

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 3rd OCTOBER 2022 AT 7.30PM

Present: Cllrs Lloyd (Chairman), S. Alexander, Parsons, Trundle and Norcross.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/22/10 APOLOGIES FOR ABSENCE

10.1 Apologies were received from Cllrs Campbell, Northam and Bell. Cllr Goldsmith sent apologies but no reason for non-attendance.

F&GP/22/11 DECLARATIONS OF INTEREST AND DISPENSATIONS

11.1 None

F&GP/22/12 QUESTIONS FROM THE FLOOR

12.1 None

F&GP/22/13 MINUTES OF PREVIOUS MEETING

13.1 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the minutes of the meeting held on the 12th July 2022 be agreed as a true and fair record. **Agreed**

F&GP/22/14 MATTERS ARISING AND ACTIONS

14.1 £250 grant paid to Steyping & District partnership for Food festival 2022 - **Actioned**

14.2 SPC Action plan and finance position brought to next meeting – **Actioned / See item 15.4**

14.3 2022 Christmas light display ordered and process to install begun – **Actioned**

14.4 SPC Strategic plan 2022 amended and distributed to all Cllrs – **Actioned**

14.5 SPC Business {Action} plan 2022 amended and distributed to all Cllrs – **Actioned**

14.6 Convene a working party to discuss and make recommendations on SPC Asset and Land register documentation updates – **Actioned**

14.7 Clerk to contact resident regards his request for cutting of grass verge – **Actioned**

14.8 Convene a working party to discuss swimming pool payment obligations – **Actioned**

14.9 Bus shelter lease & possible accessibility development issue to be discussed with HDC
- **See item 15.13**

F&GP/21/15 FINANCE MATTERS

15.1 To agree a request for a grant from the organisers of the Steyping Country Fair 2023 as per supporting papers. Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC grant Steyping Country Fair £250 in support of their event. **Agreed**

CLERK

- 15.2 To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that the list of payments for July and August 2022 be approved as a correct record. **Agreed**
- 15.3 I & E Reports.** The Clerk explained that the receipt noted under ‘Donations’ {£80,000} was placed there as it was a transfer from the now closed Barclays Bank Account {Emergency reserve}. It is being moved to the new savings account at the Unity Trust Bank which will allow for interest to be paid. This process will take some time as SPC are restricted to move a maximum of £10,000 per day from the HSBC account. Cllr Lloyd **proposed, seconded** by Cllr Trundle to agree the F&GP Income and Expenditure reports for July and August 2022 as a correct record. **Agreed.** **CLERK**
- 15.4 To receive notes on the SPC finance position as at end of August ‘22.** The Clerk reported in which ways the document was relevant. **And update from the clerk on the latest position regarding the SPC 2022/23 Action Plan.** Two of the 14 projects have been completed so far this year; – Neighbourhood Plan being agreed as a ‘made plan’ and the Rublees Allotment Water Service Enhancement works. Considerable progress has also made on seven of the other projects.
- 15.5 To agree a request for use of MPF Car Park from the organisers of the Steyning Country Fair 2023.** Cllr Lloyd **proposed, seconded** by Cllr Norcross that subject to agreement from the Steyning Cricket Club, that the Steyning Country Fair event have permission for the use of the MPF Car Park on that day. **Agreed** **CLERK**
- 15.6 To agree the budget setting timetable for 2022/23.** Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC agree the proposal that’s been put forward for the Budget setting Timetable for the 2023/24 financial year. **Agreed** **CLERK**
- Cllr Lloyd also proposed that in order to ensure committee meetings were quorate, that councillors be put on a reserve list for membership of committee meetings with this being agreed at SPC Full Council. **CLERK**
- 15.7 To agree the recommendations from the working party with regards to future SPC donations for the Steyning Swimming pool.** Cllr Parsons queried whether the correct Retail Price Index figure was being used for the annual uplift, and the Clerk to check this fact. Cllr Lloyd **proposed, seconded** by Cllr S. Alexander that SPC accept the recommendation from the working group that as SPC have signed a 60 year lease, it is contractually obliged to pay as per the agreement and should continue to do so and that the advisory committee should not be reinstated as this committee does not believe it would be the most effective use of SPC resources, as payment is not linked to customer use. **Agreed** **CLERK**
- 15.8 To agree to the SPC Insurance Cover for the year September 2022 to August 2023 as per supporting papers and to agree to recommend to full Council the subsequent invoice payment.** The Clerk stated that the previous insurers were no longer supplying cover to local councils, and therefore he had asked the SPC insurance brokers to find the best deal for this current year ensuring the cover was as similar as possible to the previous year’s cover. He also stated that next year he would hope to negotiate a better deal lasting for three years rather than one but asked the brokers to supply more information and quotes and these to be sent earlier to make this possible. He also noted that the new supplier unfortunately did not offer the services of a solicitor as part of the cover but that any cases being dealt with by the previous insurer’s solicitor will continue to be dealt with until their conclusion. Cllr Lloyd **proposed, seconded** by Cllr Parsons to recommend to Full Council that SPC pays the invoice to the insurance company to a value of £6,567.75 which will give affective insurance cover from 1st September 22 to 31st August 2023. **Agreed** **CLERK**

