

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 10th MAY 2022 AT 7.30PM

Present: Cllrs Lloyd (Deputy Chairman), Young, S. Alexander, Sullivan, Trundle, Goldsmith and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 5

Meeting commenced: 7:31 pm

DRAFT MINUTES

ACTIONS

F&GP/21/61 APOLOGIES FOR ABSENCE

61.1 Apologies were received from Cllrs Northam and Campbell. Cllr S. Alexander was to arrive in 5 minutes due to traffic delays.

F&GP/21/62 DECLARATIONS OF INTEREST AND DISPENSATIONS

62.1 None

F&GP/21/63 QUESTIONS FROM THE FLOOR

63.1 None received

F&GP/21/64 MINUTES OF PREVIOUS MEETING

64.1 Cllr Lloyd **proposed, seconded** by Cllr Sullivan that the minutes of the meeting held on the 15th March 2022 be agreed as a true and fair record. **Agreed**

F&GP/21/65 MATTERS ARISING AND ACTIONS

65.1 F&GP/21/53 Steyping Centre Cupboard Hire rebate refusal - **Actioned**

65.2 F&GP/21/55.1 Steyping & District Partnership Grant allocation – **Actioned**

65.3 F&GP/21/55.1 Steyping Community Orchard Grant allocation – **Actioned**

65.4 F&GP/21/55.1 Steyping Area First Responders Grant allocation – **Actioned**

65.5 F&GP/21/55.1 Allotment Association Grant allocation - **Actioned**

65.6 F&GP/21/55.2 Wording on monthly SPC finance position amended – **Actioned**

65.7 F&GP/21/55.5 The 'Moore' External Auditor invoice to be paid – **Actioned**

65.8 F&GP/21/55.6 NALC pay award agreement to be enabled - **Actioned**

65.9 F&GP/21/55.7 Clerk to update project priority listing - **Actioned**

65.10 F&GP/21/55.7 Clerk to speak to Steyping CC to ascertain if they might consider co-funding of concrete apron – **See 66.6**

65.11 F&GP/21/55.8 Clerk to bring back more accurate Cemetery committee account details when they are available from Upper Beeding PC – **See 66.5**

65.12 F&GP/21/56.1 Clerk to ensure FOI correspondence presented on the web site – **Actioned**

65.13	F&GP/21/57.1 Warden’s contract signed and taken back to HDC – Actioned																							
65.14	F&GP/21/57.2 Street Cleaners contract annual increase to be processed and enabled- Actioned																							
65.15	F&GP/21/57.3 Newly agreed Financial Risk assessment placed on web site– Actioned																							
65.16	Cllr Lloyd proposed, seconded by Cllr Norcross to take the ‘Matters Arising’ as read. Agreed																							
F&GP/21/66	FINANCE MATTERS																							
66.1	To approve list of payments. Cllr Lloyd proposed, seconded by Cllr Young that the list of payments for March 2022 be approved as a correct record. Agreed																							
	Cllr Alexander arrived at this point																							
66.2.1	I & E Reports. Cllr Lloyd proposed, seconded by Cllr S. Alexander to agree the F&GP Income and Expenditure reports for March 2022 as a correct record. Agreed																							
66.2.2	Cllr Goldsmith asked about Town Clock repairs. The Clerk stated the lack of chimes issue is down to an outstanding maintenance visit, but this is planned for the end of the month (May). The Clerk also pointed out the noticeable increase in expenditure within the Salaries expenditure line and that this was down primarily to the Steyning Centre becoming so busy since the post Covid re-opening. Indeed, the extra income generated far exceeds the extra expenditure	CLERK																						
66.3	To receive notes on the SPC finance position and accruals (to date) as at end of Year 2021/22 The Clerk updated as per supporting papers and explained the reason behind listed accrual items and why there may still be some additions.	CLERK																						
66.4.1	To agree the list of Earmarked reserves for 2022/23. The Clerk updated as per supporting papers and explained certain items have been highlighted for Earmarking. The clerk went through the latest situation regards last years Earmarked reserves and what is left unspent and why under each heading. The list confirmed as per below -	CLERK																						
	<table><tr><th>List of Earmarked reserves for 2020/21 – 2021/22</th><th>Amount Unspent</th></tr><tr><td>Neighbourhood Plan</td><td>£2,145.00</td></tr><tr><td>HR Services</td><td>£3,743.00</td></tr><tr><td>LED Lighting upgrade</td><td>£1,142.00</td></tr><tr><td>MPF / Allot Access</td><td>£2,000.00</td></tr><tr><td>CIL Monies</td><td>£5,034.00</td></tr></table>	List of Earmarked reserves for 2020/21 – 2021/22	Amount Unspent	Neighbourhood Plan	£2,145.00	HR Services	£3,743.00	LED Lighting upgrade	£1,142.00	MPF / Allot Access	£2,000.00	CIL Monies	£5,034.00											
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66.4.2	The Committee went on to consider and agree the proposed Earmarked Reserves for 2022/23 as per supporting papers and then as per the list below																							
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66.4.3	Cllr Goldsmith raised a concern about possibly earmarking funds for the Saxon Room window repairs. The Chair pointed out that that needed to be discussed by Premises Committee first and prioritised to proceed if necessary, and then it could be brought back to F&GP. He also raised concerns about the proposed Clock Tower works {But this is already being dealt with under agreed Special projects}; about Concrete Works at the MPF {But this was not prioritised to be completed this year}; And Ukrainian refugees funding {But this would need special agreement – Not via Earmarked Funding}.	
66.5	To be notified as to the Year End Joint Cemetery Committee Accounts figures. The Clerk reported that at the last F&GP meeting, there was notification that SPC would be receiving its portion of the Joint Parishes Cemetery funds from Upper Beeding PC in due course. This will only be accessible for Joint Parishes Cemetery Committee agreed use and be held separately for that purpose. This item is to notify SPC that the amount to be transferred at Year End final reconciliation to SPC Reserves is £51,895.54. This action has been undertaken on the advice of the internal Auditor.	CLERK
66.6.1	To be notified as to the Cricket Club stance regards any possible joint payment proposal for ‘concrete renewal adjacent changing rooms’ project. The Clerk updated that at the previous F&GP meeting he was tasked with discussing with the Steyning Cricket Club whether they would consider possible joint funding of the ‘Concrete renewal adjacent changing rooms’ project. The Chairman informed <i>‘I’ll talk to the club. I think we could help in some way’</i> . The Clerk suggested the Cricket Club committee be given time to consider the situation and when they are ready to commit to a decision, then he would bring it back to committee. There was a question raised about the necessity for such a comprehensive scope of works as per suggested and detailed by the Structural Engineer who had been previously appointed by SPC.	CLERK
66.6.2	Cllr Goldsmith raised concerns about the Concrete apron being ‘unsafe’. The Clerk stated he had inspected the area and thought its condition ‘uneven’ but ‘reasonable’. Cllr Goldsmith insisted that something had to be done including an inspection from a HDC safety inspector to ensure it was ‘safe’. Committee agreed that if the Clerk could not be certain that it was ‘safe’, that the area needed to be urgently roped off. The Clerk stated this matter was not due to be discussed and that the information was not being presented for councillors to make a decision and warned against the consequences of such a motion because of the difficulties then imposed upon the Cricket Club in terms of restricted access. Committee considered the matter and thought it best to rope the area off as a precaution. Cllr Lloyd proposed, seconded by Cllr S. Alexander that SPC delegates the Clerk to engage a Safety Officer from HDC and for that officer to inspect the ‘Concrete apron’ for its safety and in the meantime that the affected area is roped off, for safety and with suitable signs, and we (SPC) notify the Cricket Club. Agreed 5 For {TL,SA,JN,CY,LT}, 1 Against {RG}, 1 Abstained {GS}	CLERK
66.7	To discuss and agree the Year end 2021/22 ‘Cil report’. Cllr Lloyd proposed, seconded by Cllr S. Alexander that SPC agree the Year End 2021/22 Cil Report. Agreed	
66.8	To discuss whether to pay for an additional street cleaning service (up to £75) on the day of the Jubilee Street party. Cllr Lloyd proposed, seconded by Cllr Alexander that SPC pay this additional sum of £75, and to clean up after the Jubilee celebrations. Agreed	
F&GP/21/67	PROGRESS REPORT	
67.1	F&GP/20/82.3 HDC to be contacted to provide greater clarity in regards their terminology for 106 monies – Cllr Lloyd provided a guide for councillors as per the terminology	
67.2	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing	CLERK
67.3	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – Ongoing	CLERK

F&GP/21/68 INFORMATION/CORRESPONDENCE ITEMS

68.1 Cllr Goldsmith wanted to raise some 'serious issues' with regards the Steyning Centre. The Chair suggested that issues should be raised in the first instance with either the Clerk if they were serious or the Premises Committee Chairman and that either way this was how items could be brought onto the agenda. **CLERK**

F&GP/21/69 DATE OF NEXT MEETING – 14th June 2022 @7.30pm.

The Chair closed the meeting at 9.04 pm

Signed Date 14th June 2022
Chair

Here is the link to the video recording of this meeting:-

<https://youtu.be/ToAlbwRj8LA>



ITEM 6.1

Dear John,

Our Committee is up and running again and organising the annual Steyning & District Food and Drink Festival for 2022.

The Festival will be in action from 3rd September through to 1st October. As you will know the event is an outstanding date in the district calendar, where our aim is to promote our area and attract as many new faces as possible - bringing valuable business to our traders, together with bringing enjoyment to our residents. Although hopefully things are more positive than for the last couple of years, some traders in the High Street do seem a little despondent about times ahead, so we must keep active and deliver these main aims: Promote Steyning and bring happiness to all, at the same time as giving an economic boost to all our businesses. We have to report that last year's Festival was mega busy – events sold out; good take up of offers and – something to be really, really proud of – we collected £3, 583.50 for our Festival Charity, Chestnut Tree House. This year our Charity is St Barnabas - bit nervous as we are not sure we will be able to repeat that amount every year !

The Festival is run by a hard working team of Partnership volunteers with the fantastic support of the “foodie” outlets in our district, who come up with both events to be held during the month, and special offers for the Festival duration. Because of Steyning & District's outstanding business support, our Festival now celebrates its 11th year ! The September & October Farmers Markets both open and close the event with music, food & drink tastings, Allotment Prize Giving, the Halloween pumpkin weigh and special stall offers.

Of course, all this promotion/advertising is expensive, plus we also need to produce/purchase promotional literature and materials to give additional exposure to the event and, of course, print our all important Festival Guide. Posters on stakes, are erected in areas further away from the immediate district and set alongside many road junctions etc. These have proved very successful, and although expensive broadens the horizon of Steyning's exposure. We also pay for extra advertising on Social Media - ultra successful, but yet another essential expense if we are to keep promoting the Festival in a professional manner.

As we have stated, this is our 11th Festival, but as for our first years, our reserves remain low and as we continue to grow we expect to take hits from the need for additional/replacement banners, posters, window clingers, etc., etc. as well as expenses listed above. Our dedicated website, www.steyningdistrictfooddrinkfestival.co.uk is a wonderful window to the world and we “link up” with many other festival related/tourism sites to spread the word as far as field as possible. Even Visit Brighton link to our site now; unusual for them as they do not normally welcome events outside Brighton.

Our request, as in years gone past, is to ask if Steyning Parish Council could consider helping us by awarding us a grant. We have no official accounts, but have approximately £1924.13 in hand from last year, which will quickly disappear as we start to purchase items. Expense sheet attached which shows it cost us around £2,750 to run the event in 2021 – our sponsors are the people who make this happen. One of our major expenses is the Food & Drink Festival guide, and every year securing the funding to cover this printing is a challenge. The guides, however, are an essential part of our event and copies get snapped up as soon as they go on display in various venues within our area.

Obviously, we would appreciate any funding that the Parish Council felt they could offer. You have been extremely generous over the past years allowing us £250 rather than £200. If you could manage this amount again, it would be absolutely fantastic, but we know we cannot rely on it, so just hope for the best!

If you need anything else from me, please let me know, and I will do my best to provide. I believe it is the Community Committee that looks after requests such as ours, so hopefully their next meeting will not be too long away. Our guide goes to print around mid-July, so it is a bit urgent to know if the PC will be able to sponsor us, so we can include reference to this in the guide. Could you let me know the date of their next get-together?

With best wishes and fingers crossed !

