

Time: 15:16

Bank Reconciliation up to 31/01/2023 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
23/12/2022	TRSF	100,000.00		100,000.00		R ☒	Money Market Account - <i>TRANSFER</i>
01/01/2023	DD	973.00		973.00		R ☒	Rates
04/01/2023	CR		62.12	62.12		R ☒	Receipt(s) Banked
04/01/2023	Cr		136.44	136.44		R ☒	Receipt(s) Banked
04/01/2023	BP		14.40	14.40		R ☒	Receipt(s) Banked
05/01/2023	VIS	41.00		41.00		R ☒	Sitelock
05/01/2023	DR	1.12		1.12		R ☒	HSBC
05/01/2023	315/22.23	265.50		265.50		R ☒	Business stream - Changing rms
05/01/2023	316/22.23	1,968.18		1,968.18		R ☒	Jack Lee
05/01/2023	317/22.23	1,020.00		1,020.00		R ☒	TGO - outside gym - <i>STREET CLEANING</i> - <i>INSPECTION</i>
05/01/2023	22/82		455.00	455.00		R ☒	Receipt(s) Banked
05/01/2023	CR		137.30	137.30		R ☒	Receipt(s) Banked
05/01/2023	CR		5.90	5.90		R ☒	Receipt(s) Banked
05/01/2023	CR		259.20	259.20		R ☒	Receipt(s) Banked
06/01/2023	CR		84.94	84.94		R ☒	Receipt(s) Banked
09/01/2023	VIS	14.99		14.99		R ☒	Amazon broom
10/01/2023	22/81		275.28	275.28		R ☒	Receipt(s) Banked
10/01/2023	22/81		-275.28	-275.28		R ☒	Receipt(s) Banked } <i>CHEQUE</i> <i>BOUNCED.</i>
10/01/2023	CR		217.33	217.33		R ☒	Receipt(s) Banked
10/01/2023	BP		150.75	150.75		R ☒	Receipt(s) Banked
11/01/2023	22/81		275.28	275.28		R ☒	Receipt(s) Banked
11/01/2023	CR		2,392.98	2,392.98		R ☒	Receipt(s) Banked - <i>VAT REIMBURSE</i>
11/01/2023	CR		29.49	29.49		R ☒	Receipt(s) Banked
12/01/2023	VIS	25.98		25.98		R ☒	Amazon - rad valves
12/01/2023	22/81		-275.28	-275.28		R ☒	Receipt(s) Banked
12/01/2023	cr		54.01	54.01		R ☒	Receipt(s) Banked
12/01/2023	Cr		38.33	38.33		R ☒	Receipt(s) Banked
13/01/2023	318/22.23	160.00		160.00		R ☒	TSS Facilities
13/01/2023	319/22.23	360.00		360.00		R ☒	Sowerby
13/01/2023	320/22.23	1,500.00		1,500.00		R ☒	Vintage Years
13/01/2023	321/22.23	33.00		33.00		R ☒	Village Sign People
13/01/2023	322/22.23	8.65		8.65		R ☒	T Eckert - film supplies
13/01/2023	323/22.23	260.85		260.85		R ☒	HDC - waste
13/01/2023	324/22.23	118.75		118.75		R ☒	Clare Austin
13/01/2023	325/22.23	130.16		130.16		R ☒	KCS procurement
13/01/2023	326/22.23	225.74		225.74		R ☒	Overline phones
13/01/2023	327/22.23	327.60		327.60		R ☒	Southern Cinema Services
13/01/2023	326/22.23	30.00		30.00		R ☒	overline phones
13/01/2023	CR		110.71	110.71		R ☒	Receipt(s) Banked
13/01/2023	CR		156.00	156.00		R ☒	Receipt(s) Banked
13/01/2023	BP		74.56	74.56		R ☒	Receipt(s) Banked
14/01/2023	CR		95.11	95.11		R ☒	Receipt(s) Banked
14/01/2023	BP		21.60	21.60		R ☒	Receipt(s) Banked
16/01/2023	CR		116.40	116.40		R ☒	Receipt(s) Banked
17/01/2023	VIS	28.78		28.78		R ☒	Zoom
17/01/2023	CR		223.95	223.95		R ☒	Receipt(s) Banked
17/01/2023	CR		175.80	175.80		R ☒	Receipt(s) Banked
18/01/2023	22/84		0.04	0.04		R ☒	Receipt(s) Banked

