAL 18/19	ACTUAL 19/20	Budget 20/21	ACTUAL 20/21	Budget 21/22	ACTUAL 22/23	Budget 22/23	YEAR TO DATE	Budget 23/24
4200	Street Light Energy	£ 640.00	£ 773.00	£ 785.00	£ 796.00	£810	£815	£900	£889	£975
4201	Street Light Maintenance	£ 1,728.00	£ 1,873.00	£ 1,920.00	£ 1,920.00	£1,960	£2,015	£2,200	£1,964	£2,250
4202	Lamppost testing	£ -	£ -	£ 100.00	£ -	£ 100.00	£ 1,290.00	£ 850.00	£ 1,305.00	£ 1,550.00
4210	Sweeping / Litter	£ 15,246.00	£ 18,008.00	£ 20,000.00	£ 18,078.00	£ 17,300.00	£ 17,462.00	£ 18,250.00	£ 12,085.00	£ 18,400.00
4211	Town Improvements	£ -	£ 150.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,401.00	£ 1,500.00	£ -	£ 1,500.00
4253	Water - Allotments	£ 625.00	£ 1,437.00	£ 600.00	£ 1,888.00	£ 1,100.00	£ 585.00	£ 1,200.00	£ 996.00	£ 1,300.00
4259	Grit	£ -	£ -	£ 600.00	£ -	£ 200.00	£ 113.00	£ 200.00	£ -	£ 200.00
4260	Pressure wash High Street	£ 684.00	£ -	£ 700.00	£ -	£ 400.00	£ -	£ 400.00	£ 76.00	£ 250.00
4276	Tree and hedge cutting	£ -	£ 2,480.00	£ 5,000.00	£ 3,125.00	£ 5,000.00	£ 4,630.00	£ 5,000.00	£ 2,405.00	£ 5,000.00
4300	Grass cutting	£ -	£ 4,497.00	£ 7,000.00	£ 5,363.00	£ 5,380.00	£ 5,000.00	£ 5,200.00	£ 5,362.00	£ 6,800.00
4309	Tree Reports & Essential Works	£ -	£ -	£ -	£ -	£ 10,000.00	£ 725.00	£ 6,000.00	£ 2,025.00	£ 6,000.00
4310	Grounds Maintenance	£ 9,877.00	£ 5,526.00	£ 13,500.00	£ 6,230.00	£ 3,500.00	£ 3,424.00	£ 3,500.00	£ 433.00	£ 3,500.00
4312	Waste removal PF	£ -	£ 981.00	£ 1,025.00	£ 1,610.00	£ 1,450.00	£ 1,591.00	£ 1,450.00	£ 1,253.00	£ 1,850.00
4320	Play & Exercise Equip Inspections	£ 799.00	£ 883.00	£ 1,200.00	£ 702.00	£ 1,200.00	£ 2,090.00	£ 1,800.00	£ 1,387.00	£ 2,000.00
4321	Play Equip & Maintenance	£ -	£ -	£ -	£ -	£ 1,500.00	£ 7,275.00	£ 2,100.00	£ 2,080.00	£ 2,500.00
4352	Litter and bins	£ 3,719.00	£ 2,731.00	£ 5,000.00	£ 2,936.00	£ 2,500.00	£ 3,108.00	£ 3,200.00	£ 2,183.00	£ 3,250.00
4360	Allotments maintenance	£ 1,723.00	£ 1,863.00	£ 3,800.00	£ 3,016.00	£ 3,800.00	£ 2,160.00	£ 3,800.00	£ 7,885.00	£ 3,200.00
	TOTAL EXPENDITURE	£ 35,041.00	£ 41,202.00	£ 62,730.00	£ 45,664.00	£ 57,700.00	£ 53,684.00	£ 57,550.00	£ 42,328.00	£ 60,525.00
CODE	**INCOME**									
1001	HDC Cleansing Grant	£ 23,384.00	£ 23,735.00	£ 20,000.00	£ 24,328.00	£ 24,400.00	£ 24,620.00	£ 24,800.00	£ 25,384.00	£ 25,700.00
1004	Reimbursed charges / Donations	£ 95,892.00	£ 1,804.00	£ 500.00	£ 494.00	£ 500.00	£ 440.00	£ 500.00	£ 583.00	£ 500.00
1005	Allotment Rents	£ 4,040.00	£ 4,266.00	£ 4,400.00	£ 4,384.00	£ 4,400.00	£ 4,193.00	£ 4,600.00	£ 4,657.00	£ 4,700.00
	TOTAL INCOME	£ 123,316.00	£ 29,805.00	£ 24,900.00	£ 29,206.00	£ 29,300.00	£ 29,253.00	£ 29,900.00	£ 30,624.00	£ 30,900.00
	TOTAL INCOME OVER EXPENDITURE	£ 88,275.00	-£ 11,397.00	-£ 37,830.00	-£ 16,458.00	-£28,400.00	-£24,431.00	-£27,650.00		-£29,625.00

Governance Matters Briefing Note **Item 7.0**

7.1 Joint Parishes Youth Contract – This matter is being discussed at the JPYC meeting on the 9th of January and the Clerk will provide an update from that meeting.

7.2 Steyning Clock Tower Project – The Deputy Clerk has been unearthing archived documents including title deeds and correspondence going back many years and has subsequently been in discussion with the property owners in order to discover precisely what the Council is entitled to do in terms of maintenance to the Clock Tower itself. The Clerk will update further at the meeting, as discussions are ongoing.

7.3 SPC Grass cutting and Street Cleaning contract selection process – The Clerk will update with figures showing how many interested parties are involved, and what level of interest there has been subsequent to the distribution of tender documentation.

7.4 Newman's Gardens Car Park – As we now know, the Newman's Gardens Car Park has been earmarked for redevelopment from HDC. Cllrs and Clerk attended a working Party on the 15th of December with HDC representatives and will update at this meeting.

Draft plan as follows: -

7.5 Pre-election publicity leaflet – With SPC elections due in May of this year we need to decide how we want to promote ourselves to, both ensure the residents are aware of how important their votes are, and also what it means to be an SPC Councillor, so that we can attract new candidates. – Please bring along your thoughts so that we can discuss the matter.