Reina

Reina Alston (Mrs)

Steyning & District Community Partnership - Director

Time: 18:05

Bank Reconciliation up to 30/04/2022 for Cashbook No 1 - Current Account

** ALL FIGURES ARE INCLUDING VAT WHERE APPLICABLE*

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2022	DD	973.50		973.50		R 	HDC Rates
01/04/2022	VIS	80.53		80.53		R 	Amazon - Cups/saucers
01/04/2022	VIS	64.77		64.77		R 	Nisbets - Cafetiere
01/04/2022	VIS	187.15		187.15		R 	Nisbets - Tea pots
01/04/2022	TRS 22.1		50,000.00	50,000.00		R 	Receipt(s) Banked <i>TRANSFER FROM SAVINGS</i>
01/04/2022	CR		56.00	56.00		R 	Receipt(s) Banked
02/04/2022	CR		58.50	58.50		R 	Receipt(s) Banked
04/04/2022	VIS	43.98		43.98		R 	Amazon - Plungers
04/04/2022	CR		3,211.93	3,211.93		R 	Receipt(s) Banked <i>VAT RECEIVED.</i>
04/04/2022	22/01		600.66	600.66		R 	Receipt(s) Banked <i>VARIOUS ROOM HIRE</i>
05/04/2022	VIS	37.46		37.46		R 	Sitelock
05/04/2022	DD	1.03		1.03		R 	HDC Debit
05/04/2022	CR		58.50	58.50		R 	Receipt(s) Banked
05/04/2022	CR		16.00	16.00		R 	Receipt(s) Banked
05/04/2022	CR		491.83	491.83		R 	Receipt(s) Banked <i>HALL HIRE</i>
05/04/2022	CR		5.90	5.90		R 	Receipt(s) Banked
06/04/2022	VIS	6.49		6.49		R 	Amazon - Coffee stain remover
06/04/2022	CR		388.80	388.80		R 	Receipt(s) Banked
07/04/2022	01/22.23	377.75		377.75		R 	HDC Waste
07/04/2022	02/22.23	90.00		90.00		R 	JD windows
07/04/2022	03/22.23	2,161.01		2,161.01		R 	Jack Lee <i>STREET CLEANING</i>
07/04/2022	04/22.23	1,577.96		1,577.96		R 	PHS Group <i>CLEANING CONTRACT</i>
07/04/2022	05/22.23	214.20		214.20		R 	1st Clearflow
07/04/2022	06/22.23	256.29		256.29		R 	TC Maintenance
07/04/2022	07/22.23	572.40		572.40		R 	Rialtus <i>SOFTWARE</i>
07/04/2022	08/22.23	1,908.00		1,908.00		R 	Rabbit skips
07/04/2022	09/22.23	169.68		169.68		R 	Business stream
07/04/2022	10/22.23	1,159.20		1,159.20		R 	Clares - stationary <i>VARIOUS INC NOTICE</i>
07/04/2022	CR		404.00	404.00		R 	Receipt(s) Banked <i>BONDS.</i>
07/04/2022	22/02		1,165.89	1,165.89		R 	Receipt(s) Banked <i>VARIOUS HALL HIRE</i>
11/04/2022	CR		246.31	246.31		R 	Receipt(s) Banked
13/04/2022	011/22.23	216.56		216.56		R 	Overline phones
13/04/2022	012/22.23	324.10		324.10		R 	SCS - Films
13/04/2022	013/22.23	28.00		28.00		R 	Film - wine
13/04/2022	014/22.23	45.00		45.00		R 	Open spaces
13/04/2022	15/22.23	90.00		90.00		R 	Clare Austin
13/04/2022	16/22.23	57.06		57.06		R 	Clares vacume cylinder
13/04/2022	16/22.23	11.41		11.41		R 	Clares
13/04/2022	017/22.23	12.00		12.00		R 	Function 28
13/04/2022	BP		150.75	150.75		R 	Receipt(s) Banked
14/04/2022	CR		56.60	56.60		R 	Receipt(s) Banked
14/04/2022	CR		538.62	538.62		R 	Receipt(s) Banked <i>PRE - SCHOOL</i>
19/04/2022	VIS	28.78		28.78		R 	Zoom
19/04/2022	CR		268.10	268.10		R 	Receipt(s) Banked
19/04/2022	CR		117.22	117.22		R 	Receipt(s) Banked
20/04/2022	22/04		203.50	203.50		R 	Receipt(s) Banked
20/04/2022	CR		191.28	191.28		R 	Receipt(s) Banked
20/04/2022	CR		7.00	7.00		R 	Receipt(s) Banked

Time: 18:05

Bank Reconciliation up to 30/04/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/04/2022	CR		42.00	42.00		R 	Receipt(s) Banked
20/04/2022	CR		11.80	11.80		R 	Receipt(s) Banked
21/04/2022	DD	35.58		35.58		R 	HSBC Charges
21/04/2022	018/22.23	25.00		25.00		R 	Open Spaces
21/04/2022	19/22.23	1,906.76		1,906.76		R 	British Gas
21/04/2022	20/22.23	990.00		990.00		R 	LCC - Job evaluations
21/04/2022	21/22.23	187.20		187.20		R 	TGO - gym company
21/04/2022	22/22.23	183.00		183.00		R 	Mr Sowerby
21/04/2022	23/22.23	1,949.13		1,949.13		R 	WSALC - subscriptions
21/04/2022	BP		71.53	71.53		R 	Receipt(s) Banked
21/04/2022	Cr		999.43	999.43		R 	Receipt(s) Banked <i>PRE-SCHOOL HALL HIRE.</i>
21/04/2022	BP		58.50	58.50		R 	Receipt(s) Banked
22/04/2022	22/05		130.00	130.00		R 	Receipt(s) Banked
22/04/2022	CR		145.80	145.80		R 	Receipt(s) Banked
25/04/2022	BP	8,636.88		8,636.88		R 	Salaries - various
25/04/2022	BP		117.00	117.00		R 	Receipt(s) Banked
25/04/2022	CR		11.80	11.80		R 	Receipt(s) Banked
25/04/2022	CR		19.66	19.66		R 	Receipt(s) Banked
25/04/2022	CR		62.12	62.12		R 	Receipt(s) Banked
25/04/2022	CR		6.55	6.55		R 	Receipt(s) Banked
26/04/2022	VIS	9.20		9.20		R 	Zoho
26/04/2022	CR		73.20	73.20		R 	Receipt(s) Banked
26/04/2022	CR		11.80	11.80		R 	Receipt(s) Banked
27/04/2022	CR		101.88	101.88		R 	Receipt(s) Banked
27/04/2022	BP		74.56	74.56		R 	Receipt(s) Banked
27/04/2022	CR		5.90	5.90		R 	Receipt(s) Banked
28/04/2022	VIS	137.33		137.33		R 	4SIGHT
28/04/2022	024/22.23	195.76		195.76		R 	Squires Planning
28/04/2022	025/22.23	1,768.18		1,768.18		R 	Jack Lee <i>STREET CLEANING</i>
28/04/2022	026/22.23	142.43		142.43		R 	PIP Services
28/04/2022	027/22.23	966.00		966.00		R 	TC Maintenance
28/04/2022	028/22.23	2,209.42		2,209.42		R 	WSCC Pensions
28/04/2022	029/22.23	2,943.86		2,943.86		R 	HMRC Tax <i>{STAFF</i>
28/04/2022	CR		166,178.50	166,178.50		R 	Receipt(s) Banked <i>PRECEPT</i>
29/04/2022	VIS	39.52		39.52		R 	PVC Safety Signs
29/04/2022	VIS	35.79		35.79		R 	Amazon - Cones
29/04/2022	VIS	18.00		18.00		R 	Hignfield Qual
29/04/2022	CR		722.65	722.65		R 	Receipt(s) Banked <i>VAT REIMBURSED</i>
29/04/2022	CR		94.20	94.20		R 	Receipt(s) Banked
29/04/2022	CR		45.00	45.00		R 	Receipt(s) Banked
29/04/2022	Cr		5.90	5.90		R 	Receipt(s) Banked
29/04/2022	CR		123.00	123.00		R 	Receipt(s) Banked
30/04/2022	BP		33.50	33.50		R 	Receipt(s) Banked
30/04/2022	CR		19.50	19.50		R 	Receipt(s) Banked
		33,073.35	227,403.17				

Time: 14:28

Bank Reconciliation up to 31/05/2022 for Cashbook No 1 - Current Account

**ALL FIGURES ARE INCLUDING VAT WHERE APPLICABLE*

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2022	CR		95.11	95.11		R	Receipt(s) Banked
01/05/2022	22/08		3.72	3.72		R	Receipt(s) Banked
03/05/2022	DD	973.00		973.00		R	HDC Rates
03/05/2022	030/22.23	927.70		927.70		R	UK safetystore - <i>TRAFFIC SIGNS</i>
03/05/2022	031/22.23	95.00		95.00		R	Kieron - plumber
03/05/2022	032/22.23	117.62		117.62		R	PIP Services
03/05/2022	033/22.23	142.50		142.50		R	SHS
03/05/2022	034/22.23	160.00		160.00		R	TSS facilities
03/05/2022	035/22.23	365.00		365.00		R	Mulberry & Co training
03/05/2022	036/22.23	28.85		28.85		R	Film wine costs
03/05/2022	037/22.23	140.80		140.80		R	Online Playground equip
03/05/2022	22/06		750.73	750.73		R	Receipt(s) Banked - <i>VARIOUS ROOM HIRE.</i>
03/05/2022	22/09		385.17	385.17		R	Receipt(s) Banked
03/05/2022	CR		1,639.30	1,639.30		R	Receipt(s) Banked - <i>CIL MONIES.</i>
03/05/2022	CR		17.70	17.70		R	Receipt(s) Banked
04/05/2022	038/22.23	117.62		117.62		R	pip Services - dispenser
04/05/2022	039/22.23	425.00		425.00		R	M Streeter
04/05/2022	040/22.23	378.14		378.14		R	UK Safetystore
05/05/2022	VIS	2.50		2.50		R	Royal Mail charges
05/05/2022	39.36	39.36		39.36		R	Site Lock
05/05/2022	DR	1.08		1.08		R	HSBC Bank charges
05/05/2022	042/22.23	-0.50		-0.50		R	Clare Austin
05/05/2022	041/22.23	431.50		431.50		R	TC Maintenance
05/05/2022	042/22.23	275.50		275.50		R	Clare Austin
05/05/2022	043/22.23	486.28		486.28		R	Laser - electric - <i>CHANGING RM MPF</i>
05/05/2022	044/22.23	847.33		847.33		R	Glasdon - bench replace
06/05/2022	22/13		519.00	519.00		R	Receipt(s) Banked - <i>FILM RECEIPTS.</i>
06/05/2022	22/12		39.30	39.30		R	Receipt(s) Banked
06/05/2022	22/10		427.89	427.89		R	Receipt(s) Banked
06/05/2022	045/22.23	621.60		621.60		R	Rabbit skips
10/05/2022	046/22.23	1,003.50		1,003.50		R	Squires planning - <i>NEIGHBOURHOOD PLAN.</i>
10/05/2022	047/22.23	24.00		24.00		R	Green Thumb
10/05/2022	048/22.23	435.80		435.80		R	HDC Waste
10/05/2022	049/22.23	85.00		85.00		R	Furness Plumbing
10/05/2022	22/14		11.80	11.80		R	Receipt(s) Banked
11/05/2022	CR		70.18	70.18		R	Receipt(s) Banked
16/05/2022	VIS	28.78		28.78		R	Zoom
16/05/2022	CR		5,959.38	5,959.38		R	Receipt(s) Banked - <i>BUILDING CONTROL OFFICE ANNUAL HIRE</i>
16/05/2022	CR		137.30	137.30		R	Receipt(s) Banked
16/05/2022	CR		42.00	42.00		R	Receipt(s) Banked
16/05/2022	BP		74.56	74.56		R	Receipt(s) Banked
17/05/2022	DD	25.00		25.00		R	Petty Cash
17/05/2022	BP		176.00	176.00		R	Receipt(s) Banked
17/05/2022	BP		0.60	0.60		R	Receipt(s) Banked
17/05/2022	CR		175.80	175.80		R	Receipt(s) Banked
17/05/2022	CR		109.84	109.84		R	Receipt(s) Banked
17/05/2022	CR		259.20	259.20		R	Receipt(s) Banked
17/05/2022	CR		51.20	51.20		R	Receipt(s) Banked

