Bank Reconciliation up to 30/11/2022 for Cashbook No 1 - Current Account

* ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPLICABLE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2022	DD	973.00		973.00		R	HDC - rates
01/11/2022	VIS	24.99		24.99		R	Amazon - kettle
01/11/2022	246/22.23	66.67		66.67		R	Clares
01/11/2022	247/22.23	46.50		46.50		R	Filmwine
01/11/2022	248/22.23	155.00		155.00		R	Ofcom
01/11/2022	249/22.23	1,768.18		1,768.18		R	Jack Lee - STREET CLEANING / BINS
01/11/2022	250/22.23	95.00		95.00		R	Kieron Furness
01/11/2022	251/22.23	160.00		160.00		R	TSS
01/11/2022	252/22.23	305.98		305.98		R	PiP Services
01/11/2022	253/22.23	175.00		175.00		R	TC Maintenance
01/11/2022	254/22.23	174.00		174.00		R	Tom Packer
01/11/2022	255/22.23	503.50		503.50		R	Clare Austin - STEYNING CENTRE GARDENING
01/11/2022	CR		163.50	163.50		R	Receipt(s) Banked
01/11/2022	CR		35.00	35.00		R	Receipt(s) Banked
01/11/2022	CR		90.84	90.84		R	Receipt(s) Banked
02/11/2022	22/66		1,814.14	1,814.14		R	Receipt(s) Banked } VARIOUS ROOM HIRE
02/11/2022	CR		1,286.58	1,286.58		R	Receipt(s) Banked RECEIPTS
02/11/2022	Cr		62.12	62.12		R	Receipt(s) Banked VAT REIMBURSEMENT.
02/11/2022	CR		11.80	11.80		R	Receipt(s) Banked
04/11/2022	22/69		35.00	35.00		R	Receipt(s) Banked
04/11/2022	CR		39.30	39.30		R	Receipt(s) Banked
04/11/2022	22/70		566.00	566.00		R	Receipt(s) Banked - FILM RECEIPTS
04/11/2022	CR		29.00	29.00		R	Receipt(s) Banked
04/11/2022	CR		10.75	10.75		R	Receipt(s) Banked
04/11/2022	Cr		39.31	39.31		R	Receipt(s) Banked
07/11/2022	VIS	43.97		43.97		R	Sitelock security
07/11/2022	DR	1.20		1.20		R	Non stirling transaction fee
07/11/2022	CR		78.16	78.16		R	Receipt(s) Banked
08/11/2022	CR		267.48	267.48		R	Receipt(s) Banked
09/11/2022	256/22.23	720.00		720.00		R	Wicksteed
09/11/2022	257/22.23	394.10		394.10		R	SCS
09/11/2022	258/22.23	369.80		369.80		R	HDC Waste
09/11/2022	259/22.23	1,566.00		1,566.00		R	Kiwa lamp testing - STREET LAMPS
09/11/2022	260/22.23	1,573.20		1,573.20		R	Tom Packer - UPGRADED IT EQUIPMENT.
09/11/2022	260/22.23	-1.00		-1.00		R	Tom Packer
09/11/2022	BP		51.98	51.98		R	Receipt(s) Banked
10/11/2022	CR		95.76	95.76		R	Receipt(s) Banked
11/11/2022	BP		169.00	169.00		R	Receipt(s) Banked
13/11/2022	CR		38.99	38.99		R	Receipt(s) Banked
13/11/2022	BP		29.00	29.00		R	Receipt(s) Banked
13/11/2022	CR		48.33	48.33		R	Receipt(s) Banked
14/11/2022	CR		6.55	6.55		R	Receipt(s) Banked
15/11/2022	CR		11.80	11.80		R	Receipt(s) Banked
16/11/2022	VIS	28.78		28.78		R	Zoom
16/11/2022	CR		188.72	188.72		R	Receipt(s) Banked
16/11/2022	CR		461.80	461.80		R	Receipt(s) Banked
16/11/2022	CR		150.75	150.75		R	Receipt(s) Banked
17/11/2022	261/22.23	6,434.88		6,434.88		R	idverde

Bank Reconciliation up to 30/11/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/11/2022	262/22.23	216.22		216.22		R	overline
17/11/2022	263/22.23	117.82		117.82		R	Kent CS
17/11/2022	264/22.23	360.00		360.00		R	Earth & Turf
17/11/2022	265/22.23	265.00		265.00		R	Streeter
17/11/2022	266/22.23	12.00		12.00		R	Function 28
17/11/2022	CR		42.47	42.47		R	Receipt(s) Banked
17/11/2022	CR		11.00	11.00		R	Receipt(s) Banked
18/11/2022	CR		210.41	210.41		R	Receipt(s) Banked
18/11/2022	CR		104.21	104.21		R	Receipt(s) Banked
18/11/2022	CR		54.92	54.92		R	Receipt(s) Banked
18/11/2022	CR		71.47	71.47		R	Receipt(s) Banked
18/11/2022	CR		129.60	129.60		R	Receipt(s) Banked
18/11/2022	CR		95.11	95.11		R	Receipt(s) Banked
20/11/2022	DR	41.58		41.58		R	HSBC charges
20/11/2022	CR		98.10	98.10		R	Receipt(s) Banked
20/11/2022	BP		103.75	103.75		R	Receipt(s) Banked
20/11/2022	CR		183.00	183.00		R	Receipt(s) Banked
21/11/2022	CR		30.70	30.70		R	Receipt(s) Banked
21/11/2022	CR		117.00	117.00		R	Receipt(s) Banked
21/11/2022	CR		45.48	45.48		R	Receipt(s) Banked
22/11/2022	22/73		96.59	96.59		R	Receipt(s) Banked
22/11/2022	CR		54.92	54.92		R	Receipt(s) Banked
23/11/2022	VIS	11.98		11.98		R	Amazon frames
23/11/2022	267/22.23	14.75		14.75		R	Pates reimbursement
23/11/2022	2.23	4,001.26		4,001.26		R	HMRC Tax & NI
23/11/2022	269/22.23	2,859.71		2,859.71		R	WSCC - pensions
23/11/2022	270/22.23	145.00		145.00		R	TC Maintenance
23/11/2022	271/22.23	186.00		186.00		R	Sowerby Toilets security
23/11/2022	272/22.23	160.00		160.00		R	TSS
23/11/2022	273/22.23	252.00		252.00		R	Kestral Alarms
23/11/2022	274/22.23	32.50		32.50		R	Chichester payroll
23/11/2022	CR		39.00	39.00		R	Receipt(s) Banked
23/11/2022	CR		215.89	215.89		R	Receipt(s) Banked
24/11/2022	VIS	13.15		13.15		R	Steyning for trees event
24/11/2022	VIS	29.80		29.80		R	Steyning for trees
24/11/2022	CR		114.99	114.99		R	Receipt(s) Banked
24/11/2022	22/72		999.49	999.49		R	Receipt(s) Banked – VARIOUS ROOM HIRE RECEIPTS.
25/11/2022	BP	7,386.51		7,386.51		R	Various Salaries
25/11/2022	BP	3,782.33		3,782.33		R	Salaries various
25/11/2022	CR		262.51	262.51		R	Receipt(s) Banked
25/11/2022	CR		22.00	22.00		R	Receipt(s) Banked
28/11/2022	VIS	74.00		74.00		R	Amazon - cartridges
28/11/2022	VIS	11.04		11.04		R	Zoho
28/11/2022	VIS	24.10		24.10		R	Coop Cakes for event
28/11/2022	VIS	35.00		35.00		R	Sussex Grocer
30/11/2022	275/22.23	135.87		135.87		R	J Fullbrook for event food
30/11/2022	276/22.23	1,932.00		1,932.00		R	Rowan Mellor - TREE WORKS.
30/11/2022	277/22.23	312.24		312.24		R	PiP Services

Bank Reconciliation up to 30/11/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/11/2022	278/22.23	70.61		70.61		R	Legal & General
30/11/2022	279/22.23	142.50		142.50		R	TC Maintenance
30/11/2022	280/22.23	340.00		340.00		R	The Sussex plumber
30/11/2022	281/22.23	1,768.18		1,768.18		R	Jack Lee - STREET CLEANING
30/11/2022	CR		14.86	14.86		R	Receipt(s) Banked
30/11/2022	CR		62.12	62.12		R	Receipt(s) Banked
		40,311.90	8,961.25				

Steyning Parish Council

Detailed Income & Expenditure by Phased Budget Heading 30/11/2022

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	2,336	2,336	3,500			0.0%	
1004	Reimbursed Charges & donations	18	120	102	200			9.2%	
1010	Miscellaneous income	59	186	127	250			23.4%	
1075	CIL Receipts	5,167	2,000	(3,167)	2,000			258.4%	
1076	Precept Received	332,357	332,357	0	332,357			100.0%	
1090	Bank Interest Received	294	80	(214)	120			245.2%	
	Administration :- Income	**337,896**	**337,079**	**(817)**	**338,427**			**99.8%**	**0**
4000	Salaries	117,001	103,000	(14,001)	154,500		37,499	75.7%	
4002	Printing, stationery, postage	1,340	1,664	324	2,500		1,160	53.6%	
4003	Staff Ill Health Insurance	1,108	1,350	242	1,350		242	82.1%	
4004	Telephones and Alarm	1,936	1,904	(32)	2,850		914	67.9%	
4005	Insurance	6,568	5,350	(1,218)	5,350		(1,218)	122.8%	
4006	Salaries Outsourcing	228	280	53	425		198	53.5%	
4007	Data Protection	972	800	(172)	1,200		228	81.0%	
4010	Audit Fees	966	850	(116)	1,850		884	52.2%	
4016	Legal Fees/Elections	15	1,600	1,585	2,400		2,385	0.6%	
4017	Bank Charges	319	192	(127)	285		(34)	112.1%	
4021	General Grants	500	1,069	569	2,000		1,500	25.0%	
4025	CCTV Maintenance	0	350	350	650		650	0.0%	
4030	Steyning in Bloom	2,200	2,200	0	2,200		0	100.0%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032	Royal British Legion	0	350	350	412		412	0.0%	
4033	Christmas Lights Grant	4,019	0	(4,019)	5,825		1,806	69.0%	
4036	SALC NALC Subs	2,014	2,365	351	2,365		351	85.2%	
4039	Publicity and Advertising	175	136	(39)	200		25	87.5%	165
4040	Town Clock	150	330	180	450		300	33.3%	
4045	Misc & Petty Cash	75	184	109	275		200	27.3%	
4047	Training	914	1,000	86	1,500		586	61.0%	
4049	Showcase	0	0	0	200		200	0.0%	
4055	HR Services	0	664	664	1,000		1,000	0.0%	
4060	Chairman's Function	221	0	(221)	500		279	44.2%	
4061	Councillors' Allowances	0	64	64	100		100	0.0%	
4063	Legionnaires	1,067	1,664	597	2,500		1,433	42.7%	
4070	Software Packages	1,135	1,736	601	2,600		1,465	43.7%	
4071	ICT Equipment	0	1,300	1,300	2,250		2,250	0.0%	
4072	Website Development	310	304	(6)	450		141	68.8%	
4073	Neighbourhood Plan Exp	2,726	1,250	(1,476)	1,700		(1,026)	160.3%	1,026
4075	Isolation and Loneliness	0	1,350	1,350	3,000		3,000	0.0%	
4254	Rates	973	0	(973)	0		(973)	0.0%	
	Administration :- Indirect Expenditure	**146,931**	**133,306**	**(13,625)**	**202,887**	**0**	**55,956**	**72.4%**	**1,191**
	Net Income over Expenditure	**190,964**	**203,773**	**12,809**	**135,540**				
6000	plus Transfer from EMR	1,191							
	Movement to/(from) Gen Reserve	**192,156**							

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2022

Month No: 8

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
102 Finance & Community Appendix								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	678	0	(678)	16,500		15,822	4.1%	
Finance & Community Appendix :- Indirect Expenditure	**678**	**0**	**(678)**	**62,000**	**0**	**61,322**	**1.1%**	**0**
Net Expenditure	**(678)**	**0**	**678**	**(62,000)**				
103 Youth Provision								
4023 Youth Service	21,012	21,050	38	28,450		7,438	73.9%	
Youth Provision :- Indirect Expenditure	**21,012**	**21,050**	**38**	**28,450**	**0**	**7,438**	**73.9%**	**0**
Net Expenditure	**(21,012)**	**(21,050)**	**(38)**	**(28,450)**				
Finance & General Purposes Ctt :- Income	**337,896**	**337,079**	**(817)**	**338,427**			**99.8%**	
Expenditure	**168,621**	**154,356**	**(14,265)**	**293,337**	**0**	**124,716**	**57.5%**	
Net Income over Expenditure	**169,275**	**182,723**	**13,448**	**45,090**				
plus Transfer from EMR	**1,191**							
Movement to/(from) Gen Reserve	**170,466**							