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Bank Reconciliation up to 31/01/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
18/01/2023	CR		109.84	109.84		R	Receipt(s) Banked
18/01/2023	22/84		117.55	117.55		R	Receipt(s) Banked
18/01/2023	CR		130.00	130.00		R	Receipt(s) Banked
18/01/2023	CR		90.96	90.96		R	Receipt(s) Banked
18/01/2023	BP		43.20	43.20		R	Receipt(s) Banked
19/01/2023	328/22.23	1,193.75		1,193.75		R	British Gas
19/01/2023	329/22.23	302.40		302.40		R	Catercraft
19/01/2023	330/22.23	420.66		420.66		R	Bus. Stream S Centre
19/01/2023	331/22.23	24.00		24.00		R	Green Thumb
19/01/2023	332/22.23	12.00		12.00		R	Function 28
19/01/2023	333/22.23	120.00		120.00		R	Steyping for trees grant
19/01/2023	334/22.23	425.00		425.00		R	Valiant boiler repair
20/01/2023	22/85		275.37	275.37		R	Receipt(s) Banked
20/01/2023	22/85		-275.37	-275.37		R	Receipt(s) Banked } CHEQUE BOUNCED.
20/01/2023	22/83		405.02	405.02		R	Receipt(s) Banked
20/01/2023	Cr		413.71	413.71		R	Receipt(s) Banked
21/01/2023	DR	32.58		32.58		R	HSBC CHARGES
21/01/2023	BP		385.27	385.27		R	Receipt(s) Banked
23/01/2023	CR		613.72	613.72		R	Receipt(s) Banked - STEYPING FLA SOCIETY
23/01/2023	CR		5.90	5.90		R	Receipt(s) Banked
23/01/2023	22/85		275.37	275.37		R	Receipt(s) Banked
23/01/2023	22/85		-275.37	-275.37		R	Receipt(s) Banked } CHEQUE BOUNCED.
25/01/2023	337/22.23	105.33		105.33		R	Bus. stream - allotments
25/01/2023	338/22.23	160.00		160.00		R	TSS Legionella
25/01/2023	335/22.23	228.09		228.09		R	Overline phones
25/01/2023	336/22.23	1,764.00		1,764.00		R	South Coast electrical works-various.
25/01/2023	CR		92.90	92.90		R	Receipt(s) Banked
25/01/2023	CR		92.90	92.90		R	Receipt(s) Banked
25/01/2023	CR		92.31	92.31		R	Receipt(s) Banked
26/01/2023	BACS	8,846.09		8,846.09		R	Salaries - various
26/01/2023	VIS	11.04		11.04		R	ZOHO
26/01/2023	CR		62.12	62.12		R	Receipt(s) Banked
26/01/2023	CR		10.50	10.50		R	Receipt(s) Banked
26/01/2023	CR		11.80	11.80		R	Receipt(s) Banked
27/01/2023	CR		262.51	262.51		R	Receipt(s) Banked
27/01/2023	CR		510.95	510.95		R	Receipt(s) Banked - ST ANDREWS LODGE
27/01/2023	CR		11.80	11.80		R	Receipt(s) Banked
28/01/2023	CR		73.20	73.20		R	Receipt(s) Banked
30/01/2023	CR		41.30	41.30		R	Receipt(s) Banked
31/01/2023	22/87		96.59	96.59		R	Receipt(s) Banked
31/01/2023	CR		29.72	29.72		R	Receipt(s) Banked
31/01/2023	CR		23.60	23.60		R	Receipt(s) Banked
31/01/2023	TRSF JF		100,000.00	100,000.00		R	Receipt(s) Banked
		121,138.24	108,739.73				

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Bank Reconciliation up to 28/02/2023 for Cashbook No 1 - Current Account

** ALL FIGURES ARE INCLUSIVE OF VAT WHERE NECESSARY/APPLICABLE*

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/02/2023	CR		11.80	11.80		R	Receipt(s) Banked
02/02/2023	339/22.23	503.50		503.50		R	Clare Austin - STEYNING CENTRE GARDEN
02/02/2023	340/22.23	20.45		20.45		R	T eckert - wine for film night
02/02/2023	341/22.23	82.47		82.47		R	HDC Bus Shelter ins
02/02/2023	342/22.23	765.00		765.00		R	TC Maintenance - PLAYGROUND WORKS
02/02/2023	342/22.23	75.00		75.00		R	TC Maintenance
02/02/2023	343/22.23	80.00		80.00		R	Colwell piano services
02/02/2023	344/22.23	1,768.18		1,768.18		R	Jack Lee - STREET CLEANING
02/02/2023	345/22.23	2,661.76		2,661.76		R	HMRC
02/02/2023	346/22.23	2,262.01		2,262.01		R	WSCC Paye } SALARIES
02/02/2023	347/22.23	32.50		32.50		R	Chichester payroll
02/02/2023	22/86		171.24	171.24		R	Receipt(s) Banked
02/02/2023	22/88		244.05	244.05		R	Receipt(s) Banked
02/02/2023	CR		85.53	85.53		R	Receipt(s) Banked
03/02/2023	BP		74.56	74.56		R	Receipt(s) Banked
03/02/2023	22/89		655.00	655.00		R	Receipt(s) Banked - FILM RECEIPTS
05/02/2023	CR		73.20	73.20		R	Receipt(s) Banked
06/02/2023	VIS	40.68		40.68		R	Site lock security
06/02/2023	DR	1.11		1.11		R	Site lock transaction fee
07/02/2023	Cr		11.80	11.80		R	Receipt(s) Banked
08/02/2023	CR		40.10	40.10		R	Receipt(s) Banked
09/02/2023	348/22.23	920.02		920.02		R	ADT - alarms contract INTRUDER ALARMS
09/02/2023	349/22.23	300.99		300.99		R	Amazon -Roxby - fridge replace
09/02/2023	350/22.23	423.85		423.85		R	SCS - films
09/02/2023	351/22.23	698.00		698.00		R	Streeter - hedges CUTTING ESSENTIAL WORKS
09/02/2023	352/22.23	359.85		359.85		R	HDC Waste
09/02/2023	353/22.23	100.00		100.00		R	JD Windows
09/02/2023	CR		38.33	38.33		R	Receipt(s) Banked
10/02/2023	CR		225.00	225.00		R	Receipt(s) Banked
10/02/2023	22/91		150.20	150.20		R	Receipt(s) Banked
10/02/2023	CR		524.34	524.34		R	Receipt(s) Banked - JAMIES ROOM HIRE
11/02/2023	BP		15.35	15.35		R	Receipt(s) Banked
14/02/2023	22/90		206.16	206.16		R	Receipt(s) Banked
14/02/2023	CR		68.26	68.26		R	Receipt(s) Banked
14/02/2023	CR		95.11	95.11		R	Receipt(s) Banked
14/02/2023	CR		42.00	42.00		R	Receipt(s) Banked
14/02/2023	CR		130.00	130.00		R	Receipt(s) Banked
14/02/2023	CR		23.59	23.59		R	Receipt(s) Banked
14/02/2023	CR		58.50	58.50		R	Receipt(s) Banked
14/02/2023	BP		150.75	150.75		R	Receipt(s) Banked
15/02/2023	VIS	29.98		29.98		R	Amazon - cleaning and filler
15/02/2023	CR		194.90	194.90		R	Receipt(s) Banked
15/02/2023	CR		146.32	146.32		R	Receipt(s) Banked
15/02/2023	BP		86.40	86.40		R	Receipt(s) Banked
15/02/2023	CR		109.84	109.84		R	Receipt(s) Banked
15/02/2023	CR		217.33	217.33		R	Receipt(s) Banked
16/02/2023	VIS	28.78		28.78		R	Zoom
16/02/2023	354/22.23	1,112.33		1,112.33		R	British Gas - STEYNING CENTRE

