

Time: 13:00

Bank Reconciliation up to 31/03/2023 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
01/03/2023	370/22.23	2,490.00		2,490.00		R	Arboro Excellence Tree Ws - <i>MPF TREE</i>
01/03/2023	371/22.23	338.00		338.00		R	Barawood publicity <i>- HEDGES</i>
01/03/2023	372/22.23	99.41		99.41		R	BSG Clares
01/03/2023	373/22.23	21.19		21.19		R	Maintenance supplies
01/03/2023	374/22.23	17.80		17.80		R	Eckert - Film supplies
01/03/2023	375/22.23	1,768.18		1,768.18		R	Jack Lee <i>- STREET CLEANING</i>
01/03/2023	376/22.23	3,850.00		3,850.00		R	Sawing Heights Tree works - <i>GODSTALLS</i>
01/03/2023	377/22.23	80.00		80.00		R	Streeter tree works <i>LANE</i>
01/03/2023	378/22.23	190.00		190.00		R	TC Maint
01/03/2023	379/22.23	120.05		120.05		R	Supreme Hygiene
01/03/2023	380/22.23	300.00		300.00		R	Sussex plumber
01/03/2023	CR		221.10	221.10		R	Receipt(s) Banked
02/03/2023	22/94		465.00	465.00		R	Receipt(s) Banked <i>- FILM RECEIPTS</i>
02/03/2023	22/93		200.80	200.80		R	Receipt(s) Banked
02/03/2023	CR		17.70	17.70		R	Receipt(s) Banked
03/03/2023	BP		19.66	19.66		R	Receipt(s) Banked
05/03/2023	CR		210.19	210.19		R	Receipt(s) Banked
06/03/2023	VIS	41.04		41.04		R	Site Lock
06/03/2023	DR	1.12		1.12		R	Transaction Fee
06/03/2023	VIS	0.01		0.01		R	Sitelock
06/03/2023	22/93		523.81	523.81		R	Receipt(s) Banked <i>- VARIOUS ROOM</i>
07/03/2023	384/22.23	7,400.73		7,400.73		R	SCYP <i>- YOUTH SERVICE</i> <i>HIRE</i>
07/03/2023	381/22.23	355.60		355.60		R	SCS film
07/03/2023	382/22.23	28.20		28.20		R	Eckert film wine
07/03/2023	383/22.23	418.00		418.00		R	Clare Austin
07/03/2023	CR		76.36	76.36		R	Receipt(s) Banked
08/03/2023	CR		70.46	70.46		R	Receipt(s) Banked
14/03/2023	TRS JF012		55,000.00	55,000.00		R	Receipt(s) Banked <i>- TRANSFER FROM</i>
15/03/2023	CR		33.74	33.74		R	Receipt(s) Banked <i>SAVINGS ACCOUNT</i>
15/03/2023	CR		179.12	179.12		R	Receipt(s) Banked
15/03/2023	BP		51.82	51.82		R	Receipt(s) Banked
15/03/2023	BP		194.90	194.90		R	Receipt(s) Banked
16/03/2023	VIS	4.99		4.99		R	Amazon Velcro
16/03/2023	VIS	918.00		918.00		R	Microsoft Emails <i>- COUNCILLOR EMAIL</i>
16/03/2023	VIS	31.18		31.18		R	Zoom <i>SERVICE</i>
16/03/2023	385/22.23	12.00		12.00		R	Function 28
16/03/2023	386/22.23	159.73		159.73		R	Glasdon - grit bin
16/03/2023	387/22.23	303.80		303.80		R	HDC - Waste
16/03/2023	388/22.23	144.40		144.40		R	Letterbox deliveries
16/03/2023	389/22.23	226.64		226.64		R	Overline phones
16/03/2023	390/22.23	830.00		830.00		R	Bench install - TC Maint' <i>- JUBILEE</i>
16/03/2023	391/22.23	16.80		16.80		R	West's printing <i>BENCH</i>
16/03/2023	Cr		85.98	85.98		R	Receipt(s) Banked
16/03/2023	CR		43.80	43.80		R	Receipt(s) Banked
16/03/2023	CR		92.90	92.90		R	Receipt(s) Banked
16/03/2023	CR		97.01	97.01		R	Receipt(s) Banked
16/03/2023	CR		191.66	191.66		R	Receipt(s) Banked
17/03/2023	BP	10,000.00		10,000.00		R	HDC Wardens