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Detailed Income & Expenditure by Phased Budget Heading 30/11/2022

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Ear Marked Reserves									
503	Earmarked Res F & C								
4971	General Balance Reserve	0	2,000	2,000	5,000		5,000	0.0%	
4977	Special Projects	2,527	12,000	9,473	20,000		17,473	12.6%	
	Earmarked Res F & C :- Indirect Expenditure	**2,527**	**14,000**	**11,473**	**25,000**	**0**	**22,473**	**10.1%**	**0**
	Net Expenditure	**(2,527)**	**(14,000)**	**(11,473)**	**(25,000)**				
	Ear Marked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**	
	Expenditure	**2,527**	**14,000**	**11,473**	**25,000**	**0**	**22,473**	**10.1%**	
	Movement to/(from) Gen Reserve	**(2,527)**							
	Grand Totals:- Income	**416,220**	**401,333**	**(14,887)**	**438,977**			**94.8%**	
	Expenditure	**250,068**	**239,234**	**(10,834)**	**438,977**	**0**	**188,909**	**57.0%**	
	Net Income over Expenditure	**166,152**	**162,099**	**(4,053)**	**0**				
	plus Transfer from EMR	**9,726**							
	Movement to/(from) Gen Reserve	**175,879**							

SPC Action Plan for 2022/23

Updated 3rd Dec '22

Key: - Green - Completed, Yellow - Due, Orange - Overdue.

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

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

Version 2 Dec-22

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

Steyning Parish Council

Balance Sheet as at 30th November 2022

		30th November 2022
Current Assets {Finance}		
VAT Reimbursement Due	0	
Current Account	41,386.94	
Money Maker Account	295,971.72	
Petty Cash Account	32.00	
Utility Bank Account	80,000.00	
Joint Parishes Cemetery Comm Account	51,895.54	

Total		**£469,286.20**

Estimated Revenue to Year End – To End March {Approx}		
Precept Due	0	
Income {Hire charges, Rent, Other} as per budget	17,250.00	

Total	**£19,250.00**	

Estimated Current Liabilities – To End March {Approx}		
Remaining F&GP Budget Expenditure		150,700.00
Remaining Communities Budget Expenditure		15,221.00
Remaining Premises Budget Expenditure		26,499.00
Project Reserves Expenditure		22,473.00
Earmarked Reserves (not including Cemetery account)		26,422.73

Total		**£241,316.00**

Project priorities and draft agreement for the 2023/24 SPC Precept

Briefing Notes

This item was discussed at some length at the previous meeting.

It was felt that in the light of the current national economic situation, and with a view to financing of projects for the year 2023/24, that perhaps we consider using SPC general reserves instead of a projects fund as part of the Precept request.

To do this we will need to ascertain the balance at the end of this year's budget, in so far as it may increase or decrease our last years end of financial year total, and then to possibly revise our thinking when it comes to an agreed level of SPC General Reserves that we want to hold.

A Reminder – 1. Last year we set aside £20k for projects as part of the annual budget.

2. Currently we hold as a General Reserve (minus Earmarked reserves} approx. 50% of our Annual Expenditure {This amounts to approx. 65% of our precept}

Year End 2022/23 Estimates

Total Current Financial Assets as at 30th Nov - £489K - £241K {estimate}	**= £248K**
Minus Joint Parishes Cemetery Earmarked Reserves	**= £196K**

{Subject to £5k going into Earmarked reserves for Steyning Centre depreciation funding}

£196K - £5K = Therefore possible Year End estimate of £191,000 in SPC General Reserve

This would give us possibly £25K less in General Reserves at this year's Year End.

This would still be however 44% of Annual Expenditure and 58% of Precept

Guidance for you

The Latest Joint Panel for Accountability and Governance {March 2022} pronounces the following

'The general accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between 3 and 12 months of net revenue expenditure'

'The reason for the wide range is to cater for the large variation in activity level between authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve'

NB Net revenue expenditure is the gross revenue expenditure less any specific income for individual services. - For our purposes we can call this our Precept - that being currently £332K

3 months' worth of Precept amounts to £83K. We are currently at equivalent 6.9 months.

I would advise, given our current level of liabilities that we could revise our agreed General Reserves down to a minimum 5 months' worth of Precept – this being £134,167.

If agreed this would give us a potential £55K to play with in terms of project finances for 2023/24

I would suggest which projects we consider is currently and entirely dependent upon whether our current grant applications are going to be successful or not, so I would suggest putting this to one side for now and concentrating on the draft precept request – assuming we are agreed that either way we are not going to include any specific project funds in the request for 2023/24.

Therefore, as per latest agreed Committee budgets

Draft Budget Summary 2023/24

	Income	Expenditure	Balance
F&GP	**£339,357**	**£318,304**	**£21,053**
Community	**£30,900**	**£60,525**	**-£29,625**
Premises	**£68,975**	**£75,140**	**-£6,165**
Total	**£439,232**	**£453,969**	**-£14,737**

Balance total so far gives us an increase to precept of £14,737 which is equivalent to 4.44%

Briefing Note for items 7.1, 7.2 and 7.3

We have to ask for tenders for our grass cutting and street cleaning contracts –

With the Contracts due to start next April 2023.

The proposed Timeline of Actions is as follows.

1. **The Office has already started to ask contractors who have previously shown an interest if they would want to be considered and would want to be sent information/ contract details.**
   The Office will also look for and contact other prospective local contractors if they might be interested in tendering for the next contract period - 2023-26

2. **December 13th F&GP Meeting – Agree Contract specs that are due to go out.**

   Contract Specs are detailed within supporting papers 7.1 and 7.2

   These are the contracts that were agreed the last time we completed this tendering process in 2019, plus we have added all the amendments to each spec that have been agreed since by Council.

3. **Send out Specs with a date of return to the office due to be the 30th of January**

4. **Hold a working party meeting soon after the 30th January**

   Where two members selected under item 7.3 of this meeting, open the envelopes that have been submitted, with office staff in attendance, and then confer in order to pick out a preferred tender option for recommendation to F&GP members

5. **Hold an F&GP EOM in early February to agree the contractors within confidential session for each tender and inform the contractors immediately afterwards.**

STEYNING PARISH COUNCIL

Tender Requirements for: -

Public Highway Cleansing and Litter Bin Emptying in Steyning

(1st April 2023 – 31st March 2026)

CONDITIONS OF TENDER

- To deliver all parts of the Contract for Public Highway Cleansing and Litter Bin Emptying in Steyning as described below, including the Schedule of Cleansing in Appendix 1 and the maps in Appendix 2.
- Tender prices must be exclusive of VAT and must be submitted on the Tender Form
- The Contractor is recommended to visit all the areas in the Schedule and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, disposal etc.
- All tenders must be signed by the business proprietor or company director or other authorised person, dated and returned in a sealed envelope to the address below to arrive no later than 12 noon on **30th January 2023**. Any tenders delivered by hand must be signed as received by the Parish or Deputy Clerk. Tenders that are sent electronically will not be accepted.
- After the Parish Council has awarded the tender in principle, the Contractor shall submit for approval prior to commencement of works :-
  - evidence of public liability insurance cover of £10 million
  - employer's liability insurance
  - names and addresses of two references of competence unless having worked previously for Steyning Parish Council
  - the Company's Health and Safety Policy Statement
  - its plan to carry out the contract
  - a risk assessment of the Schedule of Works; and
  - a continuity plan to cover personnel sickness/leave.
- Tender prices shall be open for acceptance by Steyning Parish Council (SPC) for three calendar months from the tender closing date.
- SPC will make their decision by midnight on the **2nd February 2023** and notification will be made immediately thereafter. SPC is not obliged to accept the lowest tender.
- The tender document is issued for and on behalf of Steyning Parish Council, Fletchers Croft, Steyning BN44 3XZ. Any queries concerning the tender process or the contract should be directed in writing to the Parish Clerk, John Fullbrook, at the above address or by email at john.fullbrook@steyningpc.gov.uk

Steyning Parish Council

Public Highway Cleansing and Litter Bin Emptying in Steyning

(1st April 2023 – 31st March 2026)

1. GENERAL

This specification defines the public highway cleansing and litter bin emptying to be undertaken by the successful tenderer ("the Contractor") on behalf of Steyning Parish Council (SPC) for the Contract Period as hereinafter defined.

MATERIALS AND EQUIPMENT

Steyning Parish Council provide a dustcart, shovel and brush to assist with this contract, the Contractor must provide all other necessary equipment, plant, machinery and consumables as required to perform the contract at their own cost.

All such equipment, plant and machinery must meet current Health and Safety, Road Traffic and Environmental Health requirements. Noise must be kept to a minimum, especially when working early in the mornings.

2. SCHEDULE OF AREAS TO BE CLEANED

The schedule of cleansing is attached as Appendix 1 and must be read in conjunction with the map attached as Appendix 2.

The High Street and High Street Car Park must be swept between 7am and 9am. All other areas must be swept after 7am and before 4.00 pm. If a machine is used it must not be operated before 8.00 am.

The litter picking service must be carried out between 7am and 9.00am throughout the year, including all public holidays.

To sweep once per month the pavement area from George Corner (junction of High Street and Horsham Road) to Grammar School Coach Park, Horsham Road.

To sweep once per month the pavement area from Jarvis Lane to the entrance of Penlands and the 'Welcome Sign'.

3. CLEANSING STANDARDS

The following definitions are taken from the 2019 Defra Code of Practice on Litter and Refuse https://www.gov.uk/government/publications/code-of-practice-on-litter-and-refuse

Litter includes materials, often associated with smoking, eating and drinking, that are improperly discarded or spilt. While chewing gum is regarded as litter, once it is trodden-in the Code of Practice standards do not apply as special cleansing methods are required.

Detritus includes dirt, mud, soil, grit, gravel, stones, moss, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials. Leaf and blossom falls are to be regarded as detritus once they have substantially lost their structure and become mushy or fragmented. A significant and avoidable source of detritus is uncollected grass cuttings and weed growth from seeds germinating in moist detritus.

Refuse is waste or rubbish, including household and commercial waste and can include fly-tipped waste. Dog faeces are to be treated as if they are refuse.

Grade A means that no litter, refuse (or detritus where applicable), is present in the area.

Grade B standard for litter and refuse: Area predominantly free of litter and refuse apart from some small items (no accumulations)

Grade B standard for detritus: Area predominantly free of detritus except for some light scattering (no accumulations)

Requirement:-

The Contractor shall cleanse all litter, refuse, detritus, fallen leaves and blossom from pavements and gutters, using any suitable equipment, plant or machinery to work round difficult areas such as around parked vehicles, litter bins, corners, plant containers etc.

For the avoidance of doubt, the "pavement" in the High Street and Church Street includes the footway and any privately owned hard-surfaced frontage area up to the building frontage but excluding any steps and excluding any private frontage area which SPC has confirmed in writing to the contractor that the owner wishes to exclude.

The cleansing which includes sweeping must be undertaken to Grade A standard as defined by the Code.

The litter picking only service must be undertaken to Grade B standard as defined by the Code.

As necessary the Contractor must apply a suitable weed-killer to prevent/counter any weed growth on the pavements or carriageway.

Any graffiti encountered shall be reported to the Clerk but not removed.

4. LITTER BIN EMPTYING

All litter bins must be lined appropriately and emptied according to schedule even if they are only partly full, and any litter, refuse or other rubbish including fly-tipping provided it is less than 25kg which has been placed upon or adjacent to a bin must also be removed.

The eight litter bins in the High Street from the White Horse to Chez Joel shall be emptied 4 times a week on Mondays, Wednesdays, Fridays and Saturdays before 9.00 am save on Farmers' Market days (first Saturday in each month) when an additional empty of the four bins closest to the High Street Car Park must be made between 1.00pm and 2.30pm.