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Bank Reconciliation up to 28/02/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/02/2023	355/22.23	120.00		120.00		R ☒	Dormation
16/02/2023	356/22.23	12.00		12.00		R ☒	Function28
16/02/2023	357/22.23	130.00		130.00		R ☒	Sussex Plumber
16/02/2023	358/22.23	175.99		175.99		R ☒	KCS - photocopier
16/02/2023	359/22.23	225.93		225.93		R ☒	Overline - phones
16/02/2023	360/22.23	371.00		371.00		R ☒	PiP Services
16/02/2023	361/22.23	186.00		186.00		R ☒	Sowerby
16/02/2023	CR		73.20	73.20		R ☒	Receipt(s) Banked
16/02/2023	CR		62.12	62.12		R ☒	Receipt(s) Banked
16/02/2023	CR		259.20	259.20		R ☒	Receipt(s) Banked
16/02/2023	BP		58.50	58.50		R ☒	Receipt(s) Banked
17/02/2023	CR		17.70	17.70		R ☒	Receipt(s) Banked
21/02/2023	DR	27.59		27.59		R ☒	HSBC Charges
22/02/2023	BP	9,098.63		9,098.63		R ☒	Various Salary
22/02/2023	362/22.23	32.50		32.50		R ☒	Chi Payroll
22/02/2023	363/22.23	65.88		65.88		R ☒	Edmundson Elec
22/02/2023	364/22.23	2,865.87		2,865.87		R ☒	HMRC - SALARY
22/02/2023	365/22.23	940.00		940.00		R ☒	TC Maintenance - PLAY AREA
22/02/2023	365A/22.23	207.00		207.00		R ☒	TC Maintenance MAINTENANCE
22/02/2023	366/22.23	1,168.00		1,168.00		R ☒	TSS facilities - LEGIONELLA
22/02/2023	367/22.23	186.80		186.80		R ☒	WESTS
22/02/2023	368/22.23	2,338.63		2,338.63		R ☒	WSCC PAYE - SALARY
22/02/2023	369/22.23	696.00		696.00		R ☒	Rowan Arb - TREE WORKS
22/02/2023	CR		20.07	20.07		R ☒	Receipt(s) Banked
22/02/2023	CR		210.41	210.41		R ☒	Receipt(s) Banked
23/02/2023	CR		241.24	241.24		R ☒	Receipt(s) Banked
24/02/2023	CR		262.51	262.51		R ☒	Receipt(s) Banked
24/02/2023	CR		227.40	227.40		R ☒	Receipt(s) Banked
24/02/2023	BP		44.58	44.58		R ☒	Receipt(s) Banked
27/02/2023	VIS	11.04		11.04		R ☒	Zoho assist
28/02/2023	VIS	21.99		21.99		R ☒	Amazon cable detector
28/02/2023	28.50	28.50		28.50		R ☒	Cyan Coulson trestment
28/02/2023	CR		11.80	11.80		R ☒	Receipt(s) Banked
28/02/2023	BP		139.54	139.54		R ☒	Receipt(s) Banked
		<u>31,175.81</u>	<u>5,477.93</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>								
101 Administration								
1000 Donations Received	0	2,920	2,920	3,500			0.0%	
1004 Reimbursed Charges & donations	63	120	57	200			31.7%	
1010 Miscellaneous income	59	248	189	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	835	100	(735)	120			695.7%	
Administration :- Income	338,481	337,745	(736)	338,427			100.0%	0
4000 Salaries	140,092	128,750	(11,342)	154,500		14,408	90.7%	
4002 Printing, stationery, postage	1,589	2,080	491	2,500		911	63.6%	
4003 Staff Ill Health Insurance	1,108	1,350	242	1,350		242	82.1%	
4004 Telephones and Alarm	2,676	2,380	(296)	2,850		174	93.9%	
4005 Insurance	6,568	5,350	(1,218)	5,350		(1,218)	122.8%	
4006 Salaries Outsourcing	260	350	90	425		165	61.2%	
4007 Data Protection	1,006	1,000	(6)	1,200		194	83.8%	
4010 Audit Fees	1,212	850	(362)	1,850		638	65.5%	
4016 Legal Fees/Elections	15	2,000	1,985	2,400		2,385	0.6%	
4017 Bank Charges	384	240	(144)	285		(99)	134.8%	
4021 General Grants	620	1,570	950	2,000		1,380	31.0%	
4025 CCTV Maintenance	0	650	650	650		650	0.0%	
4030 Steyping in Bloom	2,200	2,200	0	2,200		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	350	350	412		412	0.0%	
4033 Christmas Lights Grant	4,019	5,825	1,806	5,825		1,806	69.0%	
4036 SALC NALC Subs	2,351	2,365	14	2,365		14	99.4%	
4039 Publicity and Advertising	175	170	(5)	200		25	87.5%	165
4040 Town Clock	413	330	(83)	450		37	91.8%	
4045 Misc & Petty Cash	100	230	130	275		175	36.4%	
4047 Training	1,101	1,250	149	1,500		399	73.4%	
4049 Showcase	0	100	100	200		200	0.0%	
4055 HR Services	0	830	830	1,000		1,000	0.0%	
4060 Chairman's Function	701	500	(201)	500		(201)	140.3%	
4061 Councillors' Allowances	0	80	80	100		100	0.0%	
4063 Legionnaires	1,333	2,080	747	2,500		1,167	53.3%	
4070 Software Packages	1,237	2,170	933	2,600		1,363	47.6%	
4071 ICT Equipment	0	1,950	1,950	2,250		2,250	0.0%	
4072 Website Development	330	380	51	450		121	73.2%	
4073 Neighbourhood Plan Exp	2,726	1,250	(1,476)	1,700		(1,026)	160.3%	1,026
4075 Isolation and Loneliness	1,500	1,750	250	3,000		1,500	50.0%	
Administration :- Indirect Expenditure	173,716	170,380	(3,336)	202,887	0	29,171	85.6%	1,191
Net Income over Expenditure	164,765	167,365	2,600	135,540				
6000 plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	165,956							