Bank Reconciliation up to 31/05/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/05/2022	CR		56.60	56.60		R	Receipt(s) Banked
18/05/2022	CR		56.60	56.60		R	Receipt(s) Banked
18/05/2022	BP		78.00	78.00		R	Receipt(s) Banked
18/05/2022	CR		72.90	72.90		R	Receipt(s) Banked
19/05/2022	050/22.23	1,521.56		1,521.56		R	British Gas - STEYNING CENTRE
19/05/2022	051/22.23	359.10		359.10		R	SCS - film exp.
19/05/2022	052/22.23	25.27		25.27		R	Business stream Bus Shelt
19/05/2022	053/22.23	203.75		203.75		R	Bus' Stream Changing rms
19/05/2022	054/22.23	108.89		108.89		R	Bus' stream Allot
19/05/2022	055/22.23	216.41		216.41		R	Overline - phones
19/05/2022	056/22.23	180.00		180.00		R	Parish online
19/05/2022	057/22.23	12.00		12.00		R	function 28
19/05/2022	058/22.23	258.37		258.37		R	PIP Services
19/05/2022	059/22.23	130.16		130.16		R	KCS copier
19/05/2022	BP		181.92	181.92		R	Receipt(s) Banked
19/05/2022	CR		91.19	91.19		R	Receipt(s) Banked
19/05/2022	CR		90.65	90.65		R	Receipt(s) Banked
20/05/2022	VIS	18.00		18.00		R	DBS Disclosure
20/05/2022	DR	41.04		41.04		R	HSBC
20/05/2022	CR		913.23	913.23		R	Receipt(s) Banked - PRE SCHOOL HIRE
20/05/2022	CR		79.63	79.63		R	Receipt(s) Banked
21/05/2022	CR		42.00	42.00		R	Receipt(s) Banked
21/05/2022	BP		105.16	105.16		R	Receipt(s) Banked
23/05/2022	BP		58.50	58.50		R	Receipt(s) Banked
23/05/2022	CR		73.20	73.20		R	Receipt(s) Banked
24/05/2022	TRS - JF-1	150,000.00		150,000.00		R	Money Market Account CASH TRANSFER
24/05/2022	VIS	18.99		18.99		R	Amazon - door closer
24/05/2022	CR		287.70	287.70		R	Receipt(s) Banked
24/05/2022	CR		292.30	292.30		R	Receipt(s) Banked
24/05/2022	BP		91.19	91.19		R	Receipt(s) Banked
24/05/2022	CR		194.90	194.90		R	Receipt(s) Banked
24/05/2022	CR		11.80	11.80		R	Receipt(s) Banked
24/05/2022	BP		69.34	69.34		R	Receipt(s) Banked
26/05/2022	VIS	99.99		99.99		R	Amazon - Cones
26/05/2022	VIS	99.99		99.99		R	Amazon - Cones
26/05/2022	VIS	99.99		99.99		R	Amazon - Cones
26/05/2022	VIS	9.20		9.20		R	Zoho
26/05/2022	060/22.23	206.70		206.70		R	KCS copier
26/05/2022	061/22.23	528.00		528.00		R	Direct Blinds - INSTALLATION INTO COMMITTEE ROOMS
26/05/2022	062/22.23	26.72		26.72		R	PIP Services
26/05/2022	063/22.23	180.00		180.00		R	Sowerby - toilet security
26/05/2022	064/22.23	131.00		131.00		R	Online playgrounds
26/05/2022	065/22.23	32.50		32.50		R	Chichester payroll
26/05/2022	066/22.23	3,135.07		3,135.07		R	HMRC - TAX & N.I.
26/05/2022	067/22.23	2,243.17		2,243.17		R	WSCC pensions
26/05/2022	CR		185.70	185.70		R	Receipt(s) Banked
26/05/2022	CR		95.11	95.11		R	Receipt(s) Banked
26/05/2022	CR		11.80	11.80		R	Receipt(s) Banked

Time: 14:28

Bank Reconciliation up to 31/05/2022 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>
27/05/2022	22/15		58.54	58.54		R ☒	Receipt(s) Banked
30/05/2022	BP	9,251.32		9,251.32		R ☒	Salaries - Various
30/05/2022	CR		74.42	74.42		R ☒	Receipt(s) Banked
30/05/2022	CR		78.16	78.16		R ☒	Receipt(s) Banked
30/05/2022	CR		5.90	5.90		R ☒	Receipt(s) Banked
30/05/2022	CR		116.40	116.40		R ☒	Receipt(s) Banked
31/05/2022	CR		21.00	21.00		R ☒	Receipt(s) Banked
31/05/2022	CR		23.60	23.60		R ☒	Receipt(s) Banked
		<u>177,315.15</u>	<u>14,463.22</u>				

Time: 17:30

Bank Reconciliation up to 30/06/2022 for Cashbook No 1 - Current Account

* ALL FIGURES ARE INCLUDING VAT WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2022	TRANS	63.00		63.00		R ☒	Royal British Legion Grant
01/06/2022	DD	973.00		973.00		R ☒	HDC Rates
01/06/2022	069/22.23	480.00		480.00		R ☒	Andrew Gale - TREE WORK
01/06/2022	070/22.23	24.00		24.00		R ☒	Green thumb
01/06/2022	071/22.23	1,200.00		1,200.00		R ☒	Moore Ex, Audit
01/06/2022	072/22.23	90.00		90.00		R ☒	JD windows
01/06/2022	073/22.23	1,768.18		1,768.18		R ☒	Jack Lee - STREET CLEANING
01/06/2022	074/22.23	73.38		73.38		R ☒	Clares printing
01/06/2022	CR		63.00	63.00		R ☒	Receipt(s) Banked
01/06/2022	CR		45.00	45.00		R ☒	Receipt(s) Banked
01/06/2022	CR		11.80	11.80		R ☒	Receipt(s) Banked
06/06/2022	VIS	39.26		39.26		R ☒	Site Lock
06/06/2022	DR	1.07		1.07		R ☒	HSBC fees
07/06/2022	22/17		203.50	203.50		R ☒	Receipt(s) Banked
07/06/2022	22/18		490.50	490.50		R ☒	Receipt(s) Banked - FILM RECEIPTS
08/06/2022	VIS	29.00		29.00		R ☒	Parking Discs
08/06/2022	VIS	40.00		40.00		R ☒	Parking Discs
08/06/2022	CR		413.97	413.97		R ☒	Receipt(s) Banked
09/06/2022	068/22.23	4,614.00		4,614.00		R ☒	Holinger Trenching - ALLOTMENTS
09/06/2022	VIS	61.94		61.94		R ☒	Amazon -Weedkiller
09/06/2022	082/22.23	160.00		160.00		R ☒	TSS legionaires
09/06/2022	083/22.23	720.00		720.00		R ☒	Rialtus - Year end - ACCOUNTANTS
09/06/2022	084/22.23	20.00		20.00		R ☒	South Coast
09/06/2022	085/22.23	783.38		783.38		R ☒	British Gas - STEYNING CENTRE
09/06/2022	086/22.23	209.19		209.19		R ☒	Bus stream - changing rm
09/06/2022	087/22.23	149.29		149.29		R ☒	Bus stream - Bus Shelt water
09/06/2022	089/22.23	140.34		140.34		R ☒	Bus stream - allot wtaer
09/06/2022	075/22.23	26.05		26.05		R ☒	T eckert wines
09/06/2022	076/22.23	197.64		197.64		R ☒	Mulberry & Co
09/06/2022	077/22.23	242.75		242.75		R ☒	Clare Austin
09/06/2022	078/22.23	793.50		793.50		R ☒	TC Maint.
09/06/2022	079/22.23	1,749.99		1,749.99		R ☒	Squires planning - N. PLAN
09/06/2022	080/22.23	2,818.20		2,818.20		R ☒	Catercraft - dishwasher
09/06/2022	081/22.23	125.00		125.00		R ☒	Keiron - plumber
09/06/2022	090/22.23	351.72		351.72		R ☒	Bus stream - steyn centre - WATER
09/06/2022	90/22.23	75.00		75.00		R ☒	Keiron - plumber
09/06/2022	091/22.23	37.00		37.00		R ☒	JF personal licence
09/06/2022	092/22.23	12.00		12.00		R ☒	Function 28
09/06/2022	093/22.23	534.80		534.80		R ☒	HDC Waste
09/06/2022	094/22.23	364.36		364.36		R ☒	SCS - films
09/06/2022	095/22.23	216.09		216.09		R ☒	Overline phones
09/06/2022	22/16		307.71	307.71		R ☒	Receipt(s) Banked
09/06/2022	BP		14.40	14.40		R ☒	Receipt(s) Banked
10/06/2022	CR		12.78	12.78		R ☒	Receipt(s) Banked
13/06/2022	CR		12,691.78	12,691.78		R ☒	Receipt(s) Banked - CLEANSING GRANT
14/06/2022	CR		42.00	42.00		R ☒	Receipt(s) Banked
14/06/2022	CR		54.90	54.90		R ☒	Receipt(s) Banked
14/06/2022	CR		303.40	303.40		R ☒	Receipt(s) Banked

Time: 17:30

Bank Reconciliation up to 30/06/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/06/2022	CR		175.80	175.80		R 	Receipt(s) Banked
16/06/2022	VIS	28.78		28.78		R 	Zoom
16/06/2022	BP		39.00	39.00		R 	Receipt(s) Banked
16/06/2022	CR		30.70	30.70		R 	Receipt(s) Banked
16/06/2022	CR		14.40	14.40		R 	Receipt(s) Banked
16/06/2022	CR		62.12	62.12		R 	Receipt(s) Banked
16/06/2022	CR		45.48	45.48		R 	Receipt(s) Banked
16/06/2022	CR		92.90	92.90		R 	Receipt(s) Banked
16/06/2022	Cr		92.90	92.90		R 	Receipt(s) Banked
17/06/2022	Cr		168.19	168.19		R 	Receipt(s) Banked
18/06/2022	CR		91.19	91.19		R 	Receipt(s) Banked
20/06/2022	Cr		61.40	61.40		R 	Receipt(s) Banked
20/06/2022	BP		146.66	146.66		R 	Receipt(s) Banked
20/06/2022	CR		191.28	191.28		R 	Receipt(s) Banked
20/06/2022	BP		176.60	176.60		R 	Receipt(s) Banked
20/06/2022	CR		113.40	113.40		R 	Receipt(s) Banked
20/06/2022	Cr		402.97	402.97		R 	Receipt(s) Banked
21/06/2022	DR	43.14		43.14		R 	HSBC charges
21/06/2022	CR		27.46	27.46		R 	Receipt(s) Banked
21/06/2022	22/19		78.60	78.60		R 	Receipt(s) Banked
21/06/2022	CR		109.84	109.84		R 	Receipt(s) Banked
21/06/2022	Cr		101.88	101.88		R 	Receipt(s) Banked
22/06/2022	BP		14.40	14.40		R 	Receipt(s) Banked
22/06/2022	CR		682.39	682.39		R 	Receipt(s) Banked - PRE SCHOOL
23/06/2022	DD	405.14		405.14		R 	Siemens phones
23/06/2022	097/22.23	180.00		180.00		R 	Smith of derby
23/06/2022	098/22.23	3,423.76		3,423.76		R 	WSCC lights
23/06/2022	099/22.23	50.00		50.00		R 	TC Maint.
23/06/2022	100/22.23	186.00		186.00		R 	Sowerby toilets
23/06/2022	101/22.23	350.00		350.00		R 	GDPR data protec.
23/06/2022	102/22.23	203.70		203.70		R 	EDF - Bus Shelter
23/06/2022	103/22.23	214.68		214.68		R 	PiP Services
23/06/2022	103/22.23	26.95		26.95		R 	PiP Services
23/06/2022	104/22.23	129.20		129.20		R 	Laser - High street elec
23/06/2022	105/22.23	1,118.53		1,118.53		R 	Laser - steyning centre elec
23/06/2022	106/22.23	341.23		341.23		R 	Laser elec changing rooms
23/06/2022	22/20		233.72	233.72		R 	Receipt(s) Banked
23/06/2022	CR		73.20	73.20		R 	Receipt(s) Banked
23/06/2022	BP		18.30	18.30		R 	Receipt(s) Banked
23/06/2022	CR		966.42	966.42		R 	Receipt(s) Banked - PRE SCHOOL
23/06/2022	CR		11.80	11.80		R 	Receipt(s) Banked ROOM HIRE
24/06/2022	VIS	20.90		20.90		R 	Amazon - cable ties
24/06/2022	107/22.23	7,003.98		7,003.98		R 	Sussex clubs for young people - YOUTH CLUB
24/06/2022	CR		292.50	292.50		R 	Receipt(s) Banked
24/06/2022	CR		-0.45	-0.45		R 	Receipt(s) Banked
27/06/2022	VIS	9.20		9.20		R 	Zoho
27/06/2022	BP	8,552.59		8,552.59		R 	Various Salaries
27/06/2022	CR		191.28	191.28		R 	Receipt(s) Banked

Time: 17:30

Bank Reconciliation up to 30/06/2022 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>
28/06/2022	CR		134.70	134.70		R ☒	Receipt(s) Banked
29/06/2022	CR		60.66	60.66		R ☒	Receipt(s) Banked
30/06/2022	108/22.23	55.40		55.40		R ☒	Bus stream - Club room
30/06/2022	109/22.23	32.50		32.50		R ☒	Chi Payroll serv.
30/06/2022	110/22.23	228.43		228.43		R ☒	TC Maint
30/06/2022	111/22.23	90.00		90.00		R ☒	FKeiron -plumber
30/06/2022	112/22.23	1,868.18		1,868.18		R ☒	Jack Lee - STREET CLEANING
30/06/2022	113/22.23	160.00		160.00		R ☒	TSS - legionaires
30/06/2022	114/22.23	2,856.21		2,856.21		R ☒	HMRC Tax - PAYE
30/06/2022	115/22.23	2,168.48		2,168.48		R ☒	WCCC - pension
30/06/2022	BP		74.56	74.56		R ☒	Receipt(s) Banked
30/06/2022	22/21		69.90	69.90		R ☒	Receipt(s) Banked
30/06/2022	Cr		11.80	11.80		R ☒	Receipt(s) Banked
30/06/2022	BP		14.40	14.40		R ☒	Receipt(s) Banked
		<u>48,930.11</u>	<u>19,727.09</u>				