Time: 13:00

Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/03/2023	CR		524.34	524.34		R ☒	Receipt(s) Banked - ST ANDREWS LODGE
17/03/2023	CR		11.80	11.80		R ☒	Receipt(s) Banked
17/03/2023	Cr		76.40	76.40		R ☒	Receipt(s) Banked
19/03/2023	CR		54.22	54.22		R ☒	Receipt(s) Banked
20/03/2023	BP	10,000.00		10,000.00		R ☒	HDC Wardens
20/03/2023	Cr		32.02	32.02		R ☒	Receipt(s) Banked
20/03/2023	BP		22.50	22.50		R ☒	Receipt(s) Banked
21/03/2023	BP	10,000.00		10,000.00		R ☒	HDC Wardens
21/03/2023	DR	33.53		33.53		R ☒	HSBC Charges
21/03/2023	22/95		240.10	240.10		R ☒	Receipt(s) Banked
21/03/2023	CR		99.00	99.00		R ☒	Receipt(s) Banked
21/03/2023	CR		187.50	187.50		R ☒	Receipt(s) Banked
21/03/2023	CR		218.92	218.92		R ☒	Receipt(s) Banked
21/03/2023	CR		23.60	23.60		R ☒	Receipt(s) Banked
22/03/2023	BP	10,000.00		10,000.00		R ☒	HDC Wardens
22/03/2023	CR		511.28	511.28		R ☒	Receipt(s) Banked - HALL HIRE.
22/03/2023	CR		11.80	11.80		R ☒	Receipt(s) Banked
23/03/2023	DR	25.00		25.00		R ☒	Cash - Petty top up
23/03/2023	392/22.23	1,069.00		1,069.00		R ☒	British Gas
23/03/2023	392/22.23	0.44		0.44		R ☒	British Gas
23/03/2023	249.89	249.89		249.89		R ☒	Bus Stream Bus shelter water
23/03/2023	394/22.23	32.50		32.50		R ☒	Chic payroll services
23/03/2023	395/22.23	157.00		157.00		R ☒	Community Orchard
23/03/2023	396/22.23	39.00		39.00		R ☒	EDF - Bus Sheltr
23/03/2023	397/22.23	2,982.70		2,982.70		R ☒	HMRC - SALARIES TAXES.
23/03/2023	398/22.23	350.33		350.33		R ☒	Laser elec H St
23/03/2023	399/22.23	246.36		246.36		R ☒	PiP Services
23/03/2023	400/22.23	250.00		250.00		R ☒	Stey & Dist Part Grant
23/03/2023	402/22.23	168.00		168.00		R ☒	Sowerby toilet security
23/03/2023	403/22.23	660.00		660.00		R ☒	TC Minatenance - FENCE REPAIRS
23/03/2023	404/22.23	512.40		512.40		R ☒	Tom Packer - IT Supp. - COPSTILLS LAWE
23/03/2023	495/22.23	160.00		160.00		R ☒	TSS Fcailities Legionella - MICRO PHONES.
23/03/2023	406/22.23	200.00		200.00		R ☒	Ukrainian Refuge - grant
23/03/2023	22/96		421.25	421.25		R ☒	Receipt(s) Banked
23/03/2023	CR		31.20	31.20		R ☒	Receipt(s) Banked
23/03/2023	CR		32.45	32.45		R ☒	Receipt(s) Banked
23/03/2023	BP		6.80	6.80		R ☒	Receipt(s) Banked
24/03/2023	BP	10,000.00		10,000.00		R ☒	HDC Wardens
24/03/2023	BP	68.00		68.00		R ☒	Stamps
24/03/2023	BP		117.20	117.20		R ☒	Receipt(s) Banked
24/03/2023	BP		58.60	58.60		R ☒	Receipt(s) Banked
26/03/2023	CR		252.81	252.81		R ☒	Receipt(s) Banked
27/03/2023	BP	9,265.13		9,265.13		R ☒	Salaries- Various
27/03/2023	VIS	11.04		11.04		R ☒	Zoho
27/03/2023	CR		6,197.76	6,197.76		R ☒	Receipt(s) Banked - HDC BUILDING ROOM HIRE.
27/03/2023	CR		89.92	89.92		R ☒	Receipt(s) Banked
27/03/2023	CR		2,000.00	2,000.00		R ☒	Receipt(s) Banked - BRITISH GYM
28/03/2023	BP		58.60	58.60		R ☒	Receipt(s) Banked - DONATION / GRANT.