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	678	0	(678)	16,500		15,822	4.1%	
Finance & Community Appendix :- Indirect Expenditure	<u>678</u>	<u>0</u>	<u>(678)</u>	<u>62,000</u>	<u>0</u>	<u>61,322</u>	<u>1.1%</u>	<u>0</u>
Net Expenditure	<u>(678)</u>	<u>0</u>	<u>678</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	28,016	28,450	434	28,450		434	98.5%	
Youth Provision :- Indirect Expenditure	<u>28,016</u>	<u>28,450</u>	<u>434</u>	<u>28,450</u>	<u>0</u>	<u>434</u>	<u>98.5%</u>	<u>0</u>
Net Expenditure	<u>(28,016)</u>	<u>(28,450)</u>	<u>(434)</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	338,481	337,745	(736)	338,427			100.0%	
Expenditure	202,410	198,830	(3,580)	293,337	0	90,927	69.0%	
Net Income over Expenditure	<u>136,071</u>	<u>138,915</u>	<u>2,844</u>	<u>45,090</u>				
plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	<u>137,263</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/01/2023

Month No: 10

Committee Report

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

4971 General Balance Reserve

4977 Special Projects

Earmarked Res F & C :- Indirect Expenditure

Net Expenditure

Ear Marked Reserves :- Income

Expenditure

Movement to/(from) Gen Reserve

Grand Totals:- Income

Expenditure

Net Income over Expenditure

plus Transfer from EMR

Movement to/(from) Gen Reserve

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 General Balance Reserve	0	3,000	3,000	5,000		5,000	0.0%	
4977 Special Projects	8,721	16,000	7,279	20,000		11,279	43.6%	
Earmarked Res F & C :- Indirect Expenditure	<u>8,721</u>	<u>19,000</u>	<u>10,279</u>	<u>25,000</u>	<u>0</u>	<u>16,279</u>	<u>34.9%</u>	<u>0</u>
Net Expenditure	<u>(8,721)</u>	<u>(19,000)</u>	<u>(10,279)</u>	<u>(25,000)</u>				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	8,721	19,000	10,279	25,000	0	16,279	34.9%	
Movement to/(from) Gen Reserve	<u>(8,721)</u>							
Grand Totals:- Income	425,455	413,753	(11,702)	438,977			96.9%	
Expenditure	306,364	312,030	5,666	438,977	0	132,613	69.8%	
Net Income over Expenditure	<u>119,091</u>	<u>101,723</u>	<u>(17,368)</u>	<u>0</u>				
plus Transfer from EMR	9,726							
Movement to/(from) Gen Reserve	<u>128,817</u>							