Detailed Income & Expenditure by Phased Budget Heading 30/04/2022

Month No: 1

Committee Report

Finance & General Purposes Ctt

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1000 Donations Received	0	292	292	3,500			0.0%	
1004 Reimbursed Charges & donations	0	0	0	200			0.0%	
1010 Miscellaneous income	0	62	62	250			0.0%	
1075 CIL Receipts	0	0	0	2,000			0.0%	
1076 Precept Received	166,179	0	(166,179)	332,357			50.0%	
1090 Bank Interest Received	4	10	6	120			3.7%	
	166,183	364	(165,819)	338,427			49.1%	0
Administration :- Income								
4000 Salaries	13,790	12,875	(915)	154,500		140,710	8.9%	
4002 Printing, stationery, postage	0	208	208	2,500		2,500	0.0%	
4003 Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%	
4004 Telephones and Alarm	0	238	238	2,850		2,850	0.0%	
4005 Insurance	0	0	0	5,350		5,350	0.0%	
4006 Salaries Outsourcing	0	35	35	425		425	0.0%	
4007 Data Protection	31	100	69	1,200		1,169	2.6%	
4010 Audit Fees	(858)	0	858	1,850		2,708	(46.4%)	
4016 Legal Fees/Elections	15	200	185	2,400		2,385	0.6%	
4017 Bank Charges	37	24	(13)	285		248	12.8%	
4021 General Grants	(63)	0	63	2,000		2,063	(3.1%)	
4025 CCTV Maintenance	0	0	0	650		650	0.0%	
4030 Steyning in Bloom	0	0	0	2,200		2,200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/04/2022

Month No: 1

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	0	0	412		412	0.0%	
4033 Christmas Lights Grant	0	0	0	5,825		5,825	0.0%	
4036 SALC NALC Subs	1,994	0	(1,994)	2,365		371	84.3%	
4039 Publicity and Advertising	0	17	17	200		200	0.0%	
4040 Town Clock	0	0	0	450		450	0.0%	
4045 Misc & Petty Cash	0	23	23	275		275	0.0%	
4047 Training	139	125	(14)	1,500		1,361	9.3%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	83	83	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	8	8	100		100	0.0%	
4063 Legionnaires	0	208	208	2,500		2,500	0.0%	
4070 Software Packages	207	217	10	2,600		2,393	7.9%	
4071 ICT Equipment	0	0	0	2,250		2,250	0.0%	
4072 Website Development	10	38	28	450		440	2.2%	
4073 Neighbourhood Plan Exp	0	0	0	1,700		1,700	0.0%	
4075 Isolation and Loneliness	0	0	0	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	<u>15,302</u>	<u>14,399</u>	<u>(903)</u>	<u>202,887</u>	<u>0</u>	<u>187,585</u>	<u>7.5%</u>	<u>0</u>
Net Income over Expenditure	<u>150,881</u>	<u>(14,035)</u>	<u>(164,916)</u>	<u>135,540</u>				
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	<u>(16,000)</u>	<u>0</u>	<u>16,000</u>	<u>62,000</u>	<u>0</u>	<u>78,000</u>	<u>(25.8%)</u>	<u>0</u>
Net Expenditure	<u>16,000</u>	<u>0</u>	<u>(16,000)</u>	<u>(62,000)</u>				

Detailed Income & Expenditure by Phased Budget Heading 30/04/2022

Month No: 1

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Youth Provision</u>								
4023 Youth Service	7,004	0	(7,004)	28,450		21,446	24.6%	
Youth Provision :- Indirect Expenditure	<u>7,004</u>	<u>0</u>	<u>(7,004)</u>	<u>28,450</u>	<u>0</u>	<u>21,446</u>	<u>24.6%</u>	<u>0</u>
Net Expenditure	<u>(7,004)</u>	<u>0</u>	<u>7,004</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	166,183	364	(165,819)	338,427			49.1%	
Expenditure	6,306	14,399	8,093	293,337	0	287,031	2.1%	
Movement to/(from) Gen Reserve	<u>159,877</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

Committee Report

Finance & General Purposes Ctt

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1000 Donations Received	0	584	584	3,500			0.0%	
1004 Reimbursed Charges & donations	0	0	0	200			0.0%	
1010 Miscellaneous income	0	62	62	250			0.0%	
1075 CIL Receipts	1,639	0	(1,639)	2,000			82.0%	
1076 Precept Received	166,179	166,179	1	332,357			50.0%	
1090 Bank Interest Received	7	20	13	120			5.6%	
Administration :- Income	167,825	166,845	(980)	338,427			49.6%	0
4000 Salaries	28,420	25,750	(2,670)	154,500		126,080	18.4%	
4002 Printing, stationery, postage	283	416	133	2,500		2,217	11.3%	
4003 Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%	
4004 Telephones and Alarm	180	476	296	2,850		2,670	6.3%	
4005 Insurance	0	0	0	5,350		5,350	0.0%	
4006 Salaries Outsourcing	33	70	38	425		393	7.6%	
4007 Data Protection	82	200	118	1,200		1,118	6.8%	
4010 Audit Fees	(858)	200	1,058	1,850		2,708	(46.4%)	
4016 Legal Fees/Elections	15	400	385	2,400		2,385	0.6%	
4017 Bank Charges	79	48	(31)	285		206	27.6%	
4021 General Grants	(63)	167	230	2,000		2,063	(3.1%)	
4025 CCTV Maintenance	0	0	0	650		650	0.0%	
4030 Steyning in Bloom	0	0	0	2,200		2,200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	0	0	412		412	0.0%	
4033 Christmas Lights Grant	0	0	0	5,825		5,825	0.0%	
4036 SALC NALC Subs	1,994	1,500	(494)	2,365		371	84.3%	
4039 Publicity and Advertising	0	34	34	200		200	0.0%	
4040 Town Clock	0	0	0	450		450	0.0%	
4045 Misc & Petty Cash	25	46	21	275		250	9.1%	
4047 Training	504	250	(254)	1,500		996	33.6%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	166	166	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	16	16	100		100	0.0%	
4063 Legionnaires	133	416	283	2,500		2,367	5.3%	
4070 Software Packages	388	434	46	2,600		2,212	14.9%	
4071 ICT Equipment	0	0	0	2,250		2,250	0.0%	
4072 Website Development	20	76	56	450		430	4.4%	
4073 Neighbourhood Plan Exp	836	0	(836)	1,700		864	49.2%	
4075 Isolation and Loneliness	0	1,250	1,250	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	32,071	31,915	(156)	202,887	0	170,816	15.8%	0
Net Income over Expenditure	135,753	134,930	(823)	135,540				
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	(16,000)	0	16,000	62,000	0	78,000	(25.8%)	0
Net Expenditure	16,000	0	(16,000)	(62,000)				

Detailed Income & Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 Youth Provision</u>								
4023 Youth Service	7,004	6,800	(204)	28,450		21,446	24.6%	
Youth Provision :- Indirect Expenditure	<u>7,004</u>	<u>6,800</u>	<u>(204)</u>	<u>28,450</u>	<u>0</u>	<u>21,446</u>	<u>24.6%</u>	<u>0</u>
Net Expenditure	<u>(7,004)</u>	<u>(6,800)</u>	<u>204</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	167,825	166,845	(980)	338,427			49.6%	
Expenditure	23,075	38,715	15,640	293,337	0	270,262	7.9%	
Movement to/(from) Gen Reserve	<u>144,749</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2022

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	0	876	876	3,500			0.0%	
1004 Reimbursed Charges & donations	0	0	0	200			0.0%	
1010 Miscellaneous income	0	62	62	250			0.0%	
1075 CIL Receipts	1,639	0	(1,639)	2,000			82.0%	
1076 Precept Received	166,179	166,179	1	332,357			50.0%	
1090 Bank Interest Received	16	30	14	120			13.2%	
Administration :- Income	167,834	167,147	(687)	338,427			49.6%	0
4000 Salaries	41,997	38,625	(3,372)	154,500		112,503	27.2%	
4002 Printing, stationery, postage	401	624	223	2,500		2,099	16.1%	
4003 Staff Ill Health Insurance	0	0	0	1,350		1,350	0.0%	
4004 Telephones and Alarm	698	714	16	2,850		2,152	24.5%	
4005 Insurance	0	0	0	5,350		5,350	0.0%	
4006 Salaries Outsourcing	65	105	40	425		360	15.3%	
4007 Data Protection	465	300	(165)	1,200		735	38.7%	
4010 Audit Fees	907	850	(57)	1,850		943	49.0%	
4016 Legal Fees/Elections	15	600	585	2,400		2,385	0.6%	
4017 Bank Charges	123	72	(51)	285		162	43.0%	
4021 General Grants	0	334	334	2,000		2,000	0.0%	
4025 CCTV Maintenance	0	0	0	650		650	0.0%	
4030 Steyning in Bloom	0	0	0	2,200		2,200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/06/2022

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	0	0	412		412	0.0%	
4033 Christmas Lights Grant	0	0	0	5,825		5,825	0.0%	
4036 SALC NALC Subs	1,994	1,500	(494)	2,365		371	84.3%	
4039 Publicity and Advertising	0	51	51	200		200	0.0%	
4040 Town Clock	150	80	(70)	450		300	33.3%	
4045 Misc & Petty Cash	25	69	44	275		250	9.1%	
4047 Training	541	375	(166)	1,500		959	36.1%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	249	249	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	24	24	100		100	0.0%	
4063 Legionnaires	400	624	224	2,500		2,100	16.0%	
4070 Software Packages	420	651	231	2,600		2,180	16.2%	
4071 ICT Equipment	0	650	650	2,250		2,250	0.0%	
4072 Website Development	30	114	84	450		420	6.7%	
4073 Neighbourhood Plan Exp	2,295	850	(1,445)	1,700		(595)	135.0%	870
4075 Isolation and Loneliness	0	1,250	1,250	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	50,526	48,711	(1,815)	202,887	0	152,361	24.9%	870
Net Income over Expenditure	117,308	118,436	1,128	135,540				
6000 plus Transfer from EMR	870							
Movement to/(from) Gen Reserve	118,178							

Detailed Income & Expenditure by Phased Budget Heading 30/06/2022

Month No: 3

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	<u>(16,000)</u>	<u>0</u>	<u>16,000</u>	<u>62,000</u>	<u>0</u>	<u>78,000</u>	<u>(25.8%)</u>	<u>0</u>
Net Expenditure	<u>16,000</u>	<u>0</u>	<u>(16,000)</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,008	6,800	(7,208)	28,450		14,442	49.2%	
Youth Provision :- Indirect Expenditure	<u>14,008</u>	<u>6,800</u>	<u>(7,208)</u>	<u>28,450</u>	<u>0</u>	<u>14,442</u>	<u>49.2%</u>	<u>0</u>
Net Expenditure	<u>(14,008)</u>	<u>(6,800)</u>	<u>7,208</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	167,834	167,147	(687)	338,427			49.6%	
Expenditure	48,534	55,511	6,977	293,337	0	244,803	16.5%	
Net Income over Expenditure	<u>119,300</u>	<u>111,636</u>	<u>(7,664)</u>	<u>45,090</u>				
plus Transfer from EMR	870							
Movement to/(from) Gen Reserve	<u>120,170</u>							

Steypning Parish Council
Balance Sheet as at 31st March 2022

31st March 2022

Current Assets

Vat Control	3,935
Prepayments	7,004
Current Account	59,735
Money Market Account	135,677
Petty Cash Account	32
Barclays Emergency account	80,000
Joint Parish Cemetery Cttee	51,896

338,279

Total Assets

338,279

Current Liabilities

Creditors	13,992
Accruals	19,572
Receipts in Advance	509

34,073

Total Assets Less Current Liabilities

304,206

Represented By

General Reserve	136,162
EMR-NHP	2,145
EMR-Bus Shelter Notice Boards	1,000
EMR-Lighting Upgrades	1,142
EMR-Legal Fees	5,000
EMR-Publicity / Advertising	1,000
EMR-Allotment Water Supply Pro	7,085
EMR-Tree Report & Essential Wk	8,000
EMR-Allotment Access	2,000
EMR-HR Services	3,743
EMR-CIL	5,034
EMR-Emergency Reserve	80,000
EMR-Cemetery Committee	51,896