Time: 13:00

Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
28/03/2023	Cr		217.33	217.33		R ☒	Receipt(s) Banked
28/03/2023	CR		58.60	58.60		R ☒	Receipt(s) Banked
28/03/2023	Cr		11.80	11.80		R ☒	Receipt(s) Banked
30/03/2023	407/22.23	1,063.00		1,063.00		R ☒	HDC Wardens
30/03/2023	408/22.23	550.00		550.00		R ☒	Barawood publishing - <i>your STEYNING PUBLICITY</i>
30/03/2023	409/22.23	51.47		51.47		R ☒	FPS - fire extinguishers
30/03/2023	410/22.23	87.00		87.00		R ☒	Piano tuning
30/03/2023	411/22.23	1,920.91		1,920.91		R ☒	Laser - elec - <i>STEYNING CENTRE</i>
30/03/2023	412/22.23	700.00		700.00		R ☒	Stey Soc Grant
30/03/2023	413/22.23	1,215.00		1,215.00		R ☒	Sussex plumber - <i>TAPS STEYNING CENTRE</i>
30/03/2023	414/22.23	926.30		926.30		R ☒	Tc Maint' - fence replace - <i>CHANDLER'S WAY</i>
30/03/2023	415/22.23	2,369.24		2,369.24		R ☒	Pensions - <i>SALARIES</i>
31/03/2023	BP		29.72	29.72		R ☒	Receipt(s) Banked
31/03/2023	Cr		77.72	77.72		R ☒	Receipt(s) Banked
31/03/2023	CR		58.60	58.60		R ☒	Receipt(s) Banked
31/03/2023	CR		29.50	29.50		R ☒	Receipt(s) Banked
		<u>95,530.11</u>	<u>69,539.35</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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	2,244	3,500	1,256	3,500			64.1%	
1004 Reimbursed Charges & donations	63	200	137	200			31.7%	
1010 Miscellaneous Income	59	250	191	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	1,515	120	(1,395)	120			1262.9%	
Administration :- Income	341,406	338,427	(2,979)	338,427			100.9%	0
4000 Salaries	173,546	154,500	(19,046)	154,500		(19,046)	112.3%	
4002 Printing, stationery, postage	3,077	2,500	(577)	2,500		(577)	123.1%	835
4003 Staff Ill Health Insurance	1,108	1,350	242	1,350		242	82.1%	
4004 Telephones and Alarm	2,865	2,850	(15)	2,850		(15)	100.5%	
4005 Insurance	6,650	5,350	(1,300)	5,350		(1,300)	124.3%	
4006 Salaries Outsourcing	358	425	68	425		68	84.1%	
4007 Data Protection	1,076	1,200	124	1,200		124	89.6%	
4010 Audit Fees	1,212	1,850	638	1,850		638	65.5%	
4016 Legal Fees/Elections	15	2,400	2,385	2,400		2,385	0.6%	
4017 Bank Charges	445	285	(160)	285		(160)	156.2%	
4021 General Grants	1,927	2,000	73	2,000		73	96.3%	
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 31/03/2023

Month No: 12

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	200	25	200		25	87.5%	165
4040 Town Clock	413	450	37	450		37	91.8%	
4045 Misc & Petty Cash	125	275	150	275		150	45.5%	
4047 Training	1,101	1,500	399	1,500		399	73.4%	
4049 Showcase	0	200	200	200		200	0.0%	
4055 HR Services	0	1,000	1,000	1,000		1,000	0.0%	
4060 Chairman's Function	701	500	(201)	500		(201)	140.3%	
4061 Councillors' Allowances	0	100	100	100		100	0.0%	
4063 Legionnaires	2,440	2,500	60	2,500		60	97.6%	
4070 Software Packages	2,223	2,600	377	2,600		377	85.5%	
4071 ICT Equipment	427	2,250	1,823	2,250		1,823	19.0%	
4072 Website Development	350	450	101	450		101	77.7%	
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	213,030	202,887	(10,143)	202,887	0	(10,143)	105.0%	2,026
Net Income over Expenditure	128,376	135,540	7,164	135,540				
6000 plus Transfer from EMR	2,026							
Movement to/(from) Gen Reserve	130,402							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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	51,063	45,500	(5,563)	45,500		(5,563)	112.2%	
4101 Swimming Pool	678	16,500	15,822	16,500		15,822	4.1%	
Finance & Community Appendix :- Indirect Expenditure	<u>51,741</u>	<u>62,000</u>	<u>10,259</u>	<u>62,000</u>	<u>0</u>	<u>10,259</u>	<u>83.5%</u>	<u>0</u>
Net Expenditure	<u>(51,741)</u>	<u>(62,000)</u>	<u>(10,259)</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	35,417	28,450	(6,967)	28,450		(6,967)	124.5%	
Youth Provision :- Indirect Expenditure	<u>35,417</u>	<u>28,450</u>	<u>(6,967)</u>	<u>28,450</u>	<u>0</u>	<u>(6,967)</u>	<u>124.5%</u>	<u>0</u>
Net Expenditure	<u>(35,417)</u>	<u>(28,450)</u>	<u>6,967</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	341,406	338,427	(2,979)	338,427			100.9%	
Expenditure	300,188	293,337	(6,851)	293,337	0	(6,851)	102.3%	
Net Income over Expenditure	<u>41,218</u>	<u>45,090</u>	<u>3,872</u>	<u>45,090</u>				
plus Transfer from EMR	2,026							
Movement to/(from) Gen Reserve	<u>43,244</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/03/2023