15.9	To agree the details of a grant application and subsequent requirements to allow for the Steyning Centre to facilitate ‘Love to Move’ sessions as per supporting papers. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC support the ‘Love to move’ grant application for £1000.00 that is being offered by Sport England/ British Gymnastics Foundation to assist the group by paying for an experienced tutor for their sessions and that in line with SPC protocol the group are asked to provide suitable accounts before that money is paid. Agreed	CLERK
15.10	To agree the recommendation from the F&GP working party concerning the SPC Land and Asset Register. Cllr Lloyd proposed, seconded by Cllr S. Alexander that this committee recommends to Full Council that the Clerk’s office produces an SPC Land and Asset Register to include all items needing to be published as per the Transparency Code 2015 guidelines and to identify any gaps in information which continue to be within the scope of the SPC Solicitors Land registry search, and for this document to be agreed as an interim SPC Land and Asset register by Full Council. Agreed	CLERK
15.11	To agree the Steyning in Bloom annual grant. Cllr Lloyd proposed, seconded by Cllr Trundle that SPC agrees to grant £2,200 to Steyning in Bloom as their annual grant subject to the receipt of their accounts. Agreed	CLERK
15.12	To agree whether the Clerk can attend a one-day conference on ‘Empowering Communities’. Cllr Lloyd proposed, seconded by Cllr Norcross that SPC provide the funds to allow the clerk to attend the one-day course on empowering communities in London on the 7 th November at a cost of £153 inc. tax, plus travel expenses. Agreed	CLERK
15.13	To agree the priority SPC puts on the Bus Shelter ‘Ramp’ project following the decision from Premises and Planning Committee. The clerk’s office had established that it was SPC’s responsibility to complete works to make the building DDA compliant as per detailed within the lease, but the clerk went on to suggest that perhaps HDC could assist with the funding of the project seeing as the modifications were to their building and that it would be mutually beneficial to do so. Cllr Lloyd proposed, seconded by Cllr S. Alexander that SPC seeks additional funding as per recommendations made by Premises Committee and that Cllrs Lloyd and Platt take this proposal to HDC and put it to the appropriate committee for discussion. Agreed	CLERK
F&GP/22/16 DATA PROTECTION AND FREEDOM OF INFORMATION		
16.1	Update from the Clerk. There were two cases being dealt with at present, both from the same person, and both were at the request of the ICO, as one was a ‘Decision Notice’ concerning a request first brought to the council in November 2021, and the second case has been taken to ‘Investigation’ with this request first being received in September 2021.	CLERK
F&GP/22/17 GOVERNANCE MATTERS		
17.1	Chairmans Function – To agree arrangements for the next Chairmans function. Cllr Norcross proposed, seconded by Cllr S. Alexander that this year’s Chairmans function takes place on the 9 th December. Agreed	D. CLERK
17.2	Community Award – To agree invite for nominations and the associated publicity involved The clerk had presented an updated Community Award invitation for consideration, and outlined what publicity was usually in place – the ‘Your Steyning’ article, posters up on notice boards and on the SPC web site. Cllr Norcross proposed, seconded by Cllr S. Alexander that SPC invites nominations for the Chairs Community Awards and that the office undertakes all the associated publicity as per previous years. Agreed	D. CLERK
F&GP/22/18 PROGRESS REPORT		
18.1	<i>Move SPC emergency reserve monies to a savings account</i> – Actioned / See item 15.3	
18.2	Cllr Goldsmith to report ‘serious issues’ to Clerk or Premises Committee. Cllr Norcross proposed, seconded by Cllr S. Alexander that in the absence of anything {in the last 5 months} from Cllr Goldsmith, that there are no ‘serious issues’ to be considered. Agreed	

F&GP/22/19 **INFORMATION/CORRESPONDENCE ITEMS**
19.1 None

F&GP/22/20 **DATE OF NEXT MEETING – 15th November 2022 @7.30pm.**

The Chair closed the meeting at 8.31pm

Signed Date 15th November 2022
Chair

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

<https://youtu.be/aHuTHAad0aU>

Time: 11:43

Bank Reconciliation up to 30/09/2022 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
01/09/2022	DD	973.00		973.00		R	HDC Rates
01/09/2022	CR		32.00	32.00		R	Receipt(s) Banked
02/09/2022	22/43		263.80	263.80		R	Receipt(s) Banked
02/09/2022	22/48		53.00	53.00		R	Receipt(s) Banked
02/09/2022	BP		74.56	74.56		R	Receipt(s) Banked
02/09/2022	CR		599.21	599.21		R	Receipt(s) Banked - VARIANTS ROOM HIRE
04/09/2022	CR		35.00	35.00		R	Receipt(s) Banked STEYNING FILM SOCIETY
04/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
05/09/2022	VIS	8.60		8.60		R	Amazon toilet sign
05/09/2022	VIS	42.63		42.63		R	Sitelock
05/09/2022	DR	1.17		1.17		R	HSBC charges
05/09/2022	175/22.23	2,871.05		2,871.05		R	HMRC paye
05/09/2022	176/22.23	2,231.11		2,231.11		R	WSCC pensions
05/09/2022	177/22.23	27.83		27.83		R	Alexandra staff uni
05/09/2022	178/22.23	255.33		255.33		R	Fire Protection Services
05/09/2022	179/22.23	170.00		170.00		R	M Streeter - hedges
05/09/2022	180/22.23	1,768.18		1,768.18		R	Jack Lee - STREET CLEANING
05/09/2022	181/22.23	160.00		160.00		R	TSS legionella
05/09/2022	BP		78.00	78.00		R	Receipt(s) Banked
05/09/2022	22/45		307.81	307.81		R	Receipt(s) Banked
05/09/2022	22/46		141.00	141.00		R	Receipt(s) Banked
05/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
05/09/2022	CR		70.00	70.00		R	Receipt(s) Banked
06/09/2022	22/47		700.00	700.00		R	Receipt(s) Banked - MEMORIAL BENCH DONATION
06/09/2022	BP		202.45	202.45		R	Receipt(s) Banked
07/09/2022	CR		17.00	17.00		R	Receipt(s) Banked
07/09/2022	BP		35.00	35.00		R	Receipt(s) Banked
07/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
07/09/2022	CR		153.00	153.00		R	Receipt(s) Banked
07/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
07/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
07/09/2022	CR		70.00	70.00		R	Receipt(s) Banked
07/09/2022	BP		18.00	18.00		R	Receipt(s) Banked
08/09/2022	182/22.23	285.00		285.00		R	Clare Austin
08/09/2022	183/22.23	366.04		366.04		R	TC Maintenance
08/09/2022	184/22.23	186.00		186.00		R	Mr Sowerby
08/09/2022	185/22.23	369.80		369.80		R	HDC waste
08/09/2022	186/22.23	93.60		93.60		R	Kestral alarms
08/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
08/09/2022	22/53		270.50	270.50		R	Receipt(s) Banked
08/09/2022	22/51		35.00	35.00		R	Receipt(s) Banked
08/09/2022	22/52		90.97	90.97		R	Receipt(s) Banked
08/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
08/09/2022	Cr		35.00	35.00		R	Receipt(s) Banked
08/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
08/09/2022	CR		35.00	35.00		R	Receipt(s) Banked
08/09/2022	CR		4.92	4.92		R	Receipt(s) Banked
08/09/2022	CR		86.40	86.40		R	Receipt(s) Banked