All rubbish collected from all bins shall be deposited in the trade waste bin located in the Memorial Playing Field. Bin liners to be replaced on each occasion.

5. INCLEMENT WEATHER

If street cleansing cannot be carried out due to inclement weather (laying snow or ice) the Contractor must report to the Clerk or Deputy Clerk by telephone and confirm by email within 12 hours and inform them daily thereafter. The Contractor must reduce its monthly invoice by a pro-rata amount for work not carried out.

6. CONTRACT PERIOD

The contract period is from 1st April 2023 to 31st March 2026.

7. PERFORMANCE MONITORING

The standard of work will be regularly monitored by the Parish Council to ensure the contract specification is adhered to. The Parish Council reserves the right to request an area to be re-cleaned or bins to be emptied if work is deemed not to have been undertaken to the required standard, or at the Council's sole option it will make deduction from the invoice sum in respect of such incomplete or unsatisfactory aspect of work.

The Contractor must inform the Clerk or Deputy Clerk in writing (including by email) within twelve hours if for any reason it has not been able to fulfil any part of the contract.

8. COMMUNICATION

The Contractor must only accept instruction concerning the contract from the Parish Clerk or the Deputy Clerk, with such instructions to be confirmed in writing, including by email. In the absence of either Clerk the responsibility will be delegated to the Chair, or Vice-Chair of the Parish Council.

9. TERMS OF PAYMENT

The Contractor must submit monthly invoices to include any additional chargeable works at such hourly rate as has been authorised in writing (including by email) by the Clerk or Deputy Clerk.

The Parish Council reserves the right to withhold payment to the contractor in the event of any dispute concerning service delivery.

The terms of payment shall be 30 days from receipt of invoice.

The price quoted on the Tender Form of the Contractor shall be fixed for the first 12 months. Thereafter further years of the contract term shall be subject to variation in line with the Consumer Price Index (CPI) as published by the Office for National Statistics.

10. TERMINATION OF CONTRACT

The contract is subject to termination by either side giving 3 months' notice in writing, including by email. Neither party shall be required to give a reason for such termination and no liabilities nor damages shall apply.

11. TRANSPARENCY

In accordance with the Local Government Transparency Code and SPC's Publication Scheme, data concerning this contract may at SPC's absolute discretion be uploaded to its website or otherwise published or brought into the public domain.

Steyning Parish Council

Contract Two

Steyning Memorial Playing Field Litter Bin Emptying 1st April 2023 to 31st March 2026.

1. GENERAL

This specification defines the litter bin emptying to be undertaken on behalf of Steyning Parish Council (SPC), in the Memorial Playing Field in Steyning.

2. MATERIALS AND EQUIPMENT

The Contractor shall provide all necessary equipment, plant and machinery as required to perform the contract at their own cost.

Steyning Parish Council to provide consumables.

All equipment shall meet current Health and Safety, Road Traffic and Environmental Health requirements.

3. SCHEDULE OF BINS TO BE EMPTIED

All litter bins on the Memorial Playing Field and the Remembrance Garden shall be emptied 2 times a week by the Contractor on Monday and Saturday mornings with additional ad hoc emptying as requested by Steyning Parish Council.

The emptying shall be undertaken by handcart or motor vehicle.

If the surface of the Memorial Playing Field is water-logged and cannot be driven upon without damage being caused to the surface, then the bins should be emptied using a handcart or similar.

All rubbish collected from all bins shall be deposited in the Trade Waste bin located in the Memorial Playing Field. Bin liners to be replaced on each occasion.

All litter bins should be emptied according to schedule even if they are only partly full, and any rubbish which has been placed upon or fallen around a full bin should also be removed.

4. CONTRACT PERIOD

The contract shall run from 1st April 2023 to 31st March 2026.

5. PERFORMANCE MONITORING

The standard of work will be regularly monitored by the Parish Council to ensure the contract specification is adhered to. The Parish Council reserve the right to request bins to be revisited if work is deemed not to have been undertaken to the required standard, or at the council's sole option to make deduction from the invoice sum in respect of such work.

It is the responsibility of the Contractor to inform the Clerk or Deputy Clerk if for any reason they have not been able to fulfil any part of the specification.

6. COMMUNICATION

The Contractor shall only accept instruction concerning the contract from the Parish Clerk or the Deputy Clerk. In the absence of either Clerk the responsibility will be delegated to the Chair, or Vice-Chair of the Parish Council.

7. TERMS OF PAYMENT

The Contractor shall submit monthly invoices to include any additional chargeable works at the agreed hourly rate that have been authorised by the Clerk or Deputy Clerk.

The terms of payment shall be 30 days from receipt of invoice. The Parish Council reserves the right to withhold payment to the contractor in the event of any dispute concerning service delivery.

The price quoted on the Tender Form of the Contractor shall be fixed for the first 12 months. Thereafter further years of the contract term shall be subject to increase in line with the Consumer Price Index (CPI).

8. TERMINATION OF CONTRACT

The contract shall be subject to termination by either side, giving 3 months' notice in writing, after the first 3 month period has expired. Neither party shall be required to give a reason for such termination and no liabilities nor damages shall apply.

9. TRANSPARENCY

In accordance with the Local Government Transparency Code and SPC's Publication Scheme, data concerning this contract may at SPC's absolute discretion be uploaded to its website or otherwise published or brought into the public domain.

Signed (Contractor) .... Date ....

Signed Clerk on behalf Steyning Parish Council ....

Appendix 1 SCHEDULE OF AREAS INCLUDED IN CONTRACT FOR ROAD AND PAVEMENT CLEANSING AND TOWN LITTER BIN EMPTYING CONTRACT 1ST APRIL 2023- 31ST March 2026

A. SCHEDULE OF AREAS TO BE CLEANSED	CLEANS/WEEK	DAYS OF WORK
1. Pavements and gutters on both sides of High Street from Church Street to Mouse Lane, and the inside of the bus shelter NB The gutter sweep excludes the areas swept by the HDC lorry, i.e. excluding double yellow lines and pedestrian crossing zones.	2 x Pavement and Gutter Sweeps pw 4 x Litter Picks pw	Mondays and Fridays Weds, Thurs, Sat, Sun
2. Pavements and gutters on both sides of Lower High Street from Church Street to the entrance of College Hill NB The gutter sweep excludes the areas swept by the HDC lorry, i.e. excluding double yellow lines.	2 x Pavement and Gutter Sweeps pw 4 x Litter Picks pw	Mondays and Fridays Weds, Thurs, Sat, Sun
3. Pavements and gutters both sides of Church Street from High Street to Church Lane. NB The gutter sweep excludes the areas swept by the HDC lorry, i.e. excluding double yellow lines.	2 x Pavement and Gutter Sweeps pw 4 x Litter Picks pw	Mondays and Fridays Weds, Thurs, Sat, Sun
4. Twitten from High Street to Newman's Gardens car park	2 x Pavement Sweeps pw 4 x Litter Picks pw	Mondays and Fridays Weds, Thurs, Sat, Sun
5. Footpath from Church Street to Steyning Centre and pavement, gutters and verges access road to Fletchers Croft car park	2 x Litter Picks pw	Tuesdays and Fridays
6. Pavement, verges and gutters both sides of the following:- Elm Grove Lane, Breach Close (only as far as the twitten), along twitten, headway area of Coxham Lane, to Steyning Grammar School, right into Shooting Field, and right again towards and including Church Lane (hill) to St Andrews	2 x Litter Picks pw	Tuesdays and Fridays

7. Pavement and gutters White Horse Square and Charlton Street round to SME NB The gutter sweep excludes the areas swept by the HDC lorry, i.e. excluding double yellow lines.	2 x per **year** Pavement and Gutter Sweeps 2 x Litter Picks pw	First Mondays October and April Tues and Fridays
8. Perimeter and access ramp and steps High Street Car Park	2 x Sweeps pw 4 x Litter Picks pw	Mondays and Fridays Weds, Thurs, Sat, Sun
9. SPC Children's Play Areas (Fletcher's Croft, Memorial Playing Field, Abbey Road, South Ash, Chandlers Way)	2 x Litter Picks pw	Tuesdays and Fridays
10. George Corner (Junction of High Street and Horsham Road) to the Grammar School Coach Park, Horsham Road	1 x Per month	
11. Jarvis Lane to the entrance of Penlands and the 'Welcome Sign'	1 x per month	
B. LITTER BIN EMPTYING	**EMPTIES PER WEEK**	**DAY OF WORK**
Eight litter bins in Steyning High Street from Chez Joel to White Horse Plus additional empty for four in and nearest to High Street car park on Farmer's Market Days Memorial Playing field litter bins	2 x pw 1 x per **month** 2 x per week	Wednesday and Saturday – All before 9.00am First Saturday of each month between 1.00pm and 2.30pm Wednesday and Saturday

Appendix 2 – 10 x MAPS

STEYNING PARISH COUNCIL

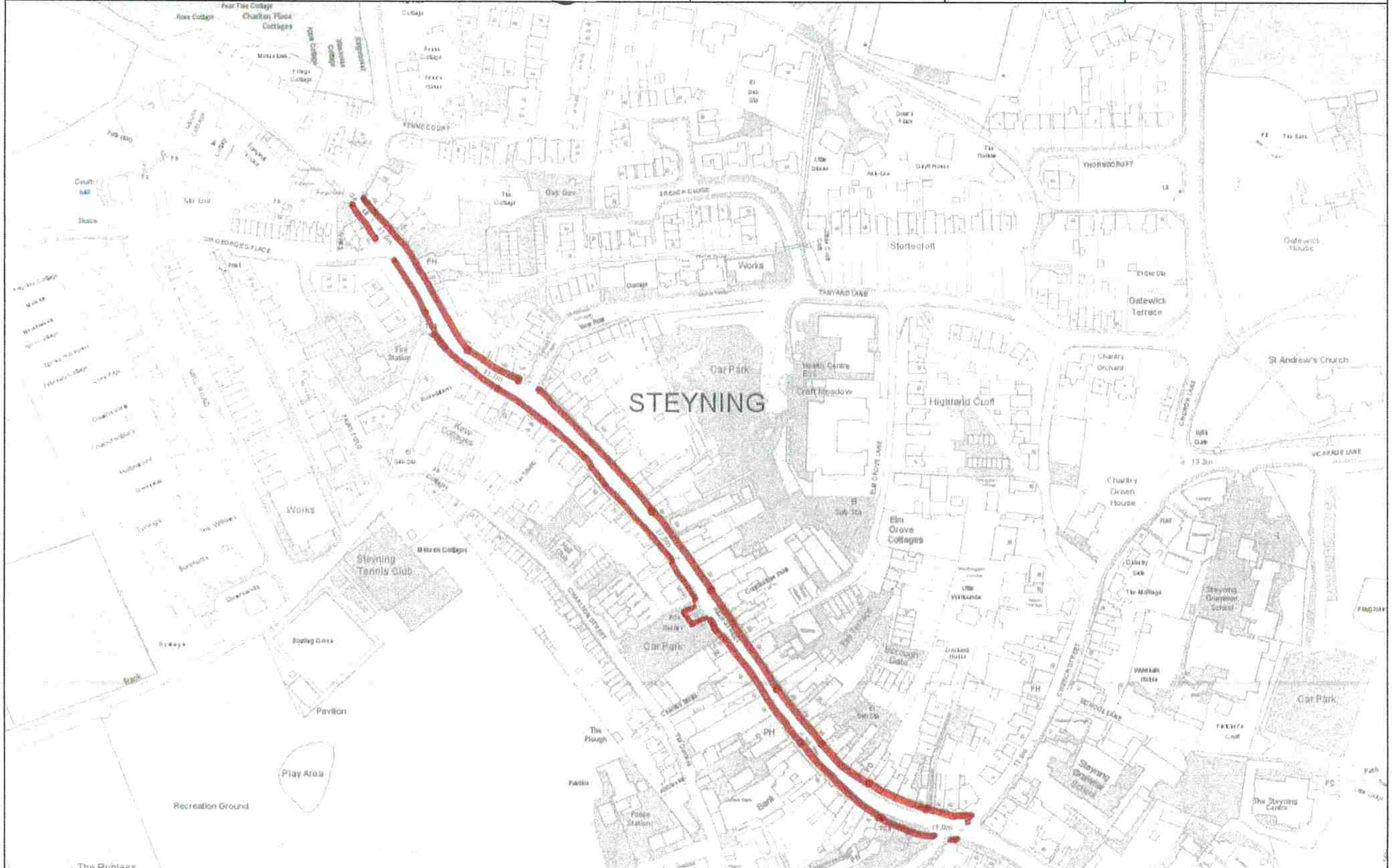
TENDER FORM FOR ROAD AND PAVEMENT CLEANING AND LITTER BIN EMPTYING CONTRACT AS PER THE SCHEDULE.