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Committee Report

Finance & General Purposes Ctt101 Administration

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Donations Received	244	3,212	2,968	3,500			7.0%	
1004 Reimbursed Charges & donations	63	200	137	200			31.7%	
1010 Miscellaneous income	59	248	189	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	988	110	(878)	120			823.1%	
Administration :- Income	338,878	338,127	(751)	338,427			100.1%	0
4000 Salaries	158,929	141,625	(17,304)	154,500		(4,429)	102.9%	
4002 Printing, stationery, postage	1,892	2,288	396	2,500		608	75.7%	
4003 Staff III Health Insurance	1,108	1,350	242	1,350		242	82.1%	
4004 Telephones and Alarm	2,676	2,618	(58)	2,850		174	93.9%	
4005 Insurance	6,650	5,350	(1,300)	5,350		(1,300)	124.3%	
4006 Salaries Outsourcing	325	385	60	425		100	76.5%	
4007 Data Protection	1,041	1,100	59	1,200		159	86.7%	
4010 Audit Fees	1,212	850	(362)	1,850		638	65.5%	
4016 Legal Fees/Elections	15	2,200	2,185	2,400		2,385	0.6%	
4017 Bank Charges	412	264	(148)	285		(127)	144.4%	
4021 General Grants	620	1,737	1,117	2,000		1,380	31.0%	
4025 CCTV Maintenance	0	650	650	650		650	0.0%	
4030 Steyning in Bloom	2,200	2,200	0	2,200		0	100.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	412	412	412		412	0.0%	
4033 Christmas Lights Grant	4,019	5,825	1,806	5,825		1,806	69.0%	
4036 SALC NALC Subs	2,351	2,365	14	2,365		14	99.4%	
4039 Publicity and Advertising	175	187	12	200		25	87.5%	165
4040 Town Clock	413	450	37	450		37	91.8%	
4045 Misc & Petty Cash	100	253	153	275		175	36.4%	
4047 Training	1,101	1,375	274	1,500		399	73.4%	
4049 Showcase	0	150	150	200		200	0.0%	
4055 HR Services	0	913	913	1,000		1,000	0.0%	
4060 Chairman's Function	701	500	(201)	500		(201)	140.3%	
4061 Councillors' Allowances	0	88	88	100		100	0.0%	
4063 Legionnaires	2,307	2,288	(19)	2,500		193	92.3%	
4070 Software Packages	1,270	2,387	1,117	2,600		1,330	48.8%	
4071 ICT Equipment	0	2,250	2,250	2,250		2,250	0.0%	
4072 Website Development	340	418	79	450		111	75.4%	
4073 Neighbourhood Plan Exp	2,726	1,700	(1,026)	1,700		(1,026)	160.3%	1,026
4075 Isolation and Loneliness	1,500	3,000	1,500	3,000		1,500	50.0%	
Administration :- Indirect Expenditure	194,082	187,178	(6,904)	202,887	0	8,805	95.7%	1,191
Net Income over Expenditure	144,796	150,949	6,153	135,540				
6000 plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	145,988							

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	678	0	(678)	16,500		15,822	4.1%	
Finance & Community Appendix :- Indirect Expenditure	<u>678</u>	<u>0</u>	<u>(678)</u>	<u>62,000</u>	<u>0</u>	<u>61,322</u>	<u>1.1%</u>	<u>0</u>
Net Expenditure	<u>(678)</u>	<u>0</u>	<u>678</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	28,016	28,450	434	28,450		434	98.5%	
Youth Provision :- Indirect Expenditure	<u>28,016</u>	<u>28,450</u>	<u>434</u>	<u>28,450</u>	<u>0</u>	<u>434</u>	<u>98.5%</u>	<u>0</u>
Net Expenditure	<u>(28,016)</u>	<u>(28,450)</u>	<u>(434)</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	338,878	338,127	(751)	338,427			100.1%	
Expenditure	222,776	215,628	(7,148)	293,337	0	70,561	75.9%	
Net Income over Expenditure	<u>116,102</u>	<u>122,499</u>	<u>6,397</u>	<u>45,090</u>				
plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	<u>117,294</u>							

Detailed Income & Expenditure by Phased Budget Heading 28/02/2023

Month No: 11

Committee Report

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

4971 General Balance Reserve

4977 Special Projects

Earmarked Res F & C :- Indirect Expenditure

Net Expenditure

Ear Marked Reserves :- Income

Expenditure

Movement to/(from) Gen Reserve

Grand Totals:- Income

Expenditure

Net Income over Expenditure

plus Transfer from EMR

Movement to/(from) Gen Reserve

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4971 General Balance Reserve	0	3,000	3,000	5,000		5,000	0.0%	
4977 Special Projects	8,808	16,000	7,192	20,000		11,192	44.0%	
Earmarked Res F & C :- Indirect Expenditure	<u>8,808</u>	<u>19,000</u>	<u>10,192</u>	<u>25,000</u>	<u>0</u>	<u>16,192</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(8,808)</u>	<u>(19,000)</u>	<u>(10,192)</u>	<u>(25,000)</u>				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	8,808	19,000	10,192	25,000	0	16,192	35.2%	
Movement to/(from) Gen Reserve	<u>(8,808)</u>							
Grand Totals:- Income	430,217	420,106	(10,111)	438,977			98.0%	
Expenditure	336,160	338,299	2,139	438,977	0	102,817	76.6%	
Net Income over Expenditure	<u>94,057</u>	<u>81,807</u>	<u>(12,250)</u>	<u>0</u>				
plus Transfer from EMR	9,726							
Movement to/(from) Gen Reserve	<u>103,783</u>							

Briefing Notes for F&GP Items 6.3 / 6.4 / 6.7 and 7.2

Item 6.3

To discuss and agree request for grant funding from the Vintage Years Group

We have a long-standing joint agreement to assist the Vintage Years Group with their administration process. Our partners in this arrangement are the Wilson Memorial Trust. The cost of our annual commitment in terms of a grant is £1,500. At the last F&GP Meeting we had just received the request and it was discussed under correspondence and members supported the idea that I proceed to process the grant and then bring it back for retrospective agreement at this meeting which I am therefore doing under this item.

Item 6.4

To discuss and agree as per recommendation from the Premises committee to pay a £2,000 grant to the 'Love to Move' group, assuming the joint funding application to Sport England through British Gymnastics is successful.

We have successfully applied for and received a £1,000 grant to assist the 'Love to Move' group previously with agreement from F&GP. We want to complete this process once again please to assist the many residents who benefit from these classes at the Steyning Centre. The 'Love to Move' classes use foundation gymnastics skills to assist those adults who have lost mobility as it helps to develop coordination, balance, core strength and flexibility to name just a few of the many benefits.