Time: 11:43

Bank Reconciliation up to 30/09/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
09/09/2022	Cr		35.00	35.00		R 	Receipt(s) Banked
09/09/2022	CR		17.70	17.70		R 	Receipt(s) Banked
10/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
10/09/2022	CR		70.00	70.00		R 	Receipt(s) Banked
11/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
11/09/2022	CR		53.00	53.00		R 	Receipt(s) Banked
11/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
11/09/2022	Cr		70.00	70.00		R 	Receipt(s) Banked
12/09/2022	CR		12,691.78	12,691.78		R 	Receipt(s) Banked - <i>CLEANING GRANT</i>
12/09/2022	CR		737.08	737.08		R 	Receipt(s) Banked - <i>STEYPING PRE-SCH</i>
12/09/2022	CR		1,960.55	1,960.55		R 	Receipt(s) Banked - <i>VAT REIMBURSEMENT</i>
14/09/2022	193/22.23	215.96		215.96		R 	Overline - phones
14/09/2022	192/22.23	7,003.98		7,003.98		R 	SCYP - <i>YOUTH SERVICES</i>
14/09/2022	191/22.23	22.70		22.70		R 	T Eckert - wines
14/09/2022	190/22.23	301.20		301.20		R 	Southern Cinema Services
14/09/2022	189/22.23	12.00		12.00		R 	Function 28
14/09/2022	188/22.23	567.97		567.97		R 	Business stream - <i>CHANGING RMS</i>
14/09/2022	187/22.23	522.41		522.41		R 	Business stream - <i>RUBLES</i>
14/09/2022	22/49		105.00	105.00		R 	Receipt(s) Banked
14/09/2022	22/50		83.16	83.16		R 	Receipt(s) Banked
14/09/2022	CR		76.36	76.36		R 	Receipt(s) Banked
14/09/2022	CR		92.90	92.90		R 	Receipt(s) Banked
14/09/2022	CR		92.90	92.90		R 	Receipt(s) Banked
14/09/2022	CR		136.44	136.44		R 	Receipt(s) Banked
14/09/2022	CR		92.90	92.90		R 	Receipt(s) Banked
14/09/2022	CR		42.00	42.00		R 	Receipt(s) Banked
14/09/2022	CR		229.53	229.53		R 	Receipt(s) Banked
15/09/2022	CR		70.00	70.00		R 	Receipt(s) Banked
15/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
15/09/2022	CR		145.80	145.80		R 	Receipt(s) Banked
15/09/2022	CR		73.20	73.20		R 	Receipt(s) Banked
16/09/2022	VIS	28.78		28.78		R 	Zoom software
16/09/2022	22/55		78.60	78.60		R 	Receipt(s) Banked
16/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
16/09/2022	CR		62.12	62.12		R 	Receipt(s) Banked
18/09/2022	CR		18.00	18.00		R 	Receipt(s) Banked
18/09/2022	BP		18.00	18.00		R 	Receipt(s) Banked
19/09/2022	CR		109.84	109.84		R 	Receipt(s) Banked
19/09/2022	CR		124.90	124.90		R 	Receipt(s) Banked
19/09/2022	CR		102.45	102.45		R 	Receipt(s) Banked
19/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
19/09/2022	BP		130.34	130.34		R 	Receipt(s) Banked
20/09/2022	CR		95.11	95.11		R 	Receipt(s) Banked
20/09/2022	BP		74.56	74.56		R 	Receipt(s) Banked
20/09/2022	CR		18.00	18.00		R 	Receipt(s) Banked
21/09/2022	DR	34.92		34.92		R 	HSBC Charges
21/09/2022	CR		129.34	129.34		R 	Receipt(s) Banked

Time: 11:43

Bank Reconciliation up to 30/09/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/09/2022	CR		17.70	17.70		R 	Receipt(s) Banked
22/09/2022	CR		100.26	100.26		R 	Receipt(s) Banked
22/09/2022	CR		100.25	100.25		R 	Receipt(s) Banked
23/09/2022	DD	405.14		405.14		R 	Seimens - phones
23/09/2022	194/22.23	255.28		255.28		R 	British Gas
23/09/2022	195/22.23	150.00		150.00		R 	PHS Group
23/09/2022	196/22.23	82.04		82.04		R 	online playgrounds
23/09/2022	197/22.23	237.60		237.60		R 	PIP Services
23/09/2022	198/22.23	198.45		198.45		R 	EDF - electric
23/09/2022	200/22.23	155.32		155.32		R 	Laser - electric } high street
23/09/2022	199/22.23	32.50		32.50		R 	Chichester payroll
23/09/2022	201/22.23	1,062.54		1,062.54		R 	Laser - Steyn Centre elect
23/09/2022	202/22.23	2,700.97		2,700.97		R 	HMRC - paye
23/09/2022	203/22.23	2,189.19		2,189.19		R 	WSCC Pensions
23/09/2022	204/22.23	42.00		42.00		R 	Function 28
23/09/2022	205/22.23	329.82		329.82		R 	Business stream Bus Shelt
23/09/2022	206/22.23	163.01		163.01		R 	Clares - photocopies
23/09/2022	22/54		88.00	88.00		R 	Receipt(s) Banked
23/09/2022	22/56		450.33	450.33		R 	Receipt(s) Banked
24/09/2022	CR		78.00	78.00		R 	Receipt(s) Banked
24/09/2022	BP		1,004.26	1,004.26		R 	Receipt(s) Banked
26/09/2022	BP	8,902.20		8,902.20		R 	Salaries - various
26/09/2022	BP	1.00		1.00		R 	Unity Bank transfer
26/09/2022	VIS	11.04		11.04		R 	Zoho
27/09/2022	22/59		40.00	40.00		R 	Receipt(s) Banked
27/09/2022	22/58		235.24	235.24		R 	Receipt(s) Banked
27/09/2022	CR		53.00	53.00		R 	Receipt(s) Banked
28/09/2022	BP	389.85		389.85		R 	Business stream - Steyn Centre
28/09/2022	BP	169.20		169.20		R 	Dormation
28/09/2022	BP	37.00		37.00		R 	Mrs Smith - Memorial garden
28/09/2022	CR		-166,178.50	-166,178.50		R 	Receipt(s) Banked
28/09/2022	CR		166,178.50	166,178.50		R 	Receipt(s) Banked
28/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
28/09/2022	BP		18.00	18.00		R 	Receipt(s) Banked
28/09/2022	CR		259.20	259.20		R 	Receipt(s) Banked
29/09/2022	BP		1,258.48	1,258.48		R 	Receipt(s) Banked
29/09/2022	CR		166,178.50	166,178.50		R 	Receipt(s) Banked
29/09/2022	CR		223.95	223.95		R 	Receipt(s) Banked
29/09/2022	BP		35.00	35.00		R 	Receipt(s) Banked
30/09/2022	BP	10,000.00		10,000.00		R 	Unity Bank transfer
30/09/2022	JF Trns	100,000.00		100,000.00		R 	Money Market Account
30/09/2022	BP		39.62	39.62		R 	Receipt(s) Banked
30/09/2022	CR		690.95	690.95		R 	Receipt(s) Banked
30/09/2022	CR		18.00	18.00		R 	Receipt(s) Banked
30/09/2022	CR		35.00	35.00		R 	Receipt(s) Banked
30/09/2022	CR		6.55	6.55		R 	Receipt(s) Banked
30/09/2022	Cr		58.50	58.50		R 	Receipt(s) Banked
		146,033.41	192,792.97				