1ST APRIL 2023- 31ST MARCH 2026

A. Schedule of areas to be cleaned	Cleans/week	Price per item
1. Both sides of High Street from Church Street to Mouse Lane, including inside the bus shelter	2 x Sweeps 4 x litter picks	
2. Both sides of lower High Street from Church Street to the entrance of College Hill	2 x sweeps 4 x litter picks	
3. Both sides of Church Street from High Street to Church Lane	2 x sweeps 4 x litter picks	
4. Twitten from High Street to Newmans Gardens car park	2 x sweeps 4 x litter picks	
5. Footpath from Church Street to Steyning Centre and access road to Fletchers Croft car park	2 x litter picks	
6. Elm Grove Lane, right side of Breach Close, along twitten to Steyning Grammar School, right into Shooting Field, and up Church Lane pavement to St Andrews	2 x litter picks	
7. Pavement and gutters from White Horse Square and Charlton Street to SME	2 x Sweeps 2 x litter picks	
8. Steps and access ramp from High Street car park to Charlton Street	2 x Sweeps 4 x litter picks	
9. SPC Childrens Play Areas (Fletchers Croft, Memorial Playing Field, Abbey Road, South Ash, Chandlers Way)	2 x litter picks	
10. George Corner to Grammar School Coach Park	1 x per month	
11. Jarvis Lane to the entrance of Penlands and the 'welcolm sign'	1 x per month	
B. Litter Bin Emptying	Empties/week	Price per item
1. Eight litter bins in Steyning High Street from Chez Joel to White Horse Additional empty for four bins in and nearest to High Street Car Park on Farmers Market Days	2 per week 1 per month	
2. All litter bins on Memorial Playing Field	2 per week	
Price tendered per month (exc. VAT) for schedule		
VAT		
Total per month		
Total price tendered for Year (exc. VAT) for schedule		
VAT		
Total Price per year		
Charge per hour for additional work (exc. VAT)		
Signed	Date	
Name of Company		

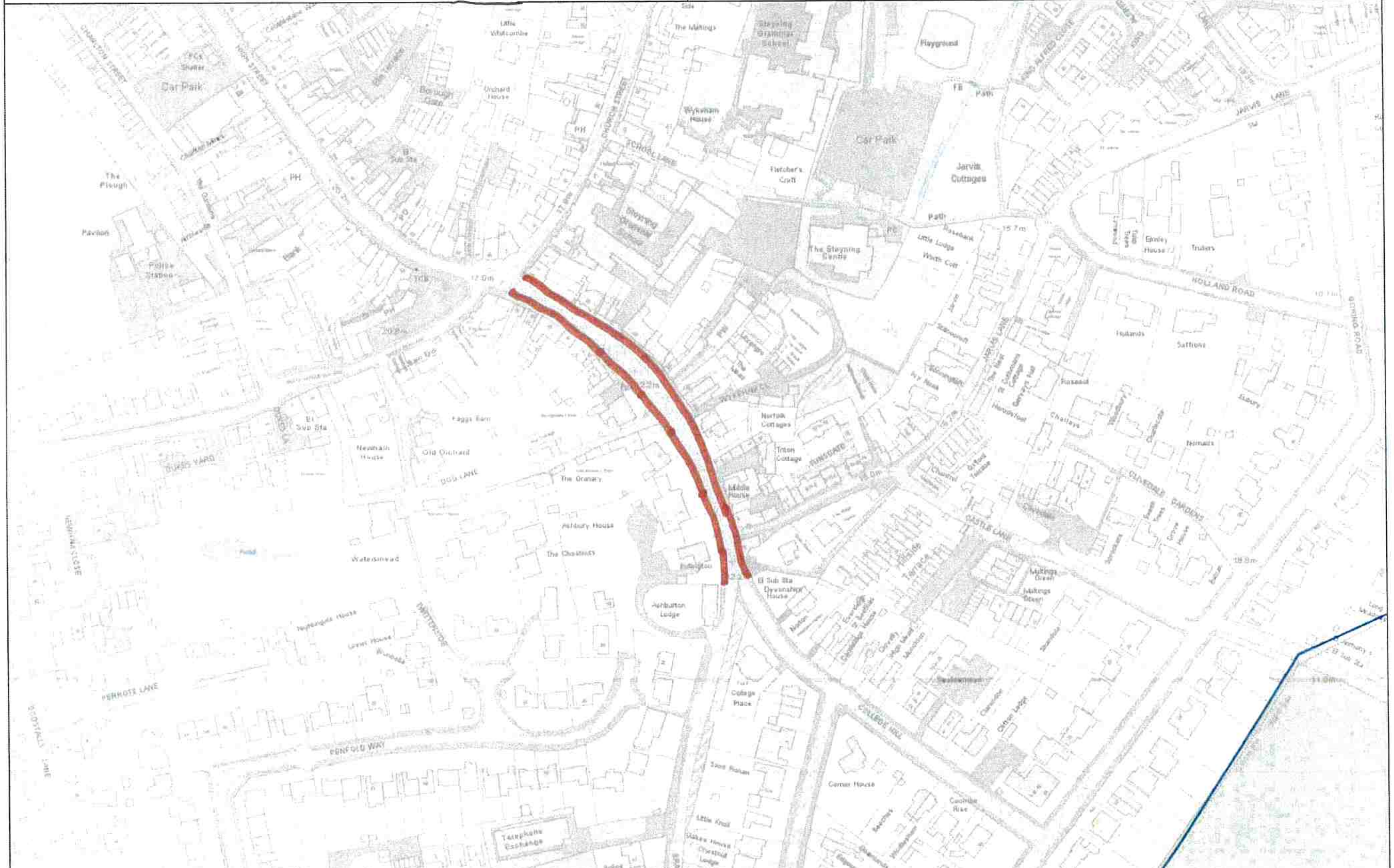
MAP 1.

Chursh Street to Mouse Lane	Steyning CP	Parish Online
2 x Pavement and gutter sweeps, Monday and Friday plus 4 x litter picks Wednesday,Thursday, Saturday and Sunday	Author:	0 20 40 60 80m Scale: 1:2253
	Date: 24/01/2020	



MAP 2.

Church Street to College Hill	Steyning CP		
2 x Pavement and gutter sweeps, Monday and Friday plus 4 x litter picks Wednesday,Thursday, Saturday and Sunday	Author:	0 20 40 60 80m Scale: 1:2253	Parish Online
	Date: 24/01/2020		



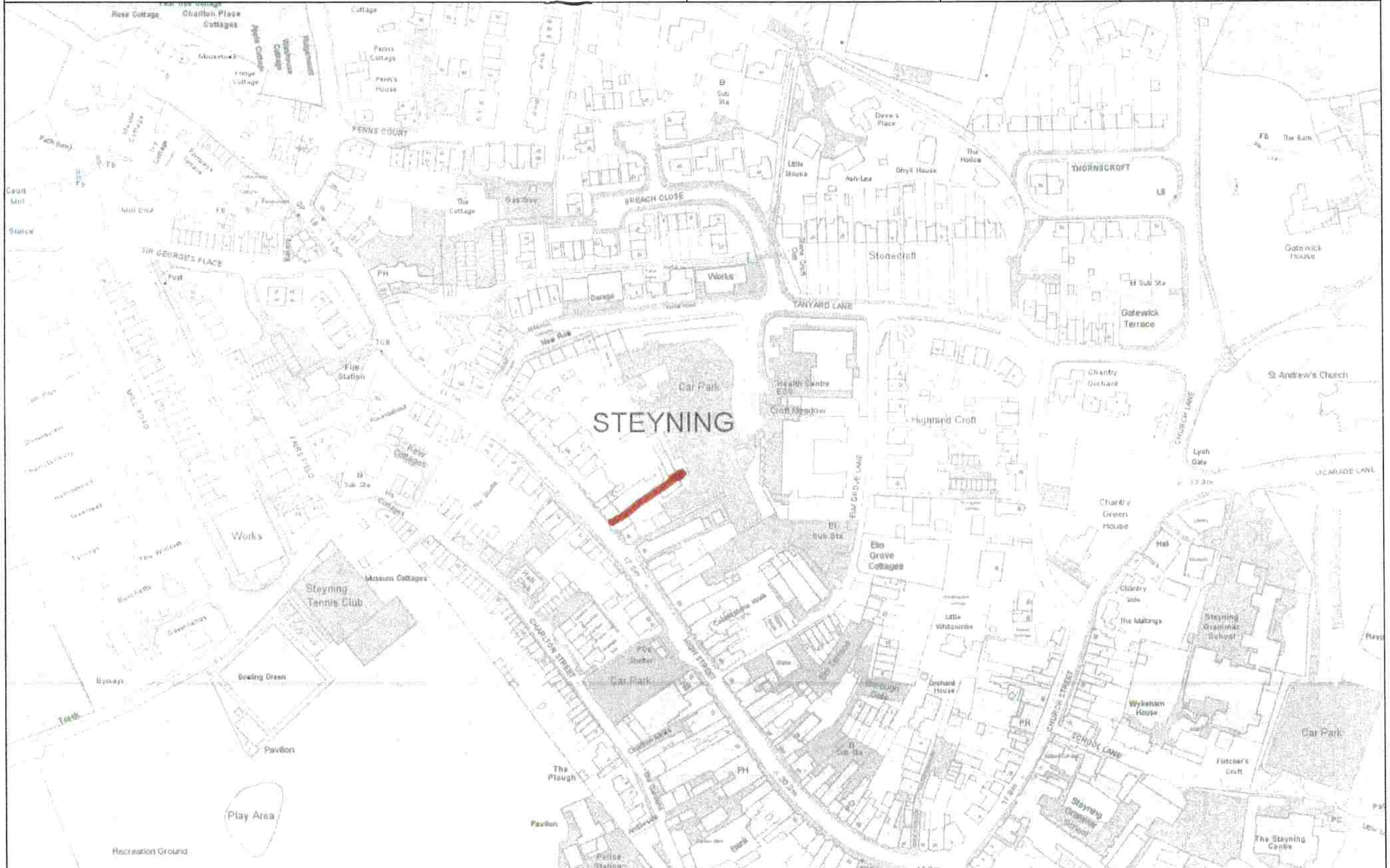
MAP 3.