304,206

To agree Christmas light display for 2022

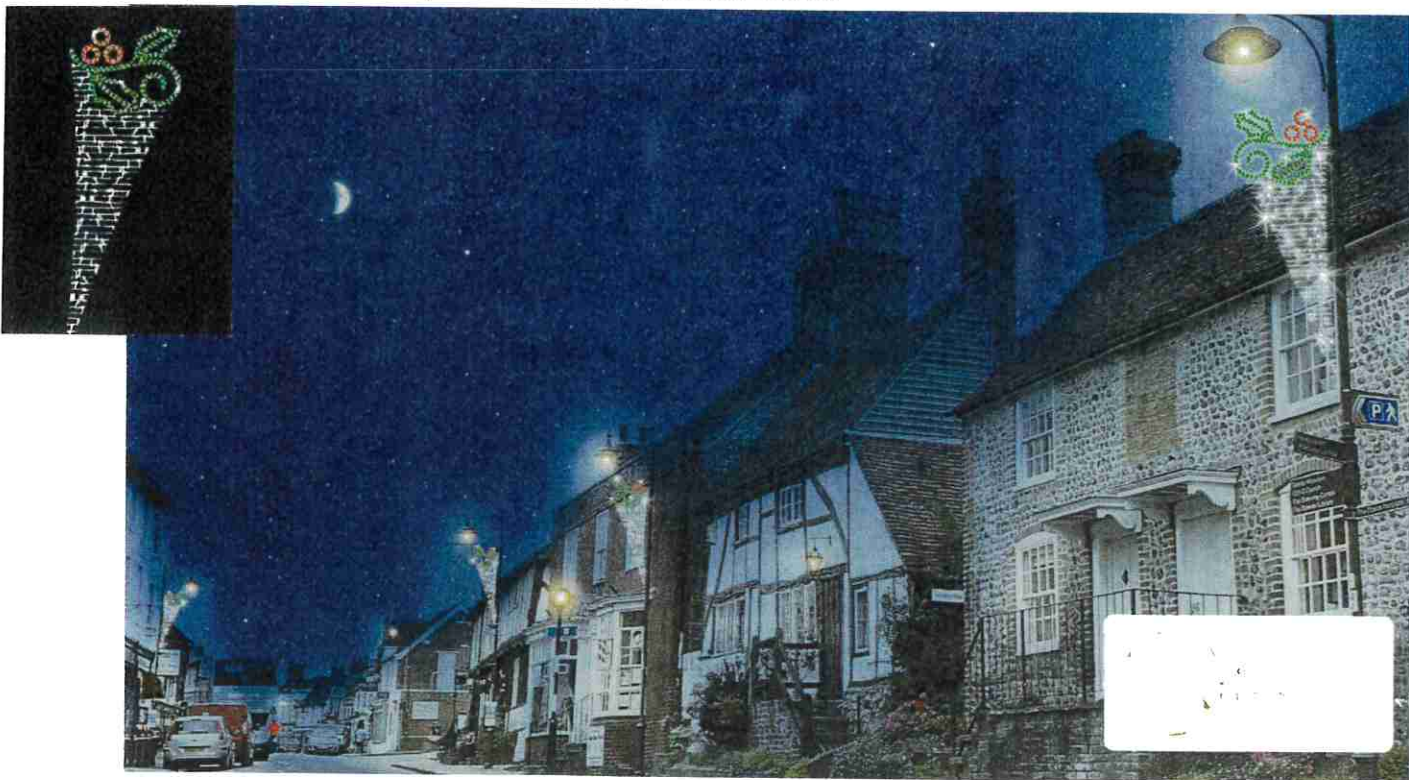
Item 6.5

Briefing note

At this time of year, we will have to get used to the idea of agreeing to the forthcoming Christmas display on our High Street.

We are currently committed to the Lamp display for the next couple of years, but we do have an option on changing the design if we so wish and this is what this agenda item is all about.

Immediately below is a reminder of the design, and below that is the recently received email from the display company for your information. The following page is a representation of the other options – I need an agreement for the preferred display on Tuesday evening please, then your agreement that I have delegated responsibility to complete the task to complete compliance and installation procedures for this year's display if you wouldn't mind.



Hi John

Hope you are keeping well.

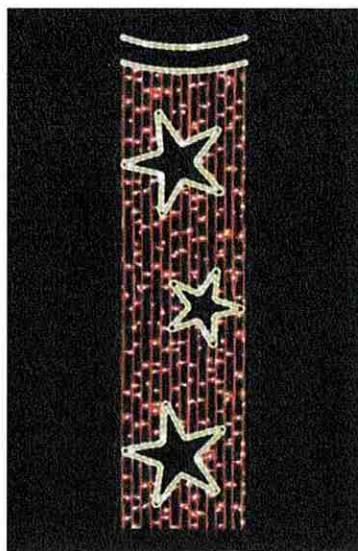
As promised last year I have attached some alternate designs to choose from for this year's display. The first and second displays can be with these 2 designs combinations (alternating on each lamppost) or the last 2 can be all lamppost having the same design – hope this makes sense, but please do let me know if you have any questions.

Alternatively, if you prefer to stay with the Holly and Berries display from 2021, then happy to do so. Because these alternative designs come from our shelf stock list, I would require a early answer please so I can get these allocated.

Please do let me know if you have any questions or queries on the enclosed.

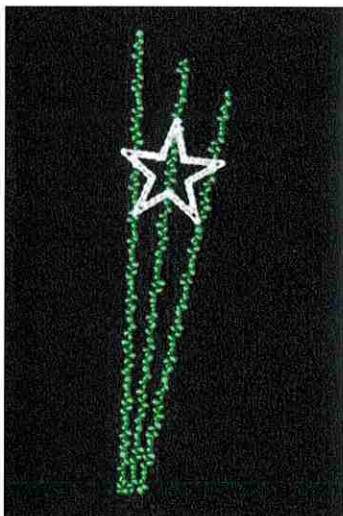
Kind regards

We can do a combination of these 2 – 8 of each to alternate on 16 Lampposts



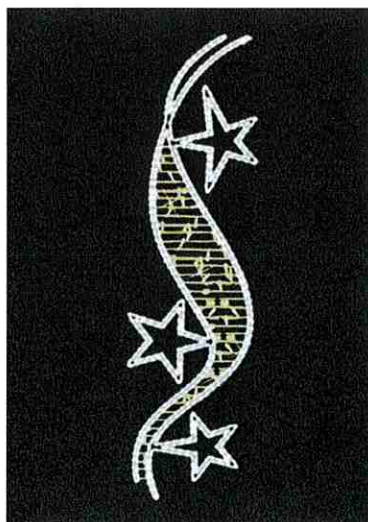
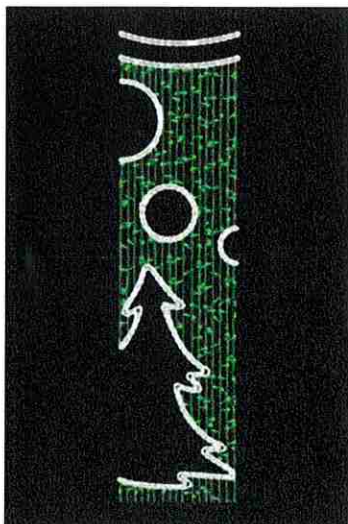
We can do a combination of these 2 also – 8 of each alternating on 16 Lampposts

Actual colour for this one would be Warm White with White Snowflake



This design for all 16 Lampposts. Actual colour would be Warm White animated minibulbs White tree & Circles

This design for all 16 Lampposts. Actual minibulb colour would be Red with white stars & weave



STEYNING PARISH COUNCIL

BUSINESS PLAN 2022



Steyning High Street

“Working for the benefit and well-being of the community”

INTRODUCTION

The Intent

The Steyning Parish Council Business Plan is a statement of the Council's vision for the parish, its purpose, values, objectives and key actions. It is a document that sets out what Steyning Parish Council can achieve either directly or by working with local groups and District (HDC) or County Council (WSCC).

The aim of the Business Plan is to give the residents of Steyning a clear understanding of what the Parish Council does and what it intends to focus on over the next two to five years. It will be reviewed annually and will be used to measure how well the council does in its budgeting processes, the planning of its activities and its progress against key actions.

We have based the Business Plan on our understanding of our community's needs, gathered from our day-to-day involvement with residents and other documents such as the emerging Neighbourhood Plan, Community Plan, Conservation Plan and the Steyning Business Plan developed by the Steyning and District Partnership. The SPC Business Plan will provide a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, and to be proactive rather than reactive in its decision-making.

It is a statement of intent. However, the Council may have to make decisions contrary to our stated commitments if events such as budget constraints, new legislation or changes in our policies make that necessary. Any changes will be reflected in an updated Business Plan that will continue to be consistent with residents' wishes. We will consult on its contents with residents through our web site, the local media, 'Your Steyning' and key stakeholders. We shall also consult with HDC, WSCC and the Steyning Community Partnership to ensure that it is consistent with their goals. The final plan will be available on the website and any comments on the plan will be considered.

The Council's Mission Statement

To improve the sense of community wellbeing and the quality of life for the residents of Steyning by ensuring that it is a desirable, thriving, and sustainable place in which to live.

Local Government Hierarchy – A Guide to Responsibilities

There are three tiers of local government, each with different responsibilities. **Steyning Parish Council** is the first and local tier, with an important role to play in promoting the town, representing its interests, and supporting the work of different groups in the community. The Council sets the precept annually, manages the Steyning centre and staff and, all the Councils assets. It manages the sweeping of the pavements and gutters, litter picking and bin emptying in part of the High Street and all the MPF. (see 8.01 for detail) and maintains the Memorial Playing Field, and all other open spaces and play areas. It is a statutory consultee on all planning applications lodged with Horsham District Council.

Horsham District Council (HDC) is the second tier and is responsible for housing and environmental services. HDC is also responsible for strategic planning policies for all development (domestic and commercial). Notably in Steyning it is responsible for the three Car Parks and Waste collections.

West Sussex County Council is the third tier and its responsibilities include highways, relating to both roads and footways (pavements), education, health and social services, public rights of way, fire service, re-cycling and the Steyning library.

STEYNING PARISH COUNCIL GOVERNANCE

The Council runs its business through committees and working groups or sub committees. Working groups comprising councillors and, if needed, members of the public, support the work of committees and any recommendations made by the working groups go forward to be debated at committee or, full Council. There are four committees: Finance & General Purposes, Community, Planning & Premises and Personnel.

The Council works in accordance with its Standing Orders and Finance Regulations. These lay down the rules by which we operate and conduct our business. We have based our Standing Orders on a model prepared by the National Association of Local Councils (NALC). We also expect Parish Councillors to adhere to the Council's Code of Conduct Policy. Committees work in accordance with the SPC Scheme of Delegation. We aim to promote operational transparency and in this instance these policies and many others can be found on our web site at www.steyningpc.gov.uk. We also aim to be a professional, competent and caring Parish Council, to be open and accountable and to ensure the sound financial management of Council resources.

The Council is represented on several external bodies including the Joint Parishes Cemetery Committee, Local Action Team (LAT), Patients Participation Group (PPG), Horsham Area Local Councils (HALC), the Joint Parishes Youth Committee, and the Neighbourhood Wardens Steering Committee. Indeed the Neighbourhood Wardens together with the Youth Service Workers are financially supported by Steyning Parish Council in partnership with Bramber and Upper Beeding Councils in order to create a safer and more inclusive community.

The Parish Council members are volunteers, and we could not complete the work we have committed to without the help of other volunteers from the community, for which the Council is very grateful. A total of fifteen Councillors represent the Steyning residents, there being 5990 residents living within the Parish as per 2011 Census.

Situated in the Steyning Centre in the heart of Steyning, the Parish Council offices are well placed to encourage the public to drop in for information or to discuss general enquiries or specific issues. The Steyning Centre is the main building for which the Council is responsible. The full SPC Asset List is available on the Web Site as is the SPC Land register and the Council has to be an effective custodian of these assets, property and associated historic documents.

The administration, management and governance of Council Assets and its Land is the day to day responsibility of the Clerk as the 'proper officer'. Councillors oversee this role and work with the Clerk to ensure services are maintained at the highest level and proactive development of the services Steyning Parish Council provides is encouraged.

RESPONSIBILITIES OF THE COUNCIL

The Parish Council has responsibility for the following:

- Responding to resident enquiries and Freedom of Information (FOI) requests.
- The Memorial Playing Field (MPF) which has Village Green status is home to the Cricket, Bowls and Tennis Clubs and provides pitches for the local football and Stoolball clubs. It is also the site of the War Memorial and Memorial garden.
- Chandler's Way children's play area.
- Fletcher's Croft play area.
- Abbey Road play area and open space.
- Changing rooms and Car Park at the MPF.
- Allotments at Canada Gardens and Rublees.
- Notice board in the High Street by the main car park entrance.
- Meeting the energy costs of the street lighting in the town owned by the council.
- Street furniture including seats, waste bins and welcome sign
- Litter removal from the MPF, play areas and part of the High Street from White Horse to Tanyard Lane.
- Financial support for the swimming pool at the Leisure Centre.
- Management of the Parish Council's budget and facilities.
- Exercising, as appropriate, the General Power of Competence.
- Public toilets on the High Street.
- Submitting comments on all planning applications and change of use applications in Steyning as a statutory consultee of the Planning Authorities (Horsham District Council and South Downs National Park Authority).
- Management of the Steyning Community Centre
- The overseeing of its assets, including the bowls, cricket and tennis club premises and tennis courts, to ensure that they are correctly maintained by tenants.