Item 6.7

To discuss and agree to continue to pay invoices and receive payments via the Bankers Automated Clearing System

We have been successfully using the BACS method of payments and receipts for some time now. In our Financial regulations it states that the 'approval of use of BACS shall be renewed by resolution of the council at least every two years', so I am asking that we could agree this once again under this item please.

Item 7.2

To discuss and agree as per recommendation from Personnel Committee that Caretakers and Admin Assist. pay increase for next year is maintained at the current rate above the National Living Wage – that is a 9.7% increase

The National Living wage is increasing this year from £9.50 to £10.42 which is a 9.7% increase from the 1st April.

Last year the Caretakers and Admin Assistant rates were agreed to be raised above the National Living Wage of £9.50. The raise agreed was £10.20 for Caretakers and £10.80 for the admin position. To continue to maintain this rate above that of the National Living Wage it was suggested and agreed at Personnel committee that the 9.7% nationally agreed increase is used as the figure for this year's annual increase, which would equate to a per hour £11.18 for the Caretakers and £11.84 for the Admin Assist. Need your agreement for this please.

Grant Requests to SPC {End of Fiscal Year}

Item 6.5

Briefing Note

- We have had four grant requests in for the end of this year {details noted below}.
 - We have £1,380 left under this particular SPC budget heading and therefore available for our immediate consideration
 - It is possible to accommodate all four applications, but it is for you to decide.
 - Request Totals as follows
 1. - £157
 2. - £700
 3. - £250 Sub Total £1,107
 4. - £100 (multiples of)
- We need to agree a motion to incorporate our preference for this period please
-

Grant Request 1.

Dear John,

Hope all goes well for you.

Attached {Now Below} you will find the receipt of payment to the Zurich Co for the Public Liability cove for the SCO.

We look forward to the SPC refunding this as it has in previous years.

Many thanks and best wishes,

Alec
Leader SCO

Description of item	Amount
Combined insurances	£140.19
Engineering Inspection Contract	£0.00
Sub total:	£140.19
Insurance Premium Tax at the prevailing rate	£16.81
VAT due on Engineering Inspection Contract at the prevailing rate	£0.00
Total amount paid:	£157.00

Grant Request 2.

THE STEYNING SOCIETY

APPLICATION TO STEYNING PARISH COUNCIL FOR A GRANT

The application

The Steyning Society applies to Steyning Parish Council for a grant of £700 to cover the cost of constructing a paved base for a new bench dedicated to the memory of Queen Elizabeth II which the Society intends to give to the community.

Background

We were approached by a Councillor last June to discuss two dilapidated benches on St. Cuthman's Field which were opposite the Parish Church. It was believed that at least one of these benches had been donated by the Society. We were told that, to mark the Queen's Platinum Jubilee, the Council would like to replace one of the benches with an inscribed Balmoral Jubilee bench. After discussion, we agreed to provide a similar bench to replace the other dilapidated bench. We have now bought the bench, which is at the Steyning Centre pending installation.

We subsequently learnt that the Council has decided to install its bench on a paved base to help protect the bench and to improve its appearance. We agree with this decision but we had not budgeted for the cost of a base when we made our offer because we were not aware that the Council intended to do this. We therefore apply for a grant to cover the cost of constructing the paved base.

Cost

We have obtained a quotation from TC Maintenance to construct the base, which is attached marked A. As we understand that the Council intends to use this contractor to install its bench, we have not obtained alternative quotes because we assume that the Council is satisfied about the contractor's suitability and for reasons of consistency.

Grant Criteria

We believe that this application meets the Council's Grant Awarding Policy, as published on the Council's website. We are registered with the Charity Commission as a charity and were founded in 1963. The bench and the base will complement the Council's new bench and will benefit Steyning by improving the amenities of St. Cuthman's Field at a prime position, where the field overlooks the Parish Church.

Supporting Documents

In addition to the contractor's quotation, we have attached copies of our most recent accounts and our constitution which are marked B. The accounts are made up to 31st March 2022. Our cash at the bank is now [REDACTED], as opposed to the [REDACTED] stated in the accounts.

We hope that you will look favourably on this application. If you require any further information about it, please do not hesitate to contact the undersigned.

N. J. Bennett, Chairman, The Steyning Society
7th March 2023

[REDACTED]

Grant Request 3. follows

Please contact us via email: steyninganddistrict@gmail.com

Steyning Vintage Revival 7th May 2023 - overview and funding request

- **Funding Request**

We are asking for a grant of £250 from Steyning Parish Council's 2022/23 Grants Fund to enable us to publicise the forthcoming Steyning Vintage Revival Event.

- **Background**

The Visitor and Tourism Committee of the Steyning & District Community Partnership is currently planning the Steyning Vintage Revival on the 7th of May 2023.

This event will take place on the weekend of the Coronation and will include local enthusiasts with classic cars, buses, classic motor bikes, traction engines and other vehicles to be displayed in the High Street. We also have a small ride-on railway that will go in the car park for the day. It is planned that there will be entertainment as well as pop-up stalls that will include food and drink as well as vintage and collectable items. We are keen to promote fancy dress on the day and we are working on some other fun and exciting ideas to compliment the day.