Time: 10:08

Bank Reconciliation up to 31/10/2022 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
03/10/2022	B211/22.23	10,000.00		10,000.00		R	Unity Bank transfer -- <i>1ST OF 7 REMAINING</i>
03/10/2022	DD	973.00		973.00		R	Steyning Centre Rates <i>BANK TRANSFERS</i>
03/10/2022	212/22.23	100.00		100.00		R	JD Windows
03/10/2022	213/22.23	160.00		160.00		R	TSS legionella
03/10/2022	214/22.23	1,768.18		1,768.18		R	Jack Lee <i>- STREET CLEANING</i>
03/10/2022	216/22.23	6,678.00		6,678.00		R	HDC Swimmingpool <i>- ANNUAL FEE</i>
03/10/2022	215/22.23	130.00		130.00		R	Tom Packer - data <i>PART 1.</i>
03/10/2022	217/22.23	323.00		323.00		R	Clare Austin
03/10/2022	CR		18.00	18.00		R	Receipt(s) Banked
03/10/2022	CR		36.00	36.00		R	Receipt(s) Banked
04/10/2022	218/22.23	10,000.00		10,000.00		R	HDC Swimmingpool <i>- PART 2.</i>
04/10/2022	CR		1,000.00	1,000.00		R	Receipt(s) Banked <i>- SPORT ENGLAND</i>
04/10/2022	CR		153.67	153.67		R	Receipt(s) Banked <i>DONATION</i>
05/10/2022	VIS	43.46		43.46		R	Site Lock
05/10/2022	DR	1.19		1.19		R	HSBC charges
05/10/2022	VIS	-0.01		-0.01		R	Sitelock
05/10/2022	BP		134.70	134.70		R	Receipt(s) Banked
05/10/2022	Cr		11.80	11.80		R	Receipt(s) Banked
06/10/2022	22/61		39.30	39.30		R	Receipt(s) Banked
06/10/2022	22/63		458.60	458.60		R	Receipt(s) Banked
06/10/2022	CR		120.93	120.93		R	Receipt(s) Banked
06/10/2022	22/63.2		0.10	0.10		R	Receipt(s) Banked
06/10/2022	22/63		-0.20	-0.20		R	Receipt(s) Banked
07/10/2022	VIS	37.96		37.96		R	Amazon - haz tape
07/10/2022	210/22.23	10,000.00		10,000.00		R	Unity Bank transfer
08/10/2022	CR		86.40	86.40		R	Receipt(s) Banked
10/10/2022	210/22.23	10,000.00		10,000.00		R	Unity trust transfer
10/10/2022	22/62		18.00	18.00		R	Receipt(s) Banked
10/10/2022	CR		316.80	316.80		R	Receipt(s) Banked
10/10/2022	CR		0.01	0.01		R	Receipt(s) Banked
11/10/2022	BP		124.90	124.90		R	Receipt(s) Banked
12/10/2022	CR		11.80	11.80		R	Receipt(s) Banked
13/10/2022	229/22.23	180.00		180.00		R	Mr Sowerby
13/10/2022	219/22.23	1,141.20		1,141.20		R	ADT <i>- ALARMS MAINT'</i>
13/10/2022	220/22.23	70.80		70.80		R	Rialtus
13/10/2022	221/22.23	130.16		130.16		R	KCS - photocopies
13/10/2022	222/22.23	166.73		166.73		R	Eventbrite NALC
13/10/2022	223/22.23	971.85		971.85		R	Horsham District Council <i>- REFUSE COLLECT'</i>
13/10/2022	224/22.23	357.35		357.35		R	SCS - film <i>+ PLAY AREA</i>
13/10/2022	225/22.23	215.98		215.98		R	Overline - phones <i>MONITORING</i>
13/10/2022	227/22.23	7.80		7.80		R	T.Eckert film wine
13/10/2022	228/22.23	2,200.00		2,200.00		R	Steyning in Bloom <i>- ANNUAL GRANT</i>
13/10/2022	229/22.23	51.26		51.26		R	Alexandra cloths
13/10/2022	Cr		56.03	56.03		R	Receipt(s) Banked
13/10/2022	22/64		349.90	349.90		R	Receipt(s) Banked
14/10/2022	230/22.23	10,000.00		10,000.00		R	Unity Trust Bank Transfer
17/10/2022	DD	35.00		35.00		R	ICO membership
17/10/2022	231/22.23	10,000.00		10,000.00		R	Unity Bank Transfer