As with all public bodies, we have to deal with all tasks such as dealing with incoming correspondence, supervising contractors, and monitoring budgets effectively and ensure we keep residents informed of decisions and proposals that may affect them. We experience peaks of activity when we are running specific projects.

Community Buildings, Assets, Functions and the Council's Main Aims

The Steyning Centre houses the Clerk and Deputy Clerks' offices, two large halls with a commercial sized kitchen and bar, two committee rooms, public toilets and an office rented to HDC – Building Control. The Centre is managed by the Clerks' office and by a team of dedicated caretakers. The Steyning Centre is the community hub, providing rooms for hire to groups both from within and from outside the community and the rental income it generates provides an invaluable contribution to the running costs. The Centre runs at a small loss each year and the Council endeavours to find innovative ways to increase income, such as the hugely successful Community Cinema, to mitigate any losses. To ensure that the Centre continues to be attractive to both local community groups and to outside potential hirers, it is essential that it is well maintained and that equipment and facilities are regularly inspected in accordance with regulations.

Main Aims – The Council promotes strong community use of the centre, offering a varied programme of activities and event and meeting opportunities for all ages while being mindful of increasing income.

Financial Information - The Parish Council is mainly funded by the residents of Steyning, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Horsham District Council as part of the Council Tax bill. The Council determines its annual budget through committee and then Full Council agreement. This annual budget is fully allocated and includes an amount each year for specific projects. Unless the Parish Council is able to secure new grant funding, which is only available for certain activities, any new activities or facilities not covered by the budget and which require additional resources would either have to replace an existing activity, be funded from reserves, or be funded via an increase in the precept.

Main Aims - Steyning Parish Council is advised to hold in general reserve 50% of its working budget. As well as maintaining assets the Council should seek to proactively seek ways to offer better service and facility provision

Parish Council Communications - The Parish Council recognises the role of good communication in building positive relationships with the public and with organisations that provide services in the parish. We will continue to seek to improve established channels of communication and find new ones.

Main Aims -

- Be well-informed about the needs and opinions of the parish's residents and businesses by consulting them on major issues
- Improve services to the public by encouraging Council members and staff to develop their skills by undertaking appropriate training
- Ensure Councillors are kept informed of new opportunities and policies
- Be a good and fair employer by providing fulfilling work opportunities and conditions for its staff
- Continuously promote public participation and initiatives in Parish Council meetings
- Deal with enquiries and fault reports from members of the public within government guidelines

Governance - To achieve the objectives detailed above, the Council will:

Main Aims -

- Continuously review and update the Parish Council website to make navigation of the site, to find information, simple and easy
- Post regular news of the Council's activities, reports of meetings, other important news and, initiatives on the new website
- Review and introduce other methods of distribution for Council news
- Continue to provide an opportunity at each Parish Council/committee meeting for public speaking and comments
- Report at the Annual Parish Meeting the previous twelve months' activities
- Conduct a review of training needs of both Councillors and staff following any Governance changes and then review annually
- Invite representatives of outside agencies to address the Council on key matters of interest to Parish Council/Committee meetings
- Invite members of the public with specialist skills to participate in working parties
- Set up working groups with other statutory and voluntary bodies, businesses, residents and other stakeholders as appropriate, in order to facilitate coordinated effort
- Appoint representatives to appropriate external agencies and committees
- Attend relevant conferences and be involved with appropriate town organisations

The Memorial Playing Field (MPF) is a registered village green and is used by residents to walk dogs and for general leisure activities. The MPF has a Tennis Club with three courts; a Bowls Club and Cricket club all on land owned by the Council but leased to the individual clubs. In addition, there are two football pitches, a large play area, a small play area with swings for toddlers, a basketball court and an exercise trail. A local community group is revitalising the existing orchard and is planting new trees.

The MPF is maintained by a contractor. The grass is mowed to an agreed schedule, and they also keep the long grass on the verges to an agreed standard. The cricket square is maintained by the cricket club. Football pitches are marked out by the Steyning football club. Anyone wanting to organise a particular team sports activity requiring a marked-out pitch, must seek permission to do so from the Council.

Main Aims - To keep the MPF maintained and open at all times for residents of the 'locality', while maintaining changing facilities for the different sports activities and ensuring that as many sports/activities as possible can take place to encourage residents of all ages to engage in non-organised outdoor activities

Tree Survey and Tree Warden - The Council will continue to commission a full tree survey and management plans of all its open spaces and has a tree warden who will monitor the condition of the trees and advise the Council when action needs to be taken.

Main Aim - To monitor the trees in all open spaces to ensure their safe condition

Village Greens - Steyning has two village greens. The Memorial Playing Field and Abbey Road.

There are restrictions on using the green e.g.: access to vehicles, alcohol consumption, restricting any construction. We would advise members of the public to keep clear of any area designated for a particular sport when clubs are using the allotted space.

Main Aims - To erect suitable signs to indicate how the green may be used and by whom. To manage the green within the law and to ensure that all the clubs using the green continue to thrive and prosper.

Allotments - The Council manages two allotments sites – Rublees and Canada Gardens with 150 whole and half plots in total. Both are situated on the Western side of the MPF. Approximately 50% of allotment holders are members of the Allotments Association. The Council regularly updates its allotment regulations taking into consideration that the allotments are within the South Downs National Park. There is often a waiting list for this sought-after location. The allotments are generally well managed by the allotment holders themselves, but regularly inspected by the Council. There is a Council promoted annual clear up and 'spruce'.

Main Aim - To ensure that the rental income from the allotments covers the costs of maintenance and that there is no impact on council taxpayers, whilst ensuring not to make a profit either.

Clubhouses/Tennis Courts - The Council oversees the Tennis, Bowls and Cricket Club provision and leases. These facilities are valuable assets, and we undertake an annual inspection to ensure that the clubs maintain their premises to an acceptable level. Under the law for Village Greens, the clubs must allow free and reasonable access to anyone within the 'locality' of Steyning, but this does not include any days that the clubs have for club games, practice or matches.

Main Aim - To ensure that the clubhouses are maintained to an acceptable level and club participation is promoted.

Play areas - The Council has seven children's play areas:

Memorial Playing Field (2)
 Norman Way
 Abbey Road
 South Ash
 Chandler's Way
 Fletchers Croft

All the play areas are inspected monthly by trained staff and then annually by Wicksteeds. All the play equipment needs regular maintenance and the majority of the Playing Fields budget is spent on this.

Main Aims - To continue to provide children's play areas, keeping them well maintained and continue to inspect all children's play equipment regularly

Activities for young people - We recognise that modern life in a small town for young people can be difficult with limited facilities available and that the provision of youth sport and leisure activities is an effective means of combatting anti-social behaviour and building a stronger and better community. The Council will continue to work with others to encourage people of all ages to get out into the open air for non-organised activities.

Main Aim - To ensure the youth service provider and others, such as the Steyning Downland Scheme, encourage youngsters to take part in non-organised outdoor activities and a wide range of organised activities.

Open Spaces, Countryside and South Downs National Park - Steyning is ideally placed on the edge of the South Downs National Park (SDNP) and areas of outstanding natural beauty. From Steyning there are many walks over countryside or, downland hills and also a number of river walks. There are many cycle paths and walks suitable for all – including wheelchairs and scooters.

Main Aims -

- **To maintain for each of our open spaces, a current management plan balancing public access, visual appeal and the needs of wildlife, promoting and protecting biodiversity in carrying out their functions.**
- **To work with key organisations and volunteers to help with our management plans to maintain these sites as best we can given the resources available to us.**
- **To keep our open spaces open to all members of the community at all times regardless of any events that may take place on the land.**

Signage - The Council have recently completed an overhaul, with WSCC, of the key signs as visitors enter the town and will continue to ensure that they are updated and meaningful. In addition, there are period finger post signs in the High Street which have been provided by the Steyning and District Partnership.

Main Aim - To ensure that all street signs are updated and meaningful

Grants received - The Council has been very successful in gaining a number of important grants over the last few years. **Main Aim - To continue to seek grants and match funding opportunities as projects arise**

Grants given - Each year the Council gives grants to various local community groups who work tirelessly on behalf of the community to enhance the town. These grants include Steyning in Bloom for the floral arrangements in the High Street, the Steyning Business Chamber, and the Royal British Legion for the upkeep of the memorial garden.

Main Aims - To continue to support local community groups through grant aid where possible, prioritising those that benefit Steyning residents the most; those that best help us to meet our objectives and those groups in greatest financial need.

Community Events - Steyning has a number of key community led events that not only bring the community together but are valuable in promoting the town to visitors. The Council supports these events wherever it can and is grateful for the work that these dedicated volunteers put into events such as the Steyning Festival and Summer Fair both held biennially, the annual Christmas late night shopping event, the Steyning Food and Wine Festival and the Farmers, French and Italian markets.

Community Groups - Steyning is fortunate in having many diverse sports and social clubs and there is something for everyone. For sport, apart from the Cricket, Tennis and Bowls clubs, there are athletics, table tennis, swimming, walking, stool ball and football clubs and you can even learn to scuba dive! For social clubs there is a wide choice from art to music, films to literature and dancing to keep fit. All these clubs are run by volunteers from the community, and we thank them for their hard work and for the enjoyment that they give to our residents.

Steyning Heritage and Planning

“To enhance and promote the historic and cultural heritage of Steyning and to safeguard its unique identity as a town on the edge of the South Downs National Park”

Steyning is proud of its historical heritage stretching back to Medieval times. We have over 100 listed buildings and these buildings are highly significant and should be preserved at all costs. Steyning also has a Special Area of Controlled Advertising. To ensure that the ‘historic street scene’ of the town is preserved the Council updated its Steyning Conservation Area - Character Appraisal and Management Plan in 2014 and has written to all residents in listed buildings to inform them of the planning restrictions on their properties. We pay particular attention to plans associated with our heritage as we want to preserve these assets for the town. The Conservation Area Plan will be consulted on as part of the Neighbourhood Plan process and the Council is seeking Article Four Direction on its Conservation Area Plan, which will add a further layer of protection.

The Council is mindful that the socio-economic future of the town will mean that the town cannot stand still but whenever new development is proposed in, or close to, the centre of the town, the Council will ensure that it is sympathetic to our cultural heritage. As part of the statutory planning process, HDC must consult the Parish Council on planning applications. Our Planning Committee scrutinises hundreds of applications each year providing feedback to the District Council. We give a local view of any proposed building work and our feedback can be broad ranging. Interested residents frequently ask us for our views on a proposed development and developers will often seek our input before they submit their application.

Main Aims - To oppose any plans to alter the ‘historic street scene’ of Steyning and to encourage house owners and shop owners alike to be sympathetic to our cultural heritage so that it can be enjoyed by generations to come.

Town Environment – { Litter Picking, Pavement Sweeping and Bin Emptying }

The Council pays a contractor to empty our litterbins three times per week as well as sweeping the pavements and litter picking daily in the High Street from Church Street to Mouse Lane, from Church Street to St Andrew's Church and in the twitten from the High Street to Newman's Gardens Car Park. WSCC are responsible for all other road/pavement sweeping and bin emptying. Our contractor also empties the litter bins in the MPF three times per week. This costs us in the region of £20K per annum of which the Parish Council receives grants from Horsham District Council. However, if it were not for the efforts of our volunteer litter pickers who regularly litter pick the twittens and other roads, the cost would be a lot higher and possibly unaffordable.

The 'cobbles' area (a small strip of land about 60cms deep approximately) in front of many shops and houses in the High Street is private land and is the responsibility of the owner to make sure that it is clear of rubbish, weeds and pigeon fouling.

Main Aim - To continue to monitor the work of any contractor who we employ to empty our litterbins, sweep the pavements and, fully support our litter picking volunteers.

Dog Fouling

Unlike other towns Steyning has a proud record of limited dog fouling on the streets. There are still some inconsiderate dog owners who allow their dogs to foul the twittens, the MPF and other open spaces and play areas. The Council has run two anti-dog fouling campaigns and the wardens run regular patrols on the MPF, all of which has led to some improvement, although it is still short of the high standard that we should all aspire to.

Main Aim - To continue the anti-dog fouling campaign, keep up the warden patrols and adopt a 'zero tolerance' stance on dog fouling.

Flooding

The town has two key areas that annually flood: Mouse Lane and Dog Lane. Dog Lane: We have worked with WSCC to provide a solution and the broken culvert under the road has been replaced which appears to have solved the problem. Mouse Lane: This is a much larger problem as it involves natural springs and water run-off from the adjacent fields. Funding was approved through Operation Watershed and the flood risk has been reduced. The Council is aware however that climate change has increased the chance of localised flooding on roads. Existing drainage systems struggle to cope but we hope that the recent works will reduce flooding in the recognised black spots.