- **Aim of the Steyning Vintage Revival**

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

- **Purpose of the publicity campaign**

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

- **Publicity**

The publicity campaign will start in April 2023 with the production of 250 double sided A5 fliers, to be distributed in local shops, the library and museum etc. Nearer the time three banners will be displayed (usually 3 weeks before the event), one on the corner of the High Street and Church Street, one adjacent to the Clays Hill roundabout and one at the Horsham Road and A283 junction as well as posters in many

surrounding villages as well as throughout the immediate District. There will also be a social media publicity campaign and all publicity will link to more details about the event on our website (www.VisitSteyning.co.uk) as well as on Facebook at facebook.com/visitsteyning as well as Instagram.

- **Costs**

Printing: A3 posters x 10 = £7 +VAT
A4 posters x 30 = £15 + VAT
DL flyers (double sided) x 250 = £58 (no VAT)
Two Banners - 4m x 1 m =£279 + VAT
Total cost therefore = £419.20

- **Match Funding from V&T Committee**

Value of volunteer time to plan and execute event, including the time of volunteers outside the V&T Committee who will assist: circa 150 hours @ £12ph = £1,800.00

- **Example publicity material - TBC**

- **Grant request**

A contribution from the Parish Council of £250 from its Community Grants budget to fund the publicity materials to support the event.

Steyning & District Community Partnership Ltd.
A company limited by guarantee. Registered in England No. 6247372
Registered Office: The Steyning Centre, Fletchers Croft, Steyning. BN44 3XZ

Grant Request 4

Dear John

Would you kindly accept this as an application to the Parish Council for a grant to help on a new venture that we are about to commence, any funds that you may currently have available would be most welcome and, as this is an ongoing project, any help that you might be able to give in the future would assist us greatly.

The Ukrainian Educational system has decreed that all students who are currently studying outside Ukraine must continue with their Ukrainian studies and examinations in order that once they do return they are not behind in their studies.

We, therefore, are about to start Ukrainian lessons on Saturdays for our local students and will be employing Ukrainian teachers.

We estimate that a teacher will cost £100 per Saturday session.

Depending on the number of students and subjects we may have to fund several teachers in the future, but initially we will commence with one teacher.

Therefore, initial cost circa £5000 PA

Could rise to £15,000 PA

Most students already have laptops or Ipads provided by ourselves or their schools.

Thank you for helping to rebuild the lives of our Ukrainian citizens

Kind regards

John [REDACTED]

Founder & Lead Steyning Ukrainian Refuge

Steyping Parish Council

Item 6.6

Balance Sheet as at 28th February 2023

28th February 2023

Current Assets {Finance}

VAT Reimbursement Due	0
Current Account	89,144.29
Money Maker Account	176,426.24
Petty Cash Account	32.00
Utility Bank Account	80,238.95
Joint Parishes Cemetery Com. Account *	51,895.54

Total **£397,737.02**

Estimated Revenue to Year End – To End March 23 {Approx}

Precept Due	0
Income {Hire charges, Rent, Other} as per budget	5,500.00

Total **£5,500.00**

Estimated Current Liabilities – To End March 23 {Approx}

Remaining F&GP Budget Expenditure	83,750.00
Remaining Communities Budget Expenditure	12,250.00
Remaining Premises Budget Expenditure	4,300.00
Project Reserves Expenditure	16,200.00
Earmarked Reserves	26,422.73
Joint Parishes Cemetery Com. Ringfenced Account *	51,895.54

Total **£194,818.00**

THEREFORE, ESTIMATED SPC END OF YEAR GENERAL RESERVES

£208,419.00

SPC Action Plan for 2022/23

Updated 3rd March '23

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 relevant PPG information	Agree installation details at Premises Committee	By End of April	Technical work by PPG team to ensure info stream can be picked up remotely	June / July	Real Time Information Screen adaptation complete	By July	Installation including electrical wiring complete	By End August	Agree what additional SPC information could be added to info. streaming	By Oct.	Deputy Clerk and Premises 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	Premises to agree final plan	By Oct.	Equipment and services ordered	By Nov.	Installation completed	Before End of 22/23	Clerks & Premises and F&GP Com.	Working with two contractors with differing views on best coverage and equipment choices and service arrangements
Upgrade the Steyning Centre Audio-Vis. system	To enable better and more user freindly audio-visual service at the Steyning Centre	Work with SPC IT consultant and other contractors to provide options	By End of July	Present recommendations and agree options	By End Sept	Compile Scope of works & quotes	By End Nov	Agree final planned works	By Dec	Install equipment as per agreed	By Feb '23	Clerk and Premises Com.	There are many options to be considered. The best solution will not deal with all the issues, so the correct prioritisation for scope of works might take a while to agree
Finger Post Installation on the High Street	To install two finger posts to help promote visits to the Steyning memorial garden	Finalise working party recommendations	By April	Agree Locations and wording of finger posts	By End of April	Purchase signs and consider other signage options	By Nov	Ensure permissions and Lamp post tests allow installation	By Dec	Complete installation of Finger posts	Before End of Jan	Clerk and Community Com.	This is a new area of SPC service involvement, and need to maintain restraint in terms of scope of acheivement. Lamp post tests might be prohibitive

Briefing Note 7.3

We have a contract with a festive lighting company, the details of installation and permissions of which I now organise on behalf of the Council each year. This item on the Agenda is to discuss and agree which display you would like to see on the Steyning High Street this coming year. Our current contract gives us this element of flexibility to choose between a limited number of options.

It can be one type of display if stocks are available or two or three or more – but suggest one or possibly two is best.

You might think its early to be considering Festive lighting for next December – but from experience I would say that we would not want to leave this particular decision until a later date, as options reduce significantly in the next two or three months.