Time: 10:08

Bank Reconciliation up to 31/10/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/10/2022	VIS	28.78		28.78		R	Zoom
17/10/2022	Cr		40.00	40.00		R	Receipt(s) Banked
18/10/2022	232/22.23	10,000.00		10,000.00		R	Unity Bank Transfer
18/10/2022	VIS	225.60		225.60		R	Microsoft
18/10/2022	CR		18.00	18.00		R	Receipt(s) Banked
18/10/2022	CR		113.26	113.26		R	Receipt(s) Banked
18/10/2022	CR		137.30	137.30		R	Receipt(s) Banked
18/10/2022	BP		97.50	97.50		R	Receipt(s) Banked
18/10/2022	CR		73.20	73.20		R	Receipt(s) Banked
18/10/2022	CR		29.70	29.70		R	Receipt(s) Banked
18/10/2022	CR		42.00	42.00		R	Receipt(s) Banked
18/10/2022	CR		862.82	862.82		R	Receipt(s) Banked - VARIOUS ROOM HIRE
19/10/2022	233/22.23	6,567.75		6,567.75		R	Gallagher - insurance
19/10/2022	234/22.23	373.96		373.96		R	British Gas
19/10/2022	235/22.23	275.00		275.00		R	TC Maintenance play
19/10/2022	236/22.23	660.00		660.00		R	SDX environmental Ltd - PEST CONTROL
19/10/2022	236/22.23	60.00		60.00		R	SDX Env. - rat treatment
19/10/2022	237/22.23	140.00		140.00		R	The sussex plumber
19/10/2022	238/22.23	835.00		835.00		R	Laser electrics - C Rooms
19/10/2022	239/22.23	12.00		12.00		R	Function 28 web site
19/10/2022	240/22.23	1,000.00		1,000.00		R	Right at home grant - WELL BEING CLASSES
19/10/2022	238/22.23	0.03		0.03		R	Laser - C Rooms
19/10/2022	CR		175.80	175.80		R	Receipt(s) Banked
19/10/2022	Cr		142.34	142.34		R	Receipt(s) Banked
19/10/2022	Cr		11.80	11.80		R	Receipt(s) Banked
20/10/2022	VIS	7.59		7.59		R	Amazon - till rolls
20/10/2022	VIS	15.98		15.98		R	Amazon - diaries
20/10/2022	CR		978.61	978.61		R	Receipt(s) Banked - SDWP CIL MONIES
20/10/2022	CR		181.92	181.92		R	Receipt(s) Banked
20/10/2022	CR		95.11	95.11		R	Receipt(s) Banked
20/10/2022	CR		223.95	223.95		R	Receipt(s) Banked
20/10/2022	CR		256.18	256.18		R	Receipt(s) Banked
20/10/2022	CR		0.80	0.80		R	Receipt(s) Banked
21/10/2022	241/2.23	10,000.00		10,000.00		R	Unity trust Bank
21/10/2022	CHG	54.51		54.51		R	HSBC - charges
21/10/2022	VIS	13.49		13.49		R	Amazon - willow fence repair
21/10/2022	22/65		116.39	116.39		R	Receipt(s) Banked
21/10/2022	Cr		491.83	491.83		R	Receipt(s) Banked
21/10/2022	BP		58.50	58.50		R	Receipt(s) Banked
21/10/2022	CR		42.00	42.00		R	Receipt(s) Banked
21/10/2022	CR		11.80	11.80		R	Receipt(s) Banked
23/10/2022	Cr		30.70	30.70		R	Receipt(s) Banked
24/10/2022	CR		108.00	108.00		R	Receipt(s) Banked
24/10/2022	CR		23.60	23.60		R	Receipt(s) Banked
25/10/2022	CR		78.16	78.16		R	Receipt(s) Banked
25/10/2022	CR		15.00	15.00		R	Receipt(s) Banked
25/10/2022	Cr		5.90	5.90		R	Receipt(s) Banked
26/10/2022	242/22.23	620.00		620.00		R	Cyan Bench replace

Time: 10:08

Bank Reconciliation up to 31/10/2022 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/10/2022	243/22.23	32.50		32.50		R ☐	Chichester Payroll
26/10/2022	244/22.23	2,939.46		2,939.46		R ☐	HMRC NIC/Paye
26/10/2022	245/22.23	2,214.98		2,214.98		R ☐	WSCC pensions
26/10/2022	VIS	11.04		11.04		R ☐	Zoho software
27/10/2022	Cr		74.56	74.56		R ☐	Receipt(s) Banked
27/10/2022	CR		19.50	19.50		R ☐	Receipt(s) Banked
27/10/2022	CR		38.33	38.33		R ☐	Receipt(s) Banked
28/10/2022	22/67		57.60	57.60		R ☐	Receipt(s) Banked
28/10/2022	Cr		21.00	21.00		R ☐	Receipt(s) Banked
28/10/2022	CR		17.70	17.70		R ☐	Receipt(s) Banked
30/10/2022	Cr		101.88	101.88		R ☐	Receipt(s) Banked
31/10/2022	BP	9,361.08		9,361.08		R ☐	Various Salaries
31/10/2022	CR		2,549.57	2,549.57		R ☐	Receipt(s) Banked - MDC CIL MONIES
31/10/2022	CR		207.00	207.00		R ☐	Receipt(s) Banked
31/10/2022	CR		412.23	412.23		R ☐	Receipt(s) Banked
31/10/2022	Cr		67.97	67.97		R ☐	Receipt(s) Banked
31/10/2022	CR		11.80	11.80		R ☐	Receipt(s) Banked
		<u>121,191.66</u>	<u>10,978.05</u>				

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6 **SEPTEMBER**

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	1,752	1,752	3,500			0.0%	
1004 Reimbursed Charges & donations	0	40	40	200			0.0%	
1010 Miscellaneous income	70,059	124	(69,935)	250			28023.4%	
1075 CIL Receipts	1,639	2,000	361	2,000			82.0%	
1076 Precept Received	332,357	166,179	(166,178)	332,357			100.0%	
1090 Bank Interest Received	91	60	(31)	120			75.5%	
Administration :- Income	404,146	170,155	(233,991)	338,427			119.4%	0
4000 Salaries	84,456	77,250	(7,206)	154,500		70,044	54.7%	
4002 Printing, stationery, postage	1,059	1,248	189	2,500		1,441	42.3%	
4003 Staff Ill Health Insurance	1,049	1,350	301	1,350		301	77.7%	
4004 Telephones and Alarm	1,575	1,428	(147)	2,850		1,275	55.3%	
4005 Insurance	0	5,350	5,350	5,350		5,350	0.0%	
4006 Salaries Outsourcing	163	210	48	425		263	38.2%	
4007 Data Protection	568	600	32	1,200		632	47.3%	
4010 Audit Fees	907	850	(57)	1,850		943	49.0%	
4016 Legal Fees/Elections	15	1,200	1,185	2,400		2,385	0.6%	
4017 Bank Charges	221	144	(77)	285		64	77.6%	
4021 General Grants	500	735	235	2,000		1,500	25.0%	
4025 CCTV Maintenance	0	350	350	650		650	0.0%	
4030 Steyning in Bloom	0	2,200	2,200	2,200		2,200	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	0	0	412		412	0.0%	
4033 Christmas Lights Grant	4,019	0	(4,019)	5,825		1,806	69.0%	
4036 SALC NALC Subs	2,014	1,500	(514)	2,365		351	85.2%	
4039 Publicity and Advertising	175	102	(73)	200		25	87.5%	165
4040 Town Clock	150	80	(70)	450		300	33.3%	
4045 Misc & Petty Cash	75	138	63	275		200	27.3%	
4047 Training	775	750	(25)	1,500		725	51.7%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	498	498	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	48	48	100		100	0.0%	
4063 Legionnaires	667	1,248	581	2,500		1,833	26.7%	
4070 Software Packages	1,069	1,302	233	2,600		1,531	41.1%	
4071 ICT Equipment	0	1,300	1,300	2,250		2,250	0.0%	
4072 Website Development	145	228	84	450		306	32.1%	
4073 Neighbourhood Plan Exp	2,726	1,250	(1,476)	1,700		(1,026)	160.3%	1,026
4075 Isolation and Loneliness	0	1,250	1,250	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	102,327	102,609	282	202,887	0	100,560	50.4%	1,191
Net Income over Expenditure	301,819	67,546	(234,273)	135,540				
6000 plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	303,010							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	<u>(16,000)</u>	<u>0</u>	<u>16,000</u>	<u>62,000</u>	<u>0</u>	<u>78,000</u>	<u>(25.8%)</u>	<u>0</u>
Net Expenditure	<u>16,000</u>	<u>0</u>	<u>(16,000)</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	21,012	13,650	(7,362)	28,450		7,438	73.9%	
Youth Provision :- Indirect Expenditure	<u>21,012</u>	<u>13,650</u>	<u>(7,362)</u>	<u>28,450</u>	<u>0</u>	<u>7,438</u>	<u>73.9%</u>	<u>0</u>
Net Expenditure	<u>(21,012)</u>	<u>(13,650)</u>	<u>7,362</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	404,146	170,155	(233,991)	338,427			119.4%	
Expenditure	107,339	116,259	8,920	293,337	0	185,998	36.6%	
Net Income over Expenditure	<u>296,807</u>	<u>53,896</u>	<u>(242,911)</u>	<u>45,090</u>				
plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	<u>297,998</u>							