Church Street from High Street to Church Lane	Steyning CP	
2 x Pavement and gutter sweeps, Monday and Friday plus 4 x litter picks Wednesday,Thursday, Saturday and Sunday	Author:	0 20 40 60 80m Scale: 1:2253
	Date: 24/01/2020	

Parish Online

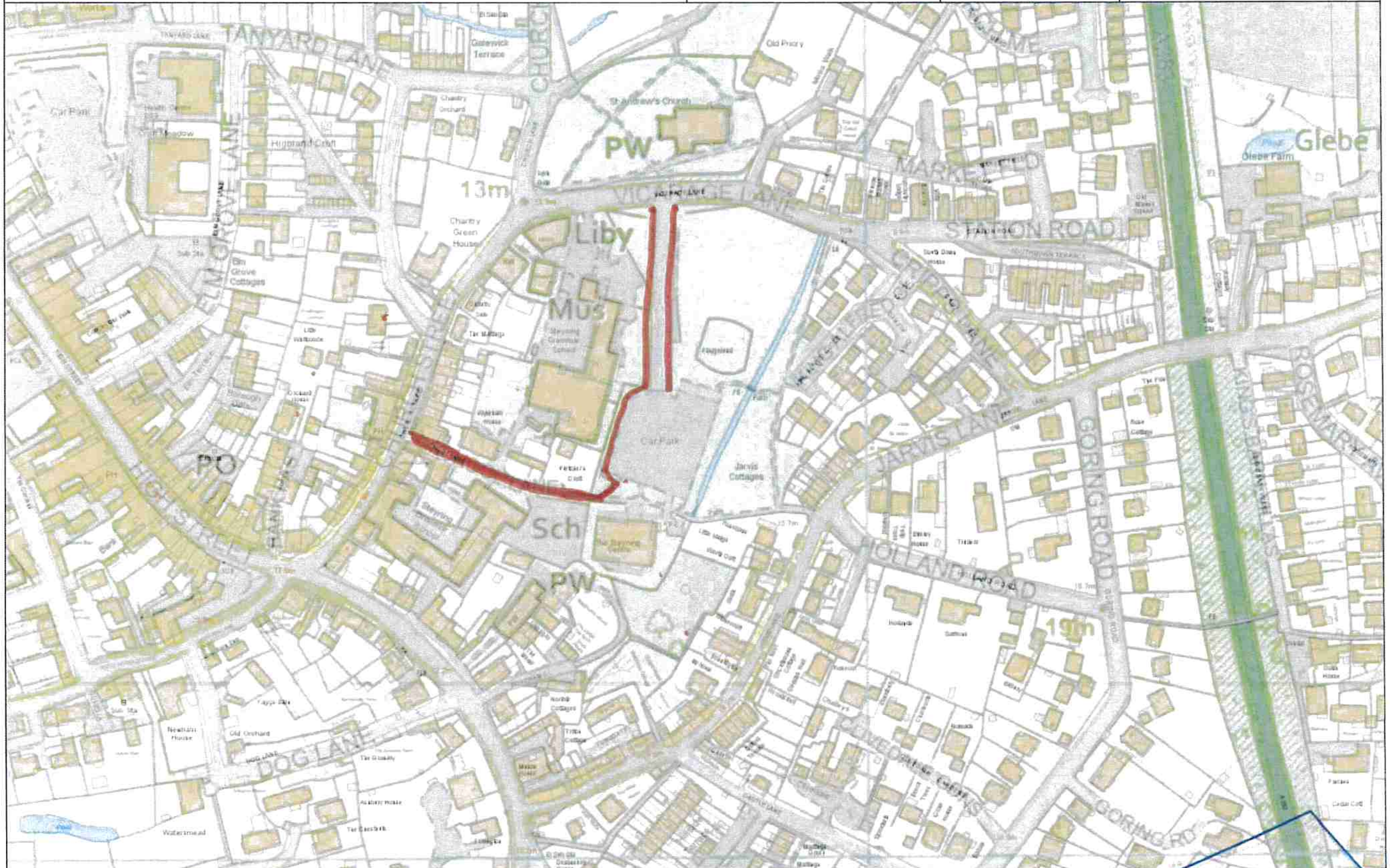
MAP 4.

Twitten from High Street to Newmans Gardens car Park	Steyning CP	
2 x Pavement and gutter sweeps, Monday and Friday plus 4 x litter picks Wednesday,Thursday, Saturday and Sunday	Author:	0 20 40 60 80m Scale: 1:2253
	Date: 24/01/2020	



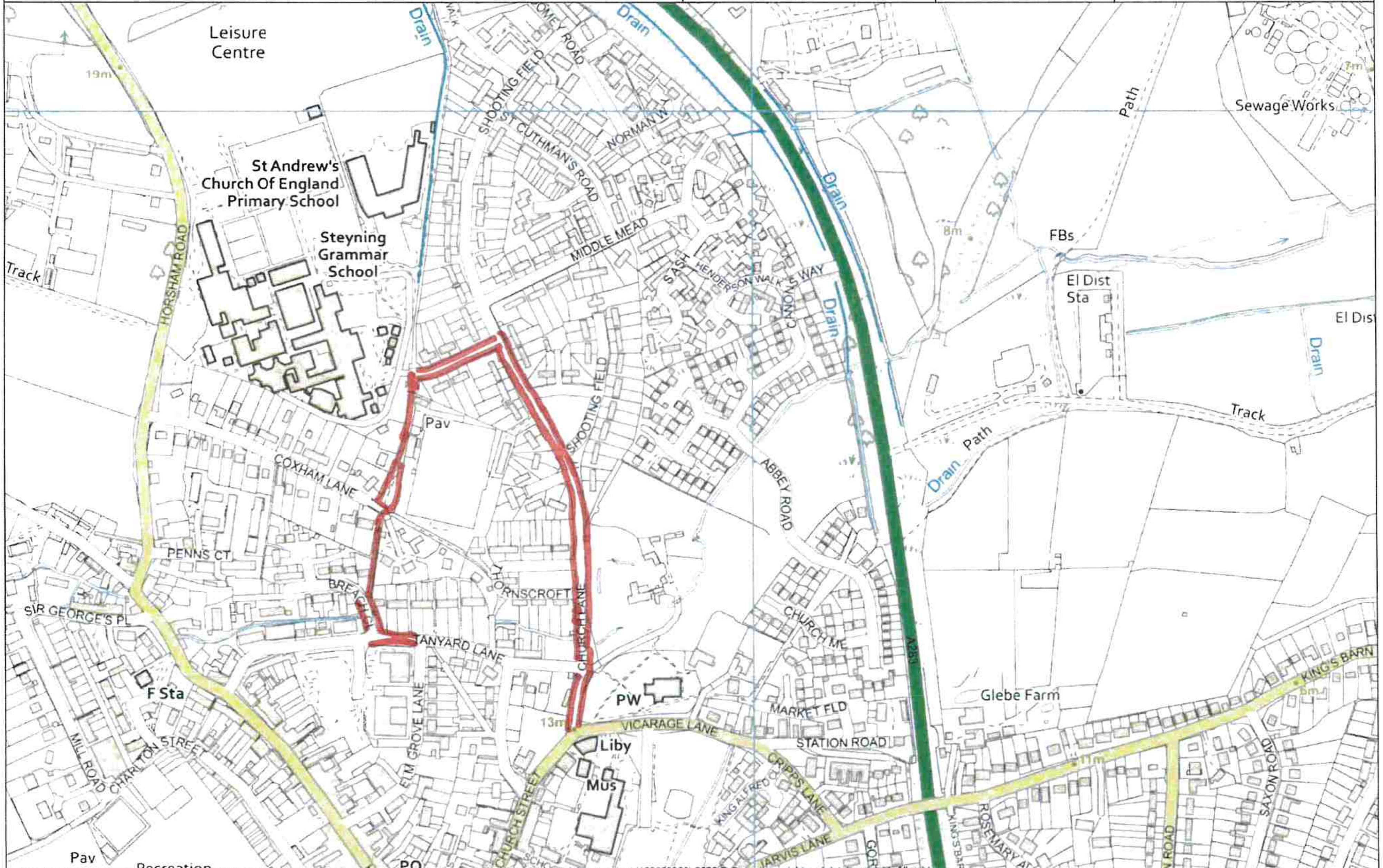
MAP 5.

Church Street to Steyning Centre plus access to Fletchers Croft	Steyning CP	Parish Online
2 x litter picks Tuesdays and Fridays	Author:	0 20 40 60 80m
	Date: 24/01/2020	Scale: 1:2253



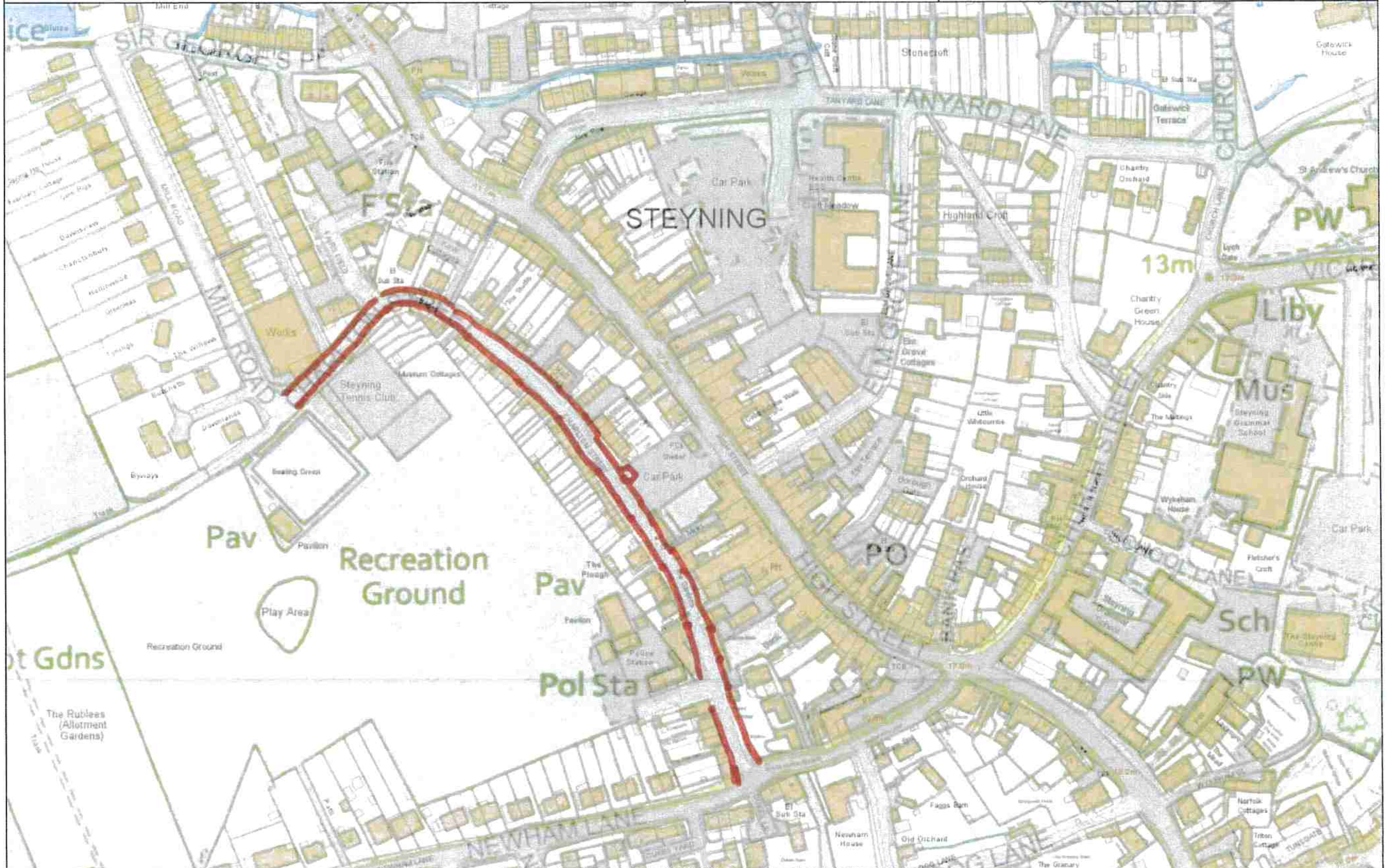
MAP 6.

Elm Grove lane through to Church Lane Via Grammar School and	Steyning CP		Parish Online
2 x litter picks Tuesdays and Fridays	Author:	0 20 40 60 80m Scale: 1:4506	
	Date: 24/01/2020		



MAP 7.