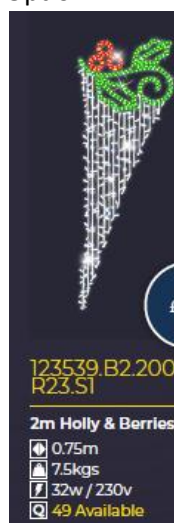
Below are 10 options - Option 1 was what we had installed last year. Option 2 the year before.

We will start the Agenda item by narrowing our choice to a final 2 or 3 options and then vote with hands as per appropriately for a final decision if you wouldn't mind.

Option 1.



Option 2.



Option 3.



Option 4.



Option 5.



Option 6.



Option 7.



Option 8.



Option 9.



Option 10.



Steyning Parish Council

At the heart of your village



Saving you money

Through careful management of its precept income during the Pandemic years, the Steyning Parish Council (SPC) has been able to respond to the current cost of living crisis and keep its 2023 Precept increase to just 2% and Band D increase to £3.48, notably less than the national average of 4.3%.

“We are pleased to be able to respond to residents’ legitimate concerns regarding the current high inflation rates and ever-increasing energy costs” says a spokesperson for the Council’s Finance and General Purposes Committee. “This has now been approved by the Full Council, and the good news is, having been financially astute over recent years, the cut back will not affect exciting future projects planned to benefit the whole community.”



Furthermore, last year SPC gave £8,250 in funding to local groups and charities to help them thrive and continue to expand their valuable work within the community.

Vintage Years, Steyning’s weekly social and activity club for retired people (pic left), receives an annual grant to help it to continue its vital support to local older people residents.

“As a totally independent club, dependent on subscriptions, the money donated by the Parish Council really helps us to not only survive but offer top quality activities and entertainment and an increasing number of days out,” says the Clubs Manager Mary Goodchild.

Saving you time

The Steyning Centre is probably the most well-known and valuable SPC asset, offering residents everything they need in a single venue - a one-stop shop for health and wellbeing, entertainment, social and business functions, saving you time shopping around for a suitable and affordable venue. It's here right on your doorstep!

Since the Pandemic, Centre bookings have bounced back and it now offers a tempting range of activities to keep you fit - pilates, yoga, tai chi, strictly dancing, table tennis, tea dances and entertainment including - film, comedy (pic right, Angela Barnes¹) and jazz nights - and informed - cultural talks and Citizens' Advice. And so much more



Furthermore, with its recently installed state-of-the-art audio-visual system, the Centre is ideal for all social and business functions, including the ability to host a myriad of events and shows. Health Fairs, Choral events, plus Family functions including Birthday celebrations, Christening's, Wakes and Weddings.



We are so lucky to have a venue where there are events for everyone, from children's shows, exercise classes, film nights, a jazz club and many more", says resident and regular film (pic left)² and jazz night attendee, Gill Muncey. "Staff are always friendly and helpful, and the clean and modern halls are such an asset for the community".

¹ Photo: Erica, Bright Lights Comedy

Saving your village



SPC regularly donates a generous grant to Steyning in Bloom, helping to keep the High Street beautifully attractive, giving much pleasure to both residents and visitors alike.

“Steyning in Bloom is a small band of dedicated volunteers, who for 20 years, has funded and maintained floral displays in Steyning High Street”, explains Coordinator Elisabeth Harden. “There is a Spring display of plants and bulbs, and a summer planting which lasts through until Autumn. The Parish Council gives Steyning in Bloom considerable help financially, and also helps find new locations for planters. Look out this year for some new baskets for the bus shelter!”

Saving your environment

Steyning Parish Council works closely with Steyning Greening, the local group aiming to create a sustainable, low-carbon future for Steyning, its neighbouring villages Bramber and Upper Beeding, and surrounding areas.

Steyning Greening’s focus is on helping local people to take action about climate change in effective and practical ways. SPC works closely with Steyning Greening through its Climate Action Working Party, helping to promote and exercise green initiatives in the village.

“Greening Steyning has been working closely with the Parish Council to promote green agendas since SPC took the important step in 2019 of declaring a climate emergency. It followed this up in the SPC Neighbourhood Plan which states that, ‘Steyning will take active steps to become a “climate smart” community’”, explains Steyning Greening Co-Chair, Geoff Barnard.

“Turning these good intentions into action is now the challenge and SPC is making a good start by convening a Working Group to develop plans for a 20MPH zone covering the whole town. Greening Steyning is also now working with the Council to agree a set of Green Building Guidelines for the Planning Committee to use when reviewing planning applications.”



Pick up a perc!



Early for your group or fancy a pick-me up after a class? Then delicious coffee or hot chocolate is available from the Steyning Centre foyer hot drinks machine. Each drink costs £1.00.

Dates for your diary

Steyning Parish Council

Join us and have your say (all meetings take place at The Steyning Centre):

Community Committee Meeting - including the memorial playing field, allotments, playgrounds, tree and hedge maintenance. 4th April 7.30pm

Finance and General Purposes Meeting – including looking after contracts such as grass cutting, street cleaning, youth service and wardens, plus keeping an eye on the council's overall finance and governance.
26th April 7.30pm

Full Council Meeting - all areas of SPC responsibility and ratification of Committee decisions. 17th April 7.30pm

Planning and Premises Committee - including The Steyning Centre, High Street toilets, Bus Shelter and MPF pavilion, plus planning consultee. 24th April 7.30pm

Words by Liz Trundle