Detailed Income & Expenditure by Phased Budget Heading 30/09/2022

Month No: 6

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>Ear Marked Reserves</u>								
503 Earmarked Res F & C								
4971 General Balance Reserve	0	1,000	1,000	5,000		5,000	0.0%	
4977 Special Projects	700	10,000	9,300	20,000		19,300	3.5%	
Earmarked Res F & C :- Indirect Expenditure	<u>700</u>	<u>11,000</u>	<u>10,300</u>	<u>25,000</u>	<u>0</u>	<u>24,300</u>	<u>2.8%</u>	<u>0</u>
Net Expenditure	<u>(700)</u>	<u>(11,000)</u>	<u>(10,300)</u>	<u>(25,000)</u>				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	700	11,000	10,300	25,000	0	24,300	2.8%	
Movement to/(from) Gen Reserve	<u>(700)</u>							
Grand Totals:- Income	470,652	220,955	(249,697)	438,977			107.2%	
Expenditure	162,925	176,265	13,340	438,977	0	276,052	37.1%	
Net Income over Expenditure	<u>307,728</u>	<u>44,690</u>	<u>(263,038)</u>	<u>0</u>				
plus Transfer from EMR	9,726							
Movement to/(from) Gen Reserve	<u>317,454</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7 **OCTOBER**

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	2,044	2,044	3,500			0.0%	
1004 Reimbursed Charges & donations	0	40	40	200			0.0%	
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	165	70	(95)	120			137.9%	
Administration :- Income	337,749	336,697	(1,052)	338,427			99.8%	0
4000 Salaries	98,971	90,125	(8,846)	154,500		55,529	64.1%	
4002 Printing, stationery, postage	1,187	1,456	269	2,500		1,313	47.5%	
4003 Staff Ill Health Insurance	1,049	1,350	301	1,350		301	77.7%	
4004 Telephones and Alarm	1,755	1,666	(89)	2,850		1,095	61.6%	
4005 Insurance	6,568	5,350	(1,218)	5,350		(1,218)	122.8%	
4006 Salaries Outsourcing	195	245	50	425		230	45.9%	
4007 Data Protection	935	700	(235)	1,200		265	78.0%	
4010 Audit Fees	966	850	(116)	1,850		884	52.2%	
4016 Legal Fees/Elections	15	1,400	1,385	2,400		2,385	0.6%	
4017 Bank Charges	277	168	(109)	285		8	97.2%	
4021 General Grants	500	902	402	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%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

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	0	(4,019)	5,825		1,806	69.0%	
4036 SALC NALC Subs	2,014	1,500	(514)	2,365		351	85.2%	
4039 Publicity and Advertising	175	119	(56)	200		25	87.5%	165
4040 Town Clock	150	80	(70)	450		300	33.3%	
4045 Misc & Petty Cash	75	161	86	275		200	27.3%	
4047 Training	914	875	(39)	1,500		586	61.0%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	581	581	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	56	56	100		100	0.0%	
4063 Legionnaires	800	1,456	656	2,500		1,700	32.0%	
4070 Software Packages	1,102	1,519	417	2,600		1,498	42.4%	
4071 ICT Equipment	0	1,300	1,300	2,250		2,250	0.0%	
4072 Website Development	155	266	112	450		296	34.3%	
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%	
Administration :- Indirect Expenditure	126,748	117,625	(9,123)	202,887	0	76,139	62.5%	1,191
Net Income over Expenditure	211,000	219,072	8,072	135,540				
6000 plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	212,192							

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

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	21,012	21,050	38	28,450		7,438	73.9%	
Youth Provision :- Indirect Expenditure	<u>21,012</u>	<u>21,050</u>	<u>38</u>	<u>28,450</u>	<u>0</u>	<u>7,438</u>	<u>73.9%</u>	<u>0</u>
Net Expenditure	<u>(21,012)</u>	<u>(21,050)</u>	<u>(38)</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	337,749	336,697	(1,052)	338,427			99.8%	
Expenditure	148,438	138,675	(9,763)	293,337	0	144,899	50.6%	
Net Income over Expenditure	<u>189,310</u>	<u>198,022</u>	<u>8,712</u>	<u>45,090</u>				
plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	<u>190,502</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/10/2022

Month No: 7

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>Ear Marked Reserves</u>								
503 Earmarked Res F & C								
4971 General Balance Reserve	0	2,000	2,000	5,000		5,000	0.0%	
4977 Special Projects	1,217	10,000	8,783	20,000		18,783	6.1%	
Earmarked Res F & C :- Indirect Expenditure	<u>1,217</u>	<u>12,000</u>	<u>10,783</u>	<u>25,000</u>	<u>0</u>	<u>23,783</u>	<u>4.9%</u>	<u>0</u>
Net Expenditure	<u>(1,217)</u>	<u>(12,000)</u>	<u>(10,783)</u>	<u>(25,000)</u>				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	1,217	12,000	10,783	25,000	0	23,783	4.9%	
Movement to/(from) Gen Reserve	<u>(1,217)</u>							
Grand Totals:- Income	409,666	394,605	(15,061)	438,977			93.3%	
Expenditure	212,265	209,467	(2,798)	438,977	0	226,712	48.4%	
Net Income over Expenditure	<u>197,402</u>	<u>185,138</u>	<u>(12,264)</u>	<u>0</u>				
plus Transfer from EMR	9,726							
Movement to/(from) Gen Reserve	<u>207,128</u>							