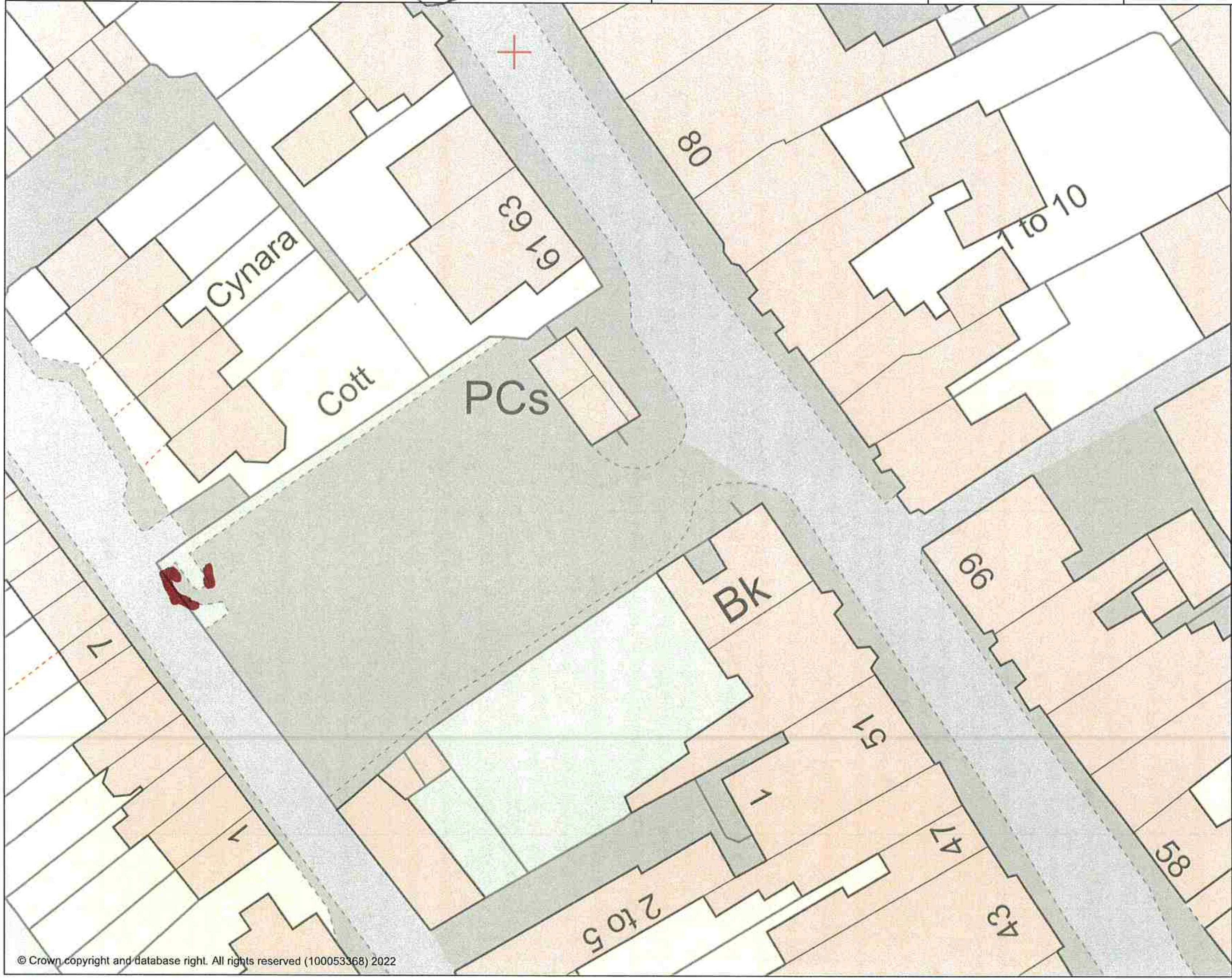
White Horse Square, Charlton Street round to SME	Steyning CP		Parish Online
twice per year pavement and gutter sweeps First Mondays in October and April plus 2 x litter picks per week Tuesdays and Fridays	Author:	0 20 40 60 80m Scale: 1:2253	
	Date: 24/01/2020		



MAP 8.

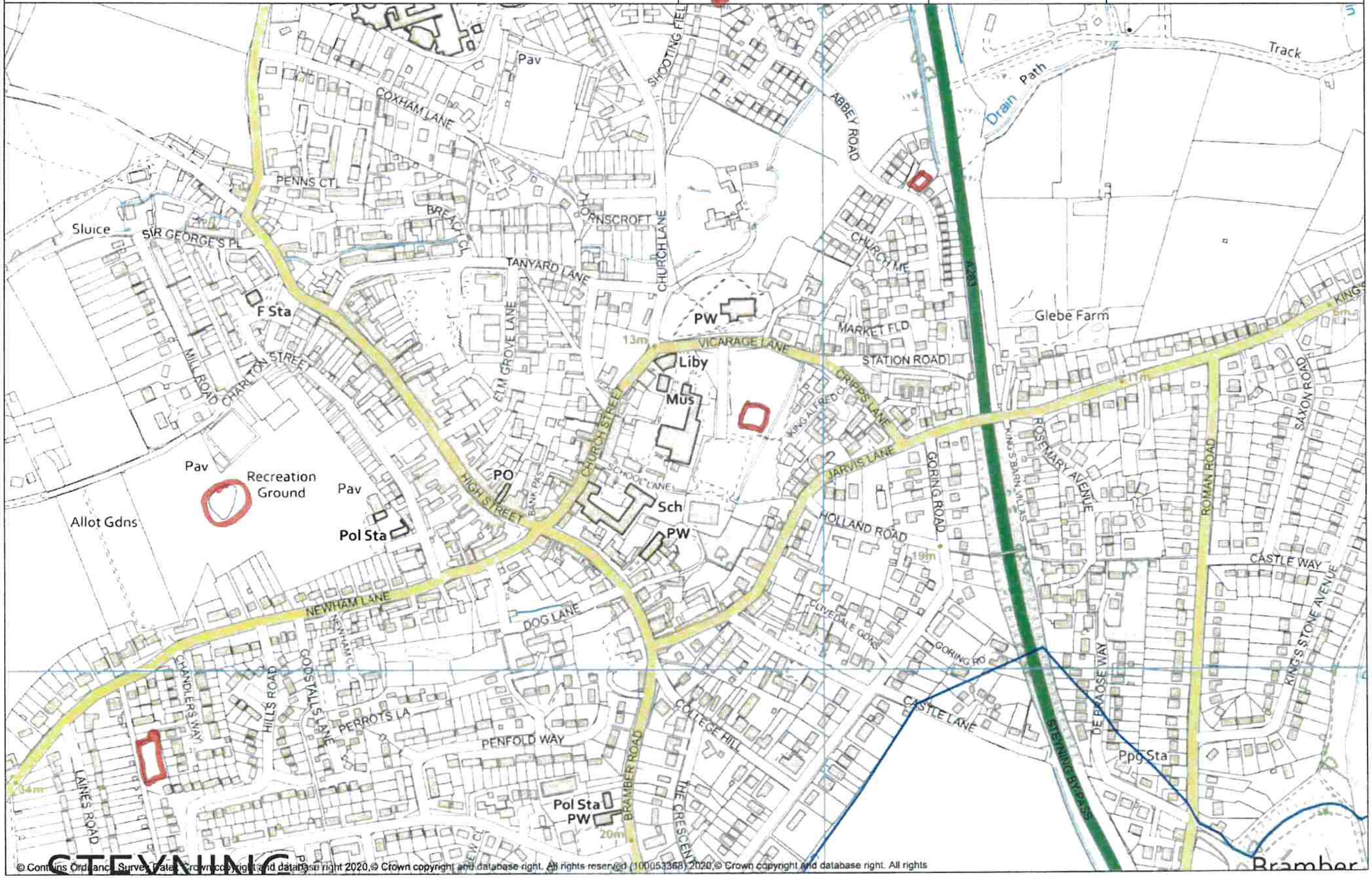
Access steps and ramp High Street Car Park	Steyning	
2 x sweeps 4 x litter pick weekly	Author:	0 2 4 6 8m Scale: 1:500
	Date: 06/12/2022	

Parish Online



MAP 9.

Play areas	Steyning CP		Parish Online
2x litter picks per week Tuesdays and Fridays	Author:	0 20 40 60 80m Scale: 1:4506	
	Date: 24/01/2020		



MAP 10.

George Corner to Grammar School Car Park	Steyning	
1 clean per month	**Author:**	0 20 40 60 80m Scale: 1:2500
	Date: 06/12/2022	

Parish Online

Parish

MAP 11.

Jarvis Lane to entrance to Penlands and the Welcome	Steyning	
1 Sweep per month	Author:	
	Date: 06/12/2022	0 20 40 60 80m Scale: 1:2500

Parish Online

Parish

TENDER DOCUMENT FOR THE GRASS CUTTING OF VARIOUS AREAS IN STEYNING

1ST APRIL 2023 – 31ST MARCH 2026

1: CONDITIONS OF TENDER

This tender document specifies and defines the areas of grass cutting undertaken by Steyning Parish Council over and above the grass cutting carried out by Horsham District Council and West Sussex County Council

This tender document is issued for and on behalf of:

Steyning Parish Council, Fletchers Croft, Steyning BN44 3XZ.

Any queries regarding the tender should be sent in writing either by post or electronically to Mr John Fullbrook , Parish Clerk, at the above address.

All contractors tendering will ideally have at least 3 years previous experience as a grass cutting contractor for an organisation with grass based sports facilities e.g. football/ cricket clubs.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than **12.00 midday on 30th January 2023.** Any tenders delivered by hand must be signed as received by the Parish or Deputy Clerk.

Tender prices should be exclusive of VAT and shown separately on the Tender Form

All documents must be provided with the tender submission.

Tenders that are sent electronically will not be accepted.

This tender should be read in conjunction with the areas indicated in this document and on the accompanying maps and price schedule.

The Contractor is recommended to visit all the areas in the Schedule in Appendix 1 and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, arising's disposal etc.

The Contractor must take special notice of the fact that the MPF and Abbey Road Open Space both have Village Green status and must take due care and attention to ensure, as far as is possible, that the ground is not damaged by vehicles. Any tractor must be fitted with grassland tyres and no other vehicle or mechanically driven machinery except for grass cutting machinery is permitted onto the village greens unless on written instructions from the Clerk.

Tender prices shall be open for acceptance for 3 calendar months from submission.

2: CONDITIONS OF CONTRACT

The contract shall be between the contractor and Steyning Parish Council and no Sub- contracting is permissible

The prices quoted on the Tender Form shall be fixed for the 3 year term of the contract which shall be 1st April 2023 to 31st March 2026.

The Contractor shall submit the following with his tender:

- Evidence of £10 million Public Liability Insurance
- Names and addresses of 2 references of competence unless having worked previously for Steyning Parish Council
- The Company's health and Safety Policy statement and plan for the contract
- A risk assessment of the schedule of works
- Details of the equipment to be used
- Continuity Plan to cover personnel sickness/leave

The contract shall be subject to termination by either side giving 3 months' notice in writing after the first 3 month period of the contract has expired. Neither party shall be required to give a reason for such termination.

Under no circumstances is any equipment to be stored on the Memorial Playing Field or, any other land owned by the Parish Council without their express permission.

3: MATERIALS AND EQUIPMENT

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function. During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and safety, Road Traffic and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.

The Contractor must keep noise to a minimum, especially when working early in the mornings and no mechanical equipment is to be used before 7.00am.

4: AREAS TO BE WORKED AND LEVEL OF SERVICE

The areas to be worked are listed below and as shown on the two maps at the end of this contract.

4.1 The **OPEN SPACE ADJOINING ABBEY ROAD AS COLOURED PINK** on the map. This area shall be cut weekly during the 30 working weeks between April and October each year: i.e. 30 cuts, arisings to be removed on the first cut of the season. The boundary of the field and Church Mead, to be strimmed once every 2 weeks (as shown red on the map).

4.2 The **OPEN SPACE OFF ABBEY ROAD AS COLOURED PURPLE** on the map. This area to be cut in April, the arisings of the cut to be placed on the compost heap.

Thereafter to maintain a pathway through the area and cut once every 2 weeks. The area to be cut again in early September (consult parish office before carrying out the September cut in case it is not required) and arisings to be placed on the new compost heap.

4.3 The **VERGES OF THE FOOTPATH FROM BETWEEN NOS. 10 AND 12 CHURCH MEAD** as **COLOURED BLACK** on the map. The verges shall be cut once every two weeks for the duration of the April to October season.

4.4 The **OPEN SPACE OFF CHARLTON STREET KNOWN AS THE MEMORIAL PLAYING FIELD (MPF) AS HATCHED BLUE** on the map. The MPF shall be cut **weekly** from 1st April to 31st October namely 30 cuts on Thursday am, subject to weather conditions or contrary instructions by the Clerk due to user requirements. Thereafter the MPF shall be cut on one more occasion 14 days after the last October cut (thirty one cuts in total). The boundary hatched green shall be strimmed **once per month** from 1st April to 31st October; the boundary hatched red shall be excluded from this contract. The area marked Yellow (Steyning Community Orchard) needs special care to be taken when mowing, a smaller mower is required for this area, no strimming is to be carried out in the orchard area. All work in the MPF to be to the standard set out in 5 below. Strimming of the edges and round seats, bins, play equipment, health trail equipment and the play area fencing is to be done **weekly** from April to October. All arisings to be removed from playground safety surfaces. During the contract, play equipment may be replaced and the safety surfaces changed.

4.5 The **PLAY AREA OFF FARNEFOLD ROAD/SOUTH ASH AS COLOURED ORANGE** on the map. This play area has no grass. It shall be weeded and all rubbish or animal faeces removed every 2 weeks during the 30 working weeks between 1st April and 31st October each year.