Month No: 12

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
	0	5,000	5,000	5,000		5,000	0.0%	
	9,638	20,000	10,362	20,000		10,362	48.2%	
	<u>9,638</u>	<u>25,000</u>	<u>15,362</u>	<u>25,000</u>	<u>0</u>	<u>15,362</u>	<u>38.6%</u>	<u>0</u>
	<u>(9,638)</u>	<u>(25,000)</u>	<u>(15,362)</u>	<u>(25,000)</u>				
	0	0	0	0			0.0%	
	9,638	25,000	15,362	25,000	0	15,362	38.6%	
	<u>(9,638)</u>							
	443,206	438,977	(4,229)	438,977			101.0%	
	429,752	438,977	9,225	438,977	0	9,225	97.9%	
	<u>13,453</u>	<u>0</u>	<u>(13,453)</u>	<u>0</u>				
	10,361							
	<u>23,815</u>							

Briefing Note

We have been contacted by the Steyning in Bloom group. They were wondering if we could consider once again agreeing to their annual grant request.

To remind you we currently have a commitment to providing financial assistance to the group each year, indeed they depend upon, for the most part, our support in order to provide the Spring and Summer/Autumn displays around our Town.

For this new financial year, we have set aside an annual budgetary amount of £2,400.00

Briefing Note

We have received a request for a grant from Steyning Area First Responders who look after the Defib which is affixed to the front entrance of the Steyning Centre. As per the below request they are asking for £120 grant assistance.

Dear Steyning Parish council

I am a trustee of the Steyning Area First Responders and responsible for the purchase, installation and maintenance of our public access defibrillators.

We now have 14 publicly accessible defibrillators in the Steyning area, covering Upper Beeding, Steyning, Ashurst and Wiston. Part of our service to the community is performing regular checks on them all, arranging replacements and maintenance when one is faulty and replacing used or out of date accessories.

A replacement defibrillator battery costs between £250-£280, these have to be replaced every 4-5 years or after a set amount of uses. The shock pads which are placed on the patient to administer the shock must be replaced once they are used and cost between £45-£55 per set. Finally, the ready kits which contain scissors, hi-vis vests, razors etc. must be replaced after use and cost £20.

To help us manage these and other overheads we are seeking sponsorship of our PAD sites and are hoping the Parish Council would consider sponsoring the defibrillator at the Steyning Centre for £120 for another year. This equates to £10 per month to help with our maintenance costs for the PAD sites and the equipment used by our team of first responders.

We would greatly appreciate it if you could raise this at the next council meeting for discussion and (hopefully) approval.

To: Steyning Parish Council

Re: Sponsorship of Defibrillator located outside the Steyning Centre for 12 months to March 2024.

£120.00

May I Thank you on behalf of our Trustees for your generous support which will also be appreciated by the local community. [REDACTED], Treasurer

Steyping Parish Council

Item 6.5

Balance Sheet as at 31st March 2023

31st March 2023

Current Assets {Finance}

VAT Reimbursement Due	385.15
Current Account	63,153.53
Money Maker Account	121,426.24
Petty Cash Account	32.00
Utility Bank Account	80,615.52
Joint Parishes Cemetery Com. Account *	51,895.54

Total **£317,507.98**

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

Precept Due	0
Income {Hire charges, Rent, Other} as per budget	- 5,600.00

Total **-£5,600.00**

Estimated Current Liabilities – To End March 23 {Approx}

Remaining F&GP Budget Expenditure	4,620.00
Remaining Communities Budget Expenditure	8,250.00
Remaining Premises Budget Expenditure	2,300.00
Project Reserves Expenditure	15,362.00
Earmarked Reserves	25,787.73
Joint Parishes Cemetery Com. Ringfenced Account *	51,895.54

Total **£108,215.00**

THEREFORE, ESTIMATED SPC END OF YEAR GENERAL RESERVES

£203,693.00

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	-1,000.00	0.00
325 EMR-Allotment Water Supply Pro	7,085.00	-7,085.00	0.00
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
	168,044.52	-10,361.25	157,683.27

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