SPC Action Plan for 2022/23

Updated 3rd Nov '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 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	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

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](http://www.lgpsregs.org) of www.lgpsregs.org”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

** ALL SPINAL POINTS HAVE INCREASED BY £1,925*

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

*** Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023

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

Version 1
Nov-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	£ 98,971.00	£ 159,500.00	£ 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	£ 1,507.00	£ 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	£ 1,049.00	£ 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	£ 1,755.00	£ 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	£ 195.00	£ 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	£ 935.00	£ 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	£ 277.00	£ 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	Steyping 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	£ -	£ 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	£ 800.00	£ 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	£ 1,102.00	£ 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	£ 155.00	£ 450.00	£ 450.00
4073	Neighbourhood Plan exp.	£ 8,503.00	£ 25,537.00	£ 1,050.00	£ -	£ 1,050.00	£ -	£ 1,050.00	£ 2,625.00	£ 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	£ 1,217.00	£ 20,000.00	£ 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	£ 149,874.00	£ 324,888.00	£ 338,304.00
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	£ -	£ 2,000.00	£ 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	£ 165.00	£ 320.00	£ 350.00
	TOTAL INCOME	£ 252,029.00	£ 263,561.00	£ 327,255.00	£ 352,522.00	£ 327,775.00	£ 337,545.00	£ 338,427.00	£ 337,748.00	£ 340,064.00	£ 339,157.00
TOTAL INCOME OVER		£ 3,551.00	£ 2,841.00	£ 28,795.00	£ 95,650.00	£ 54,160.00	£ 64,709.00	£ 26,290.00	£ -	£ 15,176.00	£ 853.00

Item 6.6

Thoughts on SPC project priorities for 23/24

Briefing Notes

This item is on the agenda to allow for an open discussion for committee members on this council's thoughts on what it would like to do concerning projects for the year 2023/24 in the light of the current national economic situation, knowing how any precept rise could be perceived, but also understanding that there may well be general reserve funds available for us for next year.

Last year we set aside £20k for projects as part of the annual budget. If we were to set aside £20K this coming year for projects for instance, and because there are so many other expenditure increases to take into account (Such as Swimming pool costs, Wardens costs, Utilities costs, Salary costs, Likely Service Contract costs) this would, based upon latest committee budget predictions mean we would be asking residents to pay for an 8.9% increase in precept – see notes below #.

Also, to consider -

if we set aside £0 for special projects, then we are currently looking at an increase of £9,587 which is a 2.9% rise in precept.

I'm not saying that we ought not to put the precept up, as I suspect residents may understand the necessity to do so, but I'm just urging caution as to how much given the 'cost of living crisis'.

I have also attached after this header page a summary of the latest financial position, and associated finance figures {for your information}.

Draft Budget Summary 2022/23 - {expenditure over income variation on previous year}

F&GP	£25,437	
Community	£1,575	
Premises	£2,575	
Total	£29,587	– increase in precept – 8.9%

However, as I say, it looks like we may have some general reserve funds we can use for projects next year if we want –

Total Current Financial Assets as at 31st Oct - £536K - £257K{estimate}	= £279K
Likely Annual Expenditure figure for 2023/24	= £460K
50% of which should be set aside as 'General Reserves' minus 'Earmarked Reserves' {SPC Finance policy}	= £230K

Means we might have £279K - £230K as a possible source of project funds by year end March '23

{I suggest this is a Maximum figure, and subject to £5k going into Earmarked reserves for Steyning Centre depreciation funding} £49K - £5K - Therefore possible reserves funding available = £44K

Steyping Parish Council

Balance Sheet as at 31st October 2022

31st October 2022

Current Assets {Finance}

VAT Reimbursement Due	1,286.58
Current Account	72,737.59
Money Maker Account	295,842.93
Petty Cash Account	32.00
Utility Bank Account	80,000.00
Joint Parishes Cemetery Comm Account	51,895.54

Total

£501,794.64

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

Precept Due	0
Income {Hire charges, Rent, Other} as per budget	34,250.00

Total

£34,250.00

Estimated Current Liabilities – To End March {Approx}

Remaining F&GP Budget Expenditure	157,500.00
Remaining Communities Budget Expenditure	20,208.00
Remaining Premises Budget Expenditure	29,300.00
Project Reserves Expenditure	23,800.00
Earmarked Reserves	26,422.73

Total

£257,231.00

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
290 Opening Balance Suspense	0.00		0.00
320 EMR-NHP	2,145.00	-1,026.25	1,118.75
321 EMR-Bus Shelter Notice Boards	1,000.00		1,000.00
322 EMR-Lighting Upgrades	1,142.00		1,142.00
323 EMR-Legal Fees	5,000.00		5,000.00
324 EMR-Publicity / Advertising	1,000.00	-165.00	835.00
325 EMR-Allotment Water Supply Pro	7,085.00	-7,285.00	-200.00
326 EMR-Tree Report & Essential Wk	8,000.00	-1,250.00	6,750.00
327 EMR-Town Improvements	0.00		0.00
328 EMR-Allotment Access	2,000.00		2,000.00
329 EMR-HR Services	3,743.00		3,743.00
330 EMR-Godstalls Lane Maintenance	0.00		0.00
331 EMR-Election Reserve	0.00		0.00
332 EMR-CIL	5,033.98		5,033.98
340 EMR-Emergency Reserve	80,000.00		80,000.00
345 EMR-Cemetery Committee	51,895.54		51,895.54
503 DO NOT USE	0.00		0.00
	<u>168,044.52</u>	<u>-9,726.25</u>	<u>158,318.27</u>

Minus Emergency Reserves + Cemetery Reserves £131,895.54 = £26,422.73

The Community Infrastructure Levy Steyning Parish Council Report – Nov '22

Guidance on Parish Council's responsibilities include the following.

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

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

BALANCE SHEET FOR YEAR 2022/23 - To November '22

Income in this period from HDC	£4,188.87
Income in this period from SDNP	£978.61
TOTAL CIL MONIES AVAILABLE - INCOME	£5,167.48

Projects this Year using CIL funding –

Allocated funds	0
TOTAL CIL MONIES USED IN THIS YEAR 22/23	0

SPC Business Plan II – The 2022/23 Strategic Plan

Introduction

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

1. SPC Finance Plan

Purpose

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

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

The SPC Annual Budget

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

SPC Reserves

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

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

General Reserves

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

Earmarked Reserves

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

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

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

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

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

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

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

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

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

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

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

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

Lower Priority SPC Projects

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

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

3. The SPC Action Plan for 2022/23

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

Briefing Note

Item 6.7

Please see email below and then below that an outline as to what has been proposed.