4.6 The **CHANDLERS WAY PLAY AREA AS COLOURED ORANGE** on the map. The grass shall be cut once every 2 weeks during the 30 working weeks between 1st April and 31st October. All arisings to be removed from the playground area and taken away. This includes strimming of the edges and round seats, bins and play equipment.

4.7 The **FLETCHER'S CROFT PLAY AREA AS COLOURED ORANGE** on the map. The grass shall be cut once every 2 weeks during the 30 working weeks between 1st April and 31st October. All arisings to be removed from the playground area and taken away. This includes strimming of the edges and round seats, bins and play equipment.

4.8 The **ABBEY ROAD PLAY AREA AS COLOURED ORANGE** on the map. The grass shall be cut once every 2 weeks during the 30 working weeks between 1st April and 31st October. All arisings to be removed from the playground area and taken away.

4.9 **RUBLEES ALLOTMENT AS COLOURED GREEN** on the map. The area inside the gate off Newham Lane and the main path between the South and North gates shall be cut once every two weeks during the 30 working weeks between 1st April and 31st October.

4.10 **CANADA GARDENS ALLOTMENT AS COLOURED GREEN** on the map. The parking area outside the gate, inside the gate and half way along the main path and the main path itself shall be cut once every two weeks during 30 working weeks between April and October. The edges of the central path shall be strimmed once every two weeks during the 30 working weeks between 1st April and 31st October.

4.11 **GODSTALLS LANE AS COLOURED BROWN** on the map. This area is along both sides of the path and the small area behind the wooden post and rail fence, the overgrowth to be cut back and grass cut and arisings taken away twice during the 30 working weeks (April and September).

4.12 **CHURCH MEAD TO ST. ANDREWS CHURCH AS COLOURED BROWN** on the map. This path to be cut back and cleared and arisings taken away twice during the 30 working weeks (April and September).

5: STANDARD

5.1 The cutters should generally be set to 50mm.

5.2 Strimming shall stop 300mm from all trees to prevent damage to the trees.

5.3 In all the areas in 4 above, the grass shall be cut tight up to the bins, seats supports, play equipment, health trail, tree protection netting etc., using a strimmer. Strimming up to the bins, seats support, play equipment etc. and must be carried out on a **weekly** basis or, as per the schedules detailed in 4 above.

5.4 The grass shall be mown with the appropriate mower and all arisings from the first cut of the year removed from each site except Abbey Road rough open space as defined at 4.2 from which the September arisings must be removed.

5.5 Banked areas shall be mown or strimmed to provide a common standard of finish.

5.6 The cricket square at the Memorial Playing Field shall also be cut by the Cricket Club to their own standard during the cricket season.

Under no circumstances is the Contractor to take instruction from any person other than those delegated in paragraph 12 below.

6: INCLEMENT WEATHER

If the work cannot be carried out due to inclement weather including lying snow, the Contractor shall report to the Clerk for instructions. The contractor will be expected to clear snow and spread salt/grit within the hours of the contract and as specified by the Clerk. Any additional work required will be agreed with the Parish Clerk at the agreed hourly rate. In addition:

6.1 The grass shall not be cut in periods of drought. The Clerk shall advise the contractor when cutting is to be suspended giving at least 24 hours notice. These suspended cuts to be reallocated in agreement with the contractor as advised by the Clerk.

6.2 The grass shall not be cut when vehicle tracks are likely to mark the village green.

6.3 Omitted cuts MUST be reported to clerk and shall not be reprogrammed without the agreement and consultation with the Clerk. This may reduce the number of cuts made and payments due in any one year.

7: DAMAGE/VILLAGE GREEN

7.1 Any perceived damage to the open spaces or play areas/equipment shall immediately be reported to the Council by the contractor. The contractor shall take basic emergency action only to make safe as necessary before leaving the site.

8: PERSONNEL

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out during staff holidays or, sick leave.

9: MONITORING

The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within **48 hours**. If the work is not rectified within the given timescale, payment for that work will not be made.

10: HEALTH AND SAFETY

Prior to the commencement of the contract, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

10.1 The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this contract, is adhered to.

10.2 It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.

10.3 It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times. Orange hazard lights must be used on all mechanically propelled machinery weighing more than 150kgs and a speed limit of 5mph must be observed at all times when on site.

10.4 Before starting work the Contractor must make a visual check for, and first remove, any litter or debris which could be picked up by and propelled from the mower such as bottles, cans, wire and stones.

10.5 Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk as soon as possible after any event in writing. The Contractor must ensure that machinery is not left lying around during employee rest periods and such machinery must be returned to the Contractor's vehicle.

10.6 The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.

10.7 Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.

10.8 A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.

10.9 The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

10.10 All mowers, strimmers etc. must be fitted with appropriate guards and be in excellent working order. Maintenance records should be kept and confirmation is required that these records are available on request.

10.11 Where equipment is to be refuelled, this must be carried out on an area of hard-standing and not on grass and in line with 10.3 and 10.7 above.

11: HOURLY RATE FOR ADDITIONAL WORK

The contractor shall provide as part of the tender, an hourly rate for additional specified work as required by the Clerk.

12: COMMUNICATION/INSTRUCTIONS

The contractor shall during the term of the contract only communicate with and accept instruction from the Clerk or the Deputy Clerk. In the absence of either Clerk, this responsibility will be delegated to the Chair or Vice-Chair of the Parish Council.

13: TERMS OF PAYMENT

The Contractor shall submit monthly invoices substantiated with confirmation of the areas cut in accordance with the schedule or instruction from the Parish Clerk and any additional authorised chargeable works.

The terms of payment shall be 30 days from receipt of invoice for the months' work including any authorised additional chargeable work at the agreed hourly rate.

The Parish Council reserve the right to make deduction from the invoice sum for any work deemed not have been completed or to the required standard.

14: CONTRACT TERM

Subject to the termination provision at 2 the term of the contract shall be from April 1st 2023 – March 31st 2026.

TENDER FORM – FOR STEYNING PARISH COUNCIL
GRASS CUTTING TO VARIOUS AREAS – 2023/26 PRICES

		TOTAL
Item 4.1	**Grass cutting & strimming of the Abbey Road Open space and removal of arisings on 1st cut** **30 @ £**	**£..............**
Item 4.2	**Grass cutting of the open space off Abbey Road** **2 @ £** **(including removal or arisings in April & Sept)**	**£..............**
	Maintain path through area **15@ £**	**£..............**
Item 4.3	**Footpath/Verges between 10 & 12 Church Mead** **15 @ £**	**£..............**
Item 4.4	**Grass cutting Memorial Playing Field inc. strimming weekly removal of arisings from play surfaces** **30 @ £**	**£..............**
	strimming monthly (green hatched area) **7 @ £**	**£..............**
Item 4.5	**Weeding/rubbish removal/trimming shrubs of Farnefold Road/South Ash play area** **15 @ £**	**£..............**
Item 4.6	**Chandlers Way play area grass cutting & strimming & removal of arisings** **15 @ £**	**£..............**
Item 4.7	**Fletcher's Croft play area grass cutting & strimming & removal of arisings** **15 @ £**	**£..............**
Item 4.8	**Abbey Road Play Area grass cutting & strimming & removal of arisings** **15 @ £**	**£..............**
Item 4.9	**Rublees Allotments grass cutting of paths & strimming** **15 @ £**	**£..............**
Item 4.10	**Canada Gardens Allotments grass cutting of paths & strimming** **15 @ £**	**£..............**
Item 4.11	**Godstalls Lane footpath both sides & small area behind/between wooden post and rail fence.** **2 @ £**	**£..............**
Item 4.12	**Church Mead to St. Andrews Church grass cutting to path** **2 @ £**	**£..............**

Sub Total	**£**
VAT @ 20%	**£**
Total	**£**____________

Hourly rate for additional works **£...................**

Signed...Date...........................

For and on behalf of ....

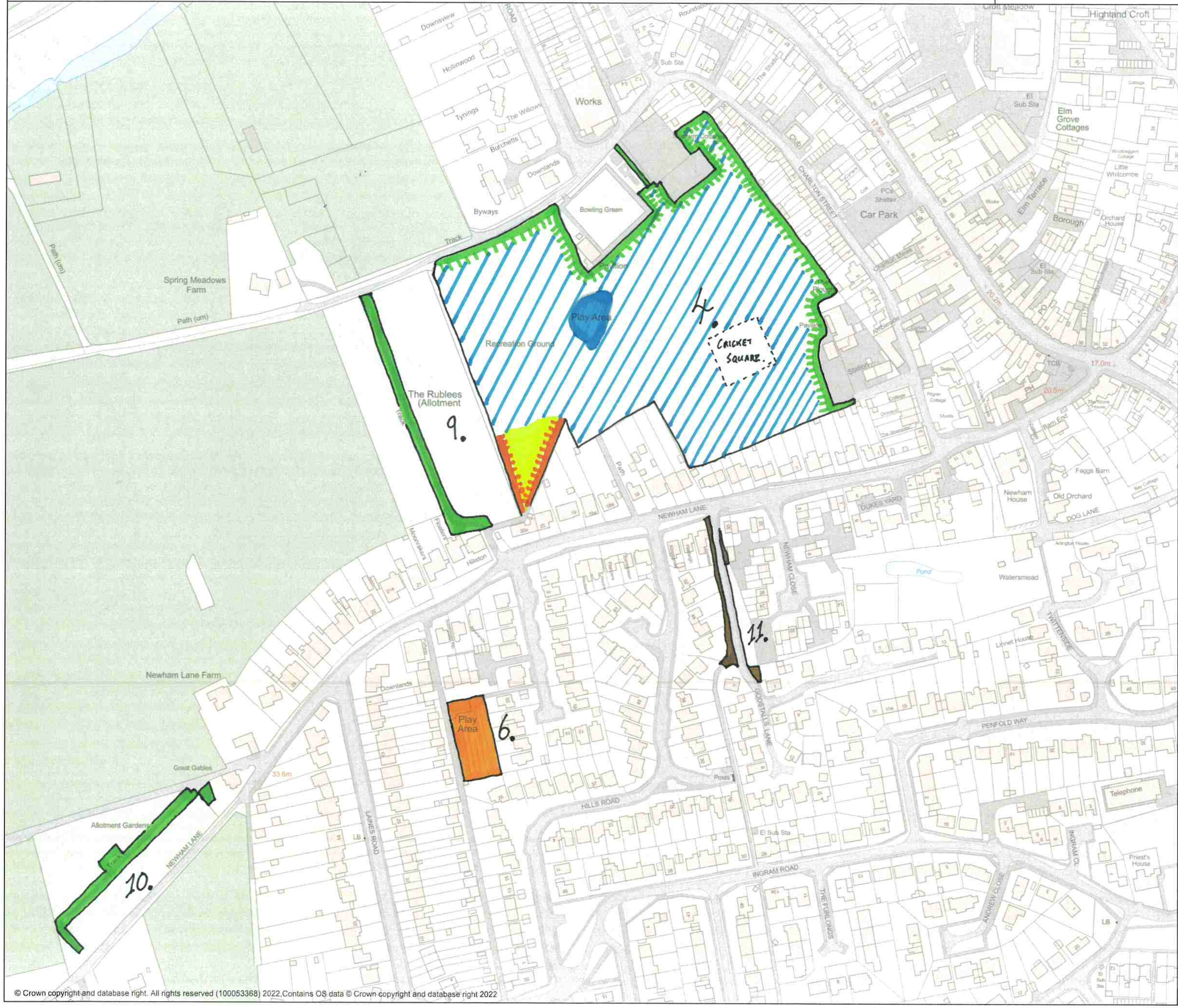
Steyning

Author:

Date: 07/12/2022

Scale: 1:2500

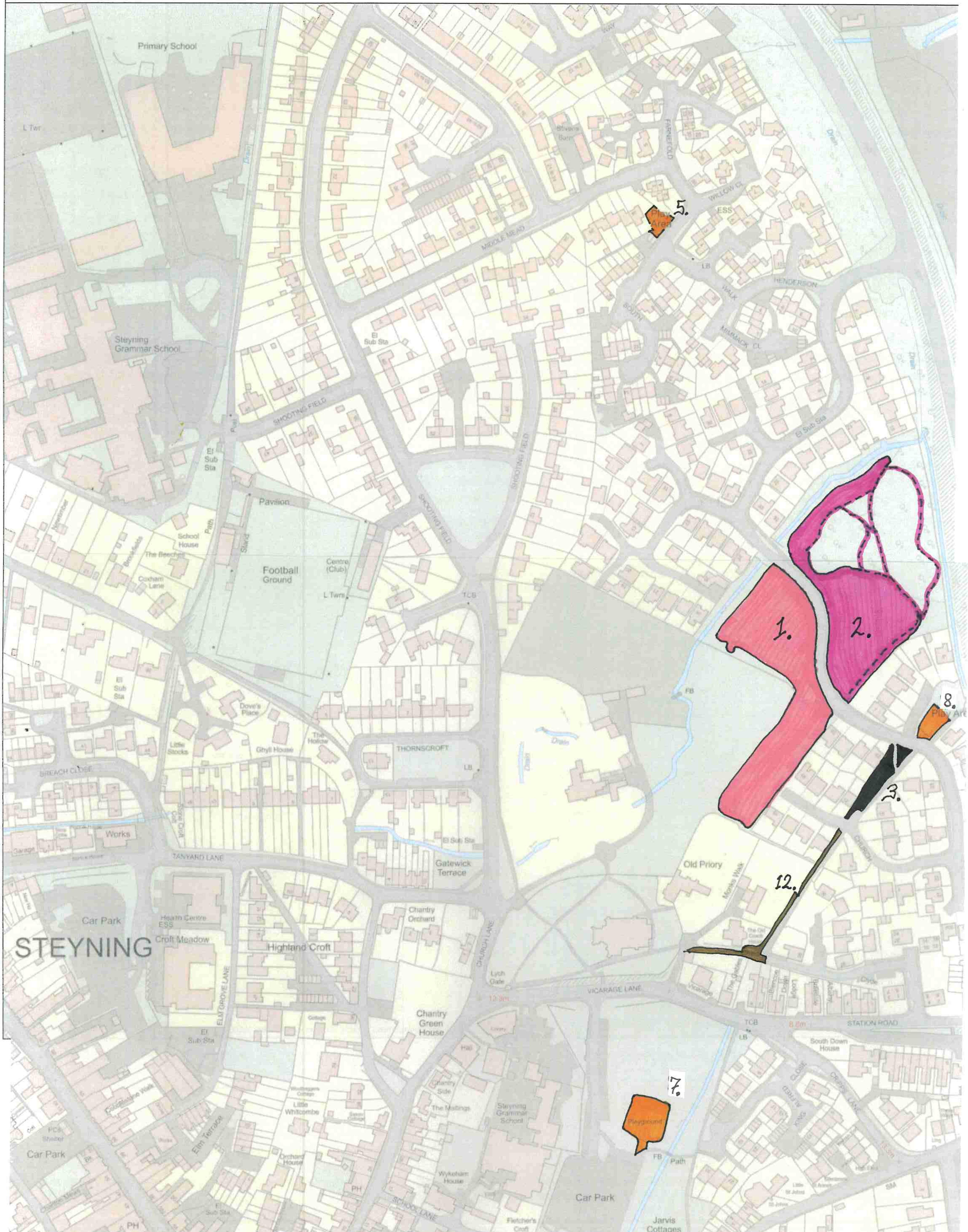
Parish Online



As per Contract

Item 4 - Areas to be worked

1. Open space adjoining Abbey Road as coloured pink
2. Open space adjoining Abbey Road as coloured purple
3. Verges of the footpath from between Nos. 10 & 12 Church Mead as coloured black
4. Open space off Charlton Street known as the memorial playing field (MPF) as hatched blue
5. Play Area off Farnefold road/ South Ash as coloured orange
6. Chandlers Way Play Area as coloured orange
7. Fletchers Croft Play Area and entrance as coloured orange
8. Abbey Road Play Area as coloured orange
9. Rublees Allotment as coloured green
10. Canada Gardens Allotment as coloured green
11. Godstalls Lane as coloured brown
12. Church Mead to St Andrews Church as coloured brown



STEYNING
Primary School
Steyning Grammar School
Football Ground
Pavilion
Centre (Club)
Shooting Field
Middle Mead
Farnefold
Willow Cl
Henderson
Walk
Mimmack Cl
Thornscroft
Gatewick Terrace
Tanyard Lane
Breach Close
Works
Car Park
Health Centre
Croft Meadow
Highland Croft
Church Lane
Elm Grove Lane
Chantry Orchard
Chantry Green House
Old Priory
Monks Walk
Vicarage Lane
Station Road
South Down House
School Lane
Wykeham House
Fletcher's Croft
Jarvis Cottages
Elm Terrace
Little Whitcombe
The Maltings
Orchard House
Dove's Place
Little Stocks
Ghyll House
School House
The Beeches
Coxham Lane
Playground
Play Area
1.
2.
3.
5.
7.
8.
12.

MULBERRY & CO
Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

Godalming
Surrey, GU7 1BX

w www.mulberryandco.co.uk

Our Ref:

Mr J Fulbrook
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ

23 November 2022

Dear John

Re: Steyning Parish Council
Internal Audit Year Ended 31 March 2023 – Interim Audit report

Executive summary
Following completion of our interim internal audit on 23 November 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Steyning Parish Council are well established and followed.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence
Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter
An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment
The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO), and the Chairman of the Finance & General Purposes Committee. The Clerk had prepared the information advised in advance of the visit, and I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk, Chairman of the Finance & General Purposes Committee, and a review of the council website www.steyningpc.gov.uk

The council continues to use the Rialtas Business Solutions (RBS) accounting package for recording the day-to-day financial transactions of the council. This is an industry specific accounting package and I make no recommendation to change. The system is used regularly to record transactions and produce management information reports for review at council meetings.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The External Auditor's Report for 2021/22 has not been completed and the council has received and published on the council website an interim certificate and reported to council the situation. Previous external auditor reports have also been delayed due to issues raised by a member of the public and the councillors are kept informed of the situation.

Confirm by sample testing that councillors sign statutory office forms.

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the councillors and includes each individual Register of Members' Interest Form.

Confirm that the council is compliant with the relevant transparency code.

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. The council has established a Transparency tab on the council website where some of the information is published with other details linked to minutes or other pages on the website.

I recommend reviewing the way the information is published on the website of Upper Beeding Parish Council as a best practice example via this link www.upperbeeding-pc.gov.uk/finance-transparency

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors, although these are not exclusively being used for Parish Council business. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year.

In addition to full council, the council has a committee structure in place, along with a number of working groups. There are published terms of reference available within the Council's Scheme of Delegation. Future meeting dates are available on the council website along with historic agendas and minutes.

Check that agendas for meetings are published giving 3 clear days' notice.
The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. I note the council publishes on the website the non-confidential supporting papers in accordance with the requirements of the Information Commissioner's Office (ICO).

Check the draft minutes of the last meeting(s) are on the council's website
Draft minutes are uploaded to the council website, and subsequently updated with the final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.
The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2022 (minute ref 8.1.1).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.
Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in My a2022 (minute ref 8.1.2). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.
The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £5,000*
- *prior approval by delegated committee for items - £1,000 to £5,000*
- *Clerk has authority to spend within the budget heading for items - £0 - £1,000.*

When required, such authority is to be evidenced by a minute or by an authorisation slip duly signed by the RFO, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

FR 4.5. In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes legal advice, repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk and Chairman of the Finance Committee, these authorisation thresholds appear appropriate and work in practice for the council.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.
The council has section 137 expenditure for the year, which is comfortably within the allowable limit.

Check receipt of VAT refund matches last submitted VAT return.
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2022 which shows a refund amount due of £1,960.55. I was able to confirm receipt of this amount to the council's bank account on 13 September 2022.

Confirm that checks of the accounts are made by a councillor.
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council has a risk assessment process in place, with risk assessments published on the council website. I reviewed the financial risk assessment in detail, which provides an outline of the key areas of risk, the mitigation measures in place and cross references elements of insurance cover provided. This was most recently reviewed and approved in March 2022.

This type of approach is suitable for a council of this size with limited risks and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Hiscox which expires in August 2023. The policy includes Public Liability and Employers Liability cover of £10 million each and a Fraud and Dishonesty (Fidelity Guarantee) level of £400,000 which is sufficient for a council of this size. The listed asset cover appears appropriate based on the items recorded on the council's asset register.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £332,357 for 2022/23. With a tax base of 2,602.2, this equates to a band D equivalent of £127.72 (compared to the average in England of £74.81).

The Clerk confirmed that the 2023/24 budget setting process is underway, with each committee having drafted their own budgets. These are then reviewed by the Finance & General Purposes Committee, with a recommendation being put to the January 2023 council meeting for approval of the budget and precept.

The Clerk presents the budget performance information at every council meeting for review. From a discussion with the Clerk and Chairman of the Finance & General Purposes Committee, I am satisfied that councillors are provided with sufficient financial information to make informed decisions.

The council holds a range of clearly identifiable earmarked reserves (EMR), including for Community Infrastructure Levy (CIL). I tested the purpose of these reserves and am satisfied they are all for legitimate future projects of the council. There is an emergency EMR of £80,000, which in reality should be added to the general reserve balance within the RBS accounting software to better reflect the true positions

The council holds circa £136,000 in the general reserve (plus the £80,000 emergency EMR).

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is comfortably within this range. The council has a stated business plan, which includes a financial plan, and I am confident that the council correctly manages its reserves.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from hall hires, club leases, allotments and bank interest, VAT refunds and grants/s.106/CIL income. A review of the RBS data shows entries appear to be allocated to the correct nominal codes.

Fees and charges were last reviewed by council at the meeting of the Planning & Premises Committee in January 2022.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float which is used for incidental expenditure. I physically checked the tin and was able to confirm the balance matches the petty cashbook record. The Clerk manages the petty cash tin and balances the cash as needed – normally monthly. The amount of petty cash expenditure is incidental to the overall financial position of the council.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

There are seven employees in total, all of whom have a signed contract of employment. Employees on the NJC salary scale are due to receive their backdated payments in their November salaries. The council uses a third party for processing payroll, who calculates the PAYE and pension deductions. I reviewed the payslips for September and the payroll deductions appear correct.

I reminded the Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs should be recorded in box 6.

There is a councillor allowance scheme in place, although no councillor currently claims.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council maintains a fixed asset register, and this is published on the council website. The information contained on the register includes assets correctly listed at cost or proxy cost, and through discussion with the Clerk and Chairman of the Finance & General Purposes Committee, I am satisfied that the council understands the correct process for recording asset values.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial Regulation 2,.2 states '*On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Community Committee.*'

Bank reconciliations are completed monthly. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed in accordance with the Financial Regulations, although this is not being reported to the Finance Committee and I recommend council completes this to fully comply with the Financial Regulations.

Balances held are generally within the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS), although one account regularly holds in excess of this amount and council may wish to consider opening an alternate account.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

Testing to be conducted at final audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")

Audit findings

Testing to be conducted at final audit.

L: TRANSPARENCY

Internal audit requirement

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Audit findings

Testing to be conducted at final audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual
Date AGAR signed by council	20 June 2022
Date inspection notice issued	23 June 2022
Inspection period begins	24 June 2022
Inspection period ends	4 August 2022
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2021/22. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2022 authorities must publish:
- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2021/22, approved and signed, page 4*
- *Section 2 - Accounting Statements 2021/22, approved and signed, page 5*

Not later than 30 September 2022 authorities must publish:
- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of Audit and External Auditor Report and Certificate and the publication requirements for 2021/22 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	√		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")*			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

Yours sincerely

Andy Beams
For Mulberry & Co

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
BANK AND CASH	I noted that the reconciliation and bank statement have been signed in accordance with the Financial Regulations, although this is not being reported to the Finance Committee and I recommend council completes this to fully comply with the Financial Regulations.	

John Fullbrook

Subject: FW: Newman's Garden Car Park

Briefing Note for 7.5

We have been asked to attend a meeting to discuss plans for Newman's Gardens Car Park – We need two member reps to attend please.

....

Hi John
We can do the 15 December 2022 say 10.30am at the PC offices.
regards
Nigel

From: Nigel.Weston <
Hi John
Hope you are well.
Rob Leet, the new head of Parking Services and myself would like to come to the Parish Council and go through the plans for Newmans Garden car park improvement.
Could you suggest some date and names of say two councillors who would be interested in the proposals.
regards
Nigel