Main Aims - To work with HDC/WSCC to ensure that clearing of the key drains is prioritised and to monitor any proposed development of the Horsham Road site to prevent any increase in water run-off

Public Safety

The Parish Council has built a good relationship with the local Police, but the town is facing a different type of policing. The Council and its Neighbourhood Wardens are working together with the Police and local Police Community Support Officer (PCSO) to ensure Steyning maintains a relatively low crime level but we do occasionally have peaks of anti-social behaviour.

Main Aims - To continue to fund the wardens and youth service provision and monitor closely the work both services provide to ensure there is a working strategy in place to prevent antisocial behaviour

Local Transport, Access, Parking and Roads

Transport and Highways issues are not part of the Parish Council's area of responsibility. However, they are extremely important to our residents, so we spend time working on their behalf bringing our influence to bear on the relevant authorities – principally WSCC.

Neither the District nor County Council has control of the local bus services, and bus companies are free to choose where and when services run. At the moment Steyning has a reasonable bus service.

In addition to this, local community groups such as Steyning Good Neighbours and Steyning Minibus, provide transport for the elderly. We are acutely aware that transport is a key issue for the elderly and, with an ageing population that this need will increase. The lack of transport primarily affects the ability of younger and older members of the community to participate in activities inside the town, to get to hospitals in Worthing, Horsham and Brighton, and to get to the out-of-town shopping facilities.

Main Aims - To work with the bus companies to try to maintain the existing service levels and, to lobby the companies for improvements in accordance with the needs of residents.
- To support the Partnership and local community transport groups to develop a cohesive transport strategy for the future

Access

The town has two main entrances: one off the Bramber roundabout and one off the A283 by-pass. Steyning is well signposted from the Bramber entrance but less well from the by-pass. The Steyning and District Partnership – Visitor and Tourism Group – are looking at plans to provide better 'gateways' to Steyning, to attract more tourists.

Main Aim - To support the partnership to develop the 'gateways' to Steyning

Parking

The town has three car parks: Fletchers Croft, Newman's Gardens, and the High Street with a total of nearly 300 spaces. Parking illegally in the High Street remains a problem.

There are many cars parked on the side roads. These parking issues arise because many new properties have insufficient parking associated with them. The Council through its local knowledge, scrutinises all plans to ensure that there is sufficient parking for each house, or development, to relieve on-street parking. Also, some parking issues occurred when Horsham District Council implemented parking charges in all car parks which forced long stay parking onto the local streets.

Main Aim - To continue to scrutinise all new development to make sure that adequate off-street parking has been provided

Roads

Steyning is ideally situated being only a few miles off the A27 and from the A24. It is served by a very busy by-pass, the A283, which takes traffic away from the centre of town. The High Street is busy most days and with illegal parking on the yellow lines, traffic flow is slowed down. Church Street and Shooting Field have heavy traffic flow between 8.00 and 8.45am and 3.15 and 3.45pm during term time. The Grammar School coaches transport approximately 1,200 children in each day via the Horsham Road, but this is actively managed by the school and is a well-practiced routine which continues to minimise congestion.

Main Aim – To continually monitor the traffic flow through the town and take action where necessary if the safety of drivers or pedestrians is at risk

Snow and Ice and Gritting

The clearing of snow and gritting on all roads in Steyning is the responsibility of WSCC. We have a snow clearing and gritting priority plan and we have purchased a number of grit bins which are situated at key junctions around the town. We have a stock of grit and the grit bins are regularly re-filled. This grit can be used by residents and shopkeepers to grit public areas such as pavements. When possible, the High Street is cleared of snow by our own road-sweeper but we do not have the resources to do all the roads ourselves. The grit is not for use for by residents to grit their own paths and driveways.

Main Aims - To continue to maintain the grit bins

- To continue to ensure snow and ice is cleared from the High Street where possible
- To continue to update the winter action plan as necessary

Reporting Faults

Residents should report highways faults directly on the Love West Sussex website or, if necessary, through the Parish Clerk. Examples include potholes, damaged or dirty signage, faulty streetlights, blocked gullies, and inadequate street cleaning. The High Street pavements are cleaned by our own street cleaner and any concerns should be reported to the Parish Clerk.

Main Aims - To act promptly on all fault complaints and to work with WSCC to ensure the work is Completed

- To take a proactive role in keeping businesses informed of planned road works

Steyning Economy and Development

Steyning Parish Council wishes to encourage and promote the economic and commercial vitality of the town to ensure its future prosperity and sustainability by:

Main Aims - Working in partnership with local traders, the Steyning and District Community

Partnership and the Business Chamber to help sustain the current retail offering that gives the High Street its vibrancy

- To seek to promote the town as a place to do business and encourage tourism and local visitors whenever we have the opportunity

The South Downs National Park

Steyning is situated on the boundary of the South Downs National Park (SDNP) and parts of the town sit within it – a section on the western side of the MPF and the Rublees and Canada Garden allotments. There is a general statutory duty on all relevant authorities to have regard to the SDNP's two purposes and it is a statutory consultee. The two purposes are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park area by considering the biodiversity, landscape character and qualities, sustainable land management and cultural heritage.
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

Main Aims - The area surrounding Steyning that is in the SDNP is widely used by walkers and cyclists. As a National Park 'gateway' town, we believe that Steyning can benefit from tourists coming to the park and will support the Steyning and District Partnership, the Business Chamber and other stakeholders in developing more tourism opportunities by promoting and developing an interest in and, exploration of, the wider area and the South Downs themselves.

HOUSING, HEALTH AND EDUCATION

West Sussex County Council (WSSC) is responsible for the provision of Health and Education services while Horsham District Council (HDC) is responsible for housing. The Parish Council is a 'consultee' and as such can only lobby on these issues.

Housing

The Council recognises the need for new housing in the local area but are concerned that there is extreme pressure from developers to build large, high value properties with few affordable homes for local residents and first-time buyers.

As part of the government's push towards increased local power (The Localism Act), local communities can create a Neighbourhood Plan. Neighbourhood planning is a new way for communities to decide the future of the places where they live and work.

As a community, we can influence where we want developers to build new homes, shops, and offices. We can have our say on what those new buildings should look like, and the infrastructure required. We can also advise on planning permission for the new buildings we want to see go ahead.

The Neighbourhood Plan (NP) which has recently been completed by the Parish Council will help bring some clarity to the need for development within Steyning and will be supported by the Horsham District Council. The NP will have to go to a referendum for approval, and will thereafter be reviewed and updated by the Council.

Main Aims - To influence planning policy and practice so that the District Council ensures Steyning meets its housing needs and to ensure that provision is made for additional infrastructure if development is approved.

Education

The growing population is putting pressure on our education system at both primary and secondary level. Steyning is fortunate in having two well-regarded schools situated in the town: Steyning Grammar and Steyning Church C of E Primary Schools. Steyning Grammar School has a national and international reputation and has over 2,500 pupils with one of the largest state boarding schools in the country.

Main Aim - To continue building strong relationships with the local schools and to support them to ensure that they develop and prosper over the long term to meet the educational needs of the town's youngsters in the long term.

Health

Steyning is very fortunate to have a large health centre situated in the centre of town that serves Steyning and outlying villages. The town is also very fortunate to have a dedicated team of volunteer 'First Responders' who give vital primary care when incidents arise. HDC run an 'Isolation and Loneliness' initiative to tackle the growing problem of people living in isolation in the town. We support this initiative.

Main Aims - To monitor the health and emergency care support for residents in the town.

- To support the 'Loneliness and Isolation' initiative
- To continue to support activities which promote the health and wellbeing of the residents

The Bus Shelter part floor removal project

The Planning and Premises Committee have been discussing the request to make the bus shelter accessible for disabled people. It was agreed following advice from Sean Rix, HDC Conservation Officer, and Liz Williams, HDC Accessibility Officer, that a solution would be to remove 1 third of the floor to make it accessible for disabled users.

The committee agreed to have plans and a spec of the proposed work to the bus shelter, to remove the 3rd bay floor to ground level to provide the disabled access, drawn up by Philip Clay.

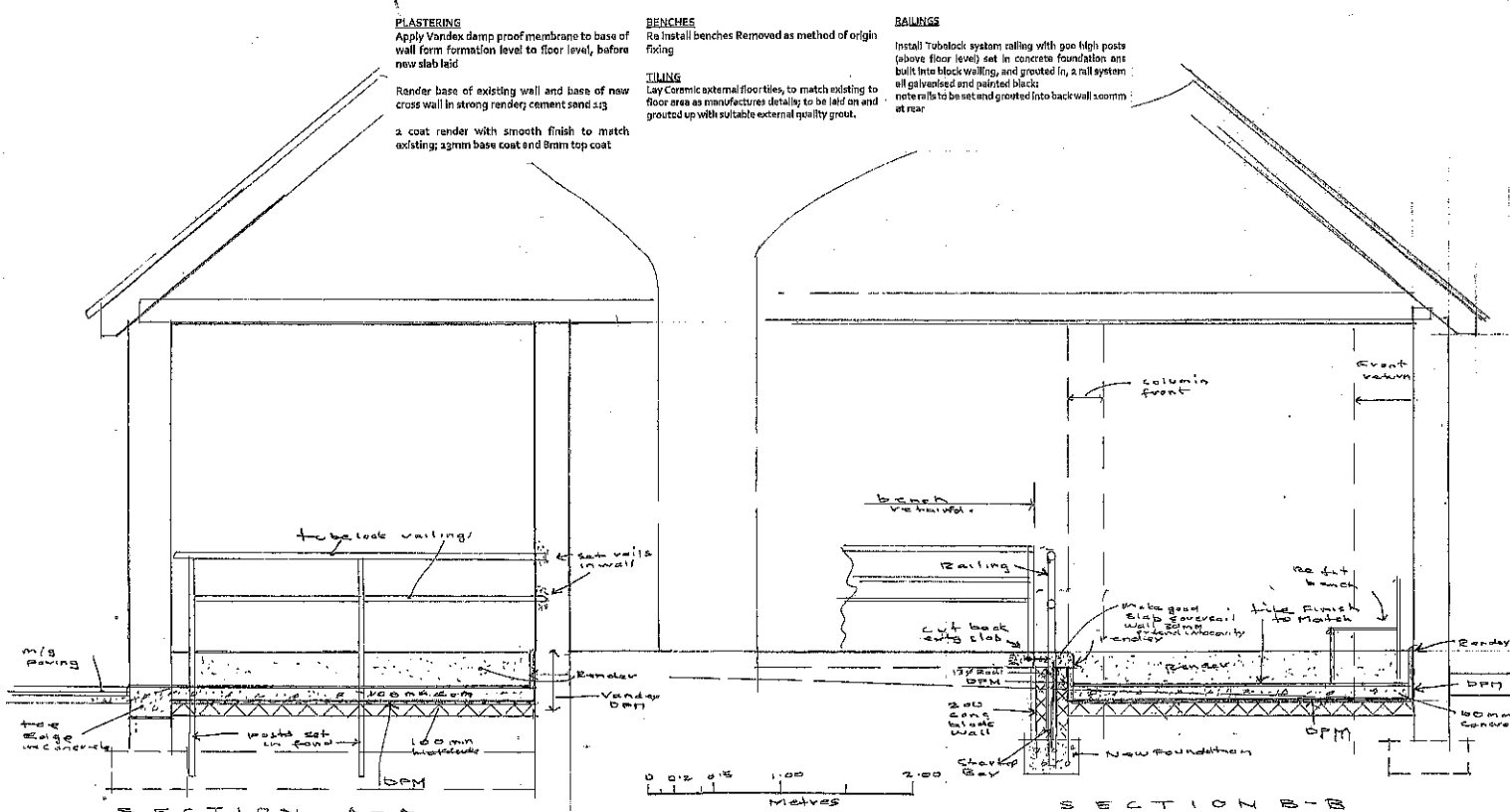
Sean Rix, HDC Conservation Officer, has been consulted as to whether planning permission would be required for the work, he has confirmed that neither planning permission or Conservation Area Consent is required as the works falls under Schedule 2, Part 12 of the General Permitted Development Order.

It was noted that there will be a need to appoint a Construction Design Management Consultant to manage the Health and Safety side of the project.

Advice received suggests the work will be a 4-week job costing in the region of £10,000 to £15,000, possibly more, due to the huge increase in material costs. It is likely that the bus shelter and toilets will need to be closed for some or all of the time. The bus company will need to be informed if the bus stop can't be used and a temporary bus stop will need to be made.

As the project has not been budgeted for and is not on the project list for this financial year the committee considered the step and agreed,

Cllr Trundle **proposed, seconded** by Cllr Young to request at F& GP Committee that the project be put on the project list for this financial year. To delegate Cllrs Young and Simon Alexander to research funding options that may be available for the project and to report to the F&GP Meeting. **Agreed.**



SPC Business Plan II – The 2022/23 Strategic Plan

Introduction

The first part of this business plan concerns itself with outlining the nature of the day-to-day services and support SPC aims to offer its residents. This section will define what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed SPC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. SPC Finance Plan

Purpose

The purpose of this Finance Plan is to set out how the Parish Council will determine and review its level of reserves in so far as it relates to the councils agreed annual 'Action Plan'. It will also set out a guide to its Annual Budget-setting process and the management of its Reserve Funds.