I need your thoughts and approval or otherwise please

Just a few points perhaps .

We do think there is much to be gained if the market towns and larger parishes (we acknowledge that the term 'town' is not one all marketplaces employ) across England can come together and work together more. We fear the current government focus is almost entirely on the larger towns and cities in England. Urban areas have much bigger Councils and can therefore be more powerful. However rural areas have the one advantage, and we need to use that. That advantage we do have is that we have a lot of towns spun across Rural England and if many of them work together it's the way we can show government and others concern that England is not solely about cities and urban places. People in rural areas are currently receiving less and less services and less and less attention. English economic productivity in rural areas is significantly smaller than elsewhere across England but that's because investment and money for service provision in English rural areas is significantly lower than is the case in Scotland, Wales and Northern Ireland. Rural towns however can only demonstrate their national case by coming together more and using the opportunity then created of showing it.

We will give Steyning P.C. free membership of RMTG until March so that we can show you how we approach things and what we do. However, we can only do that if the Council are prepared to agree to that. Agreeing to six months free service does not commit you to continuing membership – we accept we have to prove our case in that time.

We are a group arguing the rural national case. We currently have 230 members nationally but the more towns who join obviously the stronger our case for rural towns and rural areas to be given more consideration. We try to do a lot for a very modest subscription.. We send out a 'Round Up' every second month across our RMTG membership. Here is a link to recent distributions. RMTG Round Up. <https://mailchi.mp/rsnonline/rural-market-town-group-roundup-august-2022> and <https://mailchi.mp/rsnonline/rural-market-town-group-roundup-october-2022> We do seek to give useful information through these. There will be a further issue of this in December.

We also attach a link to the form of Funding Digest RSN, in whose Grouping RMTG is, issue every month <https://mailchi.mp/rsnonline/rsn-rural-funding-digest-october-2022>. You will receive this as well.

We will keep any eventual subscriptions at manageable levels. The subscription for the next financial year (23/24) should you decide to remain then will be less than £100 per annum, plus the VAT, which you are likely to be able to recover.

Its time England's rurally based Market Towns and larger Parishes announced themselves nationally far more than presently.

Please do give us a try to find out what we can do for Steyning and its residents.

We look forward to hearing back from you after your Council Meeting..



RSN working with **lnalc** in support of Rural Market Towns

Rural/ Market Town Group (RMTG)

WORKING TO ASSIST THE COUNCIL, AND THE RURAL SERVICES IN RESPECT OF YOUR RESIDENTS.

THE SERVICES WE WILL PROVIDE:

Town Promotion

- Promotion to relevant national organisations and policy makers of the importance of members Market and Rural Towns. Their history, their traditions, their markets, and their facilities are important features of the rural economies.
- Support an increased national profile of market towns.
- Work to persuade government that Market Towns are hub centres that provide key services to a wide rural hinterland area and therefore towns in rural areas should not be discounted from being eligible for specific funding pots because of their size.
- **Area Working** – The pattern of local area Market Town meetings is mixed across England. The group could explore this to see if there is any improvement in areas where meetings / joint working is not taking place currently and look at how liaison can take place between this national facing group and existing area arrangements.

Services Focused on Vulnerable People

- **Young People** – To facilitate work in key areas, members are encouraged to nominate a representative interested in young people in their area, who may be contacted to gather specific consultation throughout the year to support national campaigning.
- **The Elderly** – Again if you have a Councillor or staff member who works in or particular interest in this area of activity, we will welcome a nomination of a person with your Council who we can liaise with in relation to work in this area. We seek where we can, to outline the opportunities for people who are in vulnerable situations in Rural Towns.

Economic Development

- **Facilitating Member Networking on a National Economic Level** – through more joint working, networking with the goal of tackling most relevant rural challenges, seeking solutions and improvement.
- **Working with the National Centre for Rural Enterprise.** Annually the Centre will address Councillor Representatives about their work. This session will include exploring whether the RMTG can contribute to work and research of the National Centre.
- **Area Profiles** – an Area Profile of your Principal County/Unitary Council issued once a year setting out key statistics in relation to the rural area. This will help to give the overall picture of their local area to help plan services and understand local issues. (February)

Information & Involvement

- **A Weekly Rural RSN Bulletin** which includes Rural News, Member Insight, Economic Profiling, Spotlights on Economy & Housing, Hinterland, Analysis & Commentary Pieces, Week in Parliament – Politics Roundup and more.
- **A Monthly RSN Funding Digest & Government Consultations** – with funding and grant opportunities, along with relevant Government Consultations related to rural areas.
- **A Rural/Market Town Group (RMTG) Newsletter** – specific newsletter every other month ('Market Town Round Up') highlighting latest relevant policy developments, showcasing useful member good practice examples, net zero information, and signposting members to relevant initiatives and funding opportunities.
- **Involvement in the RSN Consultation Programme** – this includes responding to Government Consultations, White Papers, Calls for Evidence and Select Committee Inquiries. In addition, the Group will help to develop the rural voice at a national level to ensure rural are properly represented. This would be in the form of our own surveys, calls for evidence and case studies. Some surveys will be on the most important topics that were highlighted by RMTG. (Various times throughout the year.)

RMTG Meetings and Joint Working

- **Meetings** – There will be a meeting for RMTG elected representatives twice a year, dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. The Clerks Advisory Panel will also be invited to the Autumn meeting. (April, October) **RMTG Clerks Advisory Panel Meeting** – once a year a meeting for RMTG clerks dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. (March). Possible annual meetings on Charter and Market Promotion.
- **Free Access to the full annual RSN Seminar Programme.** We run 9 seminars throughout the year and access is open to any Councillor Member - not just the nominated member. (Just one or two per member authority please.)

- Members of the RMTG will be able to purchase discounted access to sessions at the **National Rural Conference** subject to places being available.
- **Information Exchange** – A special RMTG Facebook area to facilitate information exchange on a virtual basis.

Good Practice

- **RMTG Good Practice** – collecting, signposting, and informing members on good practice, relevant learning material on key policy areas, delivery challenges and opportunities for rural/market towns. We will operate an Information Exchange to allow members to do this across a series of areas.
- **Engagement and direct involvement in RSN Campaigns.**