Sections 32, 43 and 50 of the Local Government Finance Act 1992 require local authorities to maintain adequate financial reserves in order to meet the needs of the organisation and to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget and precept requirement. The Council's policy on the maintenance and adequacy of reserves and balances will be considered annually and agreed by approval of this Business Plan.

The SPC Annual Budget

The SPC Responsible Finance Officer prepares draft annual budget papers for councillors to deliberate upon at each of the three sub-committees that hold the delegated responsibility for their combined revenue and expenditure. Then finally and in line with a timeframe and process determined by the F&GP Committee each autumn, the budget for the following financial year (Beginning each April) is agreed the preceding January. The Budget agreement needs to be concluded by Full Council before the end of January so that the SPC Responsible Finance Officer can determine the Councils Precept and therefore make the appropriate application to Horsham District Council. The Budget quantifies expected income totals and determines the expenditure required to cover the cost of goods and services which the Council has agreed it wants to supply for the benefit of the Steyning Parish residents in line with what has been identified via this business plan and whatever additional ideas, plans and projects it wants to deliver for its residents for the forthcoming year.

SPC Reserves

The council holds funds in its three bank accounts that in total, and over and above that which is set aside for its annual budgetary commitments, amount to a figure that is termed the SPC Reserves. Reserves can be broken down into two different categories. These are the General Reserves which are funds that do not have any restrictions as to their use and the Earmarked Reserves which are funds that can be held for several reasons and the amounts are intended to be restricted for that agreed use.

As at 2021/22 Year End, the Total SPC Reserves were £ 304,206.00

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, SPC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 SPC has also determined that one of its three Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest, but other than that the amount held in this account is not to be added to, nor should it be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means.

Earmarked Reserves

These Reserves must be reviewed during the annual budget setting process and then established and agreed at F&GP Committee subject to a confirmed Budget for the year ahead, an agreed list of planned projects and an understanding of the Year End Reserve figures. Earmarked Reserves will therefore be established on a 'needs' basis, in line with anticipated requirements. They are also a means of building up funds over several years to deliver a defined project, cover predicted liabilities or for known significant expenditure. The council when establishing an earmarked reserve, will set out an estimate as to the likely costs of the known expenditure, project or liability and the reason or purpose of the reserve. The how and when it is to be used will be more clearly defined within the annual 'Action Plan' noted below.

Some Earmarked Reserves can be designated as 'Ring Fenced' – These are monies or grants allocated for a specific project and cannot be used for any other purpose and until there is little or none left.

Earmarked Reserves as per agreed at F&GP Committee on the 10th May 2022 as follows: -

Cemetery Committee Accounts	£51,896	{Ring Fenced}
These funds to be used by Joint Cemetery Committee only		
Neighbourhood Plan	£2,145	
These funds are to cover ongoing costs from the Neighbourhood Planning Consultant		
HR Services	£3,743	
These funds are to cover admin costs associated with upgrading Part Time Staff Contracts		
LED Lighting Upgrades	£1,142	{Ring Fenced}
This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency		
MPF / Allot Access	£2,000	{Ring Fenced}
This was a designated project fund from the 2019/21 Budget		
CIL Monies	£5,034	{Ring Fenced}
These funds can only be used for projects when agreed parameters are met		
Bus Shelter Notice Boards	£1,000	{Ring Fenced}
This was a designated project fund from the 2019/21 Budget		

Legal Fees Funds to cover Land registry works by the SPC Solicitor	£5,000
Publicity / Advertising Funds to cover referendum & Pre – election publicity	£1,000
Allotments Water Supply Project Funds to cover the completion of this project	£7,085
Tree Reports & Essential Works Funds covering this report and works that could not be completed in the previous year	£8,000
TOTAL EARMARKED RESERVES	£88,044.00

As at 2021/22 Year End this leaves a General Reserve figure of £ 216,162.00

This is 49.24 % of the 2022/23 Budgeted SPC Annual Expenditure figure (£438,977.00)

– well within the 40% to 60% parameters stated above and very close to the previously agreed 50%

2. SPC List of Projects and Planned Services for 2022/23

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at SPC Committee's or Council and as per funds set aside within the Budget and the associate list of projects being agreed at F&GP Committee on the 15th March '22, as well as the aforementioned projects and services agreed to be financed through the Earmarked Reserves. This list has also been determined under five principles of goal setting. These being that the projects are **Specific** in that they are well defined; they are **Achievable** given there are no unreasonable or very unusual situations arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are **Measurable** in that each stage of the 'Action Plan' can be followed and 'ticked off' on completion; they are **Realistic** in that there should be enough time and appropriate resources available to complete them; and they are **Time-Bound** as per detailed within the 'Action Plan' table below.

- **Neighbourhood Plan** – Taking on board the feedback noted within the Examiners report and agreeing amendments to the Draft SPC Neighbourhood Plan and then proceeding with approval from HDC to take the Plan to referendum. If possible and given more than a 50% 'Yes' vote is forthcoming, then bringing the Plan into 'Legal Force', where it can be considered 'Made'.
- **Allotment Water Service Enhancement** – Having agreed the Scope of Works and the winning contract last year, to this year ensure both parts of these phased works are completed for the benefit of the Rublees Allotment holders.
- **PPG Monitor to be installed in the front entrance of the Steyning Centre** – Working with the local Patient Participation Group to have a monitor installed in an agreed location within the Steyning Centre Foyer. The Monitor being linked to the local PPG information streams
- **Draft Part-Time Staff Contracts** – To redefine these contracts based upon guidance on the latest legislation and to work collaboratively with HR Services and the staff in question to ensure the final documents are reasonable and agreed
- **High Street Christmas Light Display** – To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas Display as agreed by F&GP and in time for

- **Tree Report and Essential Works** – To ensure the Tree reports are undertaken, to receive them and then to determine which essential works are to be undertaken in the current year.
- **Land Registry Works Undertaken** – To ensure that these ongoing works being undertaken by the SPC Solicitor are progressed and, given they are dependent upon the Land Registry Office for their collaborative assistance to enable it to happen, to have these works completed before the end of the year if at all possible, and so that the SPC Land Register can be brought up to date in a more comprehensive fashion.
- **Clock Tower Maintenance** – To undertake an assessment of the High Street Clock Tower to enable a scope of works to be agreed, then agree a contractor and attempt to complete the works before years end.
- **Commemorative Tree planting and Bench installation** – This project is to honor the Queens Jubilee via the installation of an Oak tree and plaque at an agreed location then also to agree a Jubilee Bench design and plaque and location and to complete this installation also.
- **Bus Shelter Beautification** – To work collaboratively with partner local groups and individuals to agree a scheme by which the Bus Shelter and the area immediately surrounding it is given a ‘face lift’. This scheme may include structural alterations to allow for better disabled access for shelter, new displays and notice boards, installation of planters and the installation of a recycling bin.
- **Steining Nursery investment project** - To agree in collaboration with the Steining Nursey a project whereby funding that has already been allocated can be used to the benefit of that group moving forward, but also the perhaps the wider community.
- **CCTV enhancement at the Steining Centre** – To upgrade the security system at the Steining Centre to include better resolution cameras and TV monitoring.
- **Upgrade the Steining Centre Audio-Visual system** – To work with the SPC I.T. operative to compile a scope of works and system to be agreed by the Premises Committee and for this system to be installed to enable better audio-visual services for both SPC meetings and Centre users alike.
- **Finger Post Installation on the High Street** – Two finger posts installed identifying location and promoting visits to the MPF Memorial Gardens

Lower Priority SPC Projects

These schemes are dependent upon funding as yet not secured. If funding is found then the schemes can be progressed, if time and resources allow, and if not, they will need to be a consideration for the next round of budget setting for 2023/24.

- **Chandlers Way Pocket Park and Play Area renewal** – To work collaboratively with the local residents to plan a park for the benefit of the local community. Part of the project is to work out in what way the scheme is to be funded and to determine therefore the details of the scheme.
- **MPF Changing Room Apron Renewal** – To work collaboratively with the Cricket Club to plan an agreed scope of works
- **MPF Playground Renewal** – To seek co-funding agreement with the Wilson Memorial Trust and progress the agreed scheme details
- **CCTV Upgrades** – To agree a scope of works for possible installation of an upgraded system to be installed as when funds allow

3. The SPC Action Plan for 2022/23

Having established the main project and service objectives for this coming year and the priority that the Council is placing upon their completion this ‘Action Plan’ will give, as per the following table, an indication of the method and timescale by which they will be achieved.

SPC Action Plan for 2022/23

Updated 8th July

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility	Comments
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	
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.	
PPG Monitor installation	Install new PPG monitor into the Steyning Centre foyer to allow feed of important and relevant 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 Comm.	
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	
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 Council	
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	
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	
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 Council	
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	
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 Council	
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 Council	
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	
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 Council	
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	

The Community Infrastructure Levy

Steyning Parish Council Report – 2022/23

Guidance on Parish Council's responsibilities include the following.

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

Balance from 2019/20 – Unallocated and to be spent by September 2024	£2,694.86
Balance from 2020/21 – Unallocated and to be spent by June 2025	£2,339.12
Balance from 2021/2	0
Total balance from previous years	£5,033.98

BALANCE SHEET FOR YEAR 2022/23 - As of End of June '22

Income in this period from HDC	£1,639.30
Income in this period from SDNP	0
TOTAL CIL MONIES AVAILABLE TO SPC FOR APPROPRIATE PROJECTS	£6,673.28

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Projects this Year using CIL funding –

Allocated funds	0
TOTAL CIL MONIES USED IN THIS YEAR TO MARCH 31 st 2023.	0
S106 Monies also available @ October 2020	£27,819.54

Appendix 1 – Guide to Spending S106 Monies

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

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

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

Briefing paper for item 6.11

We received a communication from a resident asking SPC to support the idea of cutting the grass on the verge which is occupied by the Steyning 'Welcome sign' (which is owned by WSCC) as he believes it to be unsightly. Excerpts from these communications are below.

This was discussed briefly at Community Committee, and it was suggested that it be brought to F&GP for proper discussion and possible agreement.

Residents email - Dated 29th June

Please could you help in the following problem. The "Welcome to Steyning" sign is much admired by everyone, especially when planted with six hanging baskets and the planer at the base. However, everyone thinks the area looks extremely scruffy with the unmown grass.

The idea of the sign at the town entrance was to uplift the image of Steyning, help support our high street traders and uplift the spirit of the local people. Sadly, the appearance of the site is having a negative response and just makes people critical of our services. To make matters worse, Upper Beeding have properly mown around their entrance and flower arrangement, and everyone agrees it is pleasurable and uplifting to see this area. It has certainly raised the image of their village.

I know the grass mowing is the responsibility of WSCC and I do not want to get into the re-wilding debate. However, if you could put this to SPC regarding getting this one grass triangle regularly mown and maybe persuade them this would be a really good thing for the parish to be seen doing, I would be very grateful. Also, there is one tree on the site that is overgrown with ivy and spoils the area. It is a lovely tree and is crying out to be helped.

My Response email – Dated 6th July

I ran this past Councillors for you under correspondence at last night's Community Meeting, and they wanted to consider the matter further.

It would be helpful therefore if you can give us some more information, please.

I am assuming you have spoken directly with WSCC who own the land and if this is the case I wonder if you wouldn't mind either sending on correspondence or a summary of it so that I can further your discussions on behalf of the Council.

As you know, if we are to involve ourselves with any work there it would at the very least have to be with their authorisation so knowing who your contact is and how far you have got so far would be very useful indeed.

Residents email – Dated 7th July

I initially tried to get hold of [REDACTED] at WSCC who I worked with when erecting the sign. However, he was not available, but customer service department of highways informed me that no one need worry about cutting the grass as many also do this. You would not get into any trouble I was told. Interestingly when I was waiting for the bus at the top of Goring Road yesterday, I noted that the grass outside Goring Court, a large area, had been mown and an area to the right of the bus stop is also mown. In fact, every house in my road mows the council land! So as WSCC customer services said it is common practice for many. I also noted a huge amount of grass that has been cut on my journey to Shoreham yesterday.

I would happily mow the area, but I have a very large and heavy mower that I cannot transport. I was told your excellent street cleaner also does gardening, not confirmed by me, but it would be a useful add on to his job if he could mow that area. Also, on my last request to WSCC to remove the ivy from the tree by the sign I was told they had no money! This I found to be very worrying as I was told all the trees being planted around Steyning would be maintained by WSCC. Hopefully SPC can improve this area and I would ask councillors to take a look at the bus stop just before the sign and you will see an area of overgrown rubbish, which also spoils the approach to the town. If Upper Beeding can do it, why can't we?