

MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 12th JULY 2022 AT 7.30PM

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

Clerk: John Fullbrook

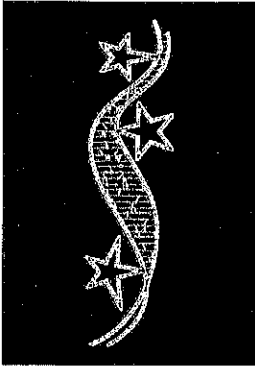
Members of the Public in attendance: 2

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F&GP/22/1	APOLOGIES FOR ABSENCE	
1.1	Apologies were received from Cllr Campbell. Cllr Goldsmith not in attendance.	
F&GP/22/2	DECLARATIONS OF INTEREST AND DISPENSATIONS	
2.1	None	
F&GP/22/3	QUESTIONS FROM THE FLOOR <i>(in summary format)</i>	
3.1.1	<i>Q – Regards giving apologies for meetings. NALC says absences with an apology and an explanation are fine. Surely giving apologies without an explanation is unacceptable, and explanations should be recorded in the minutes?</i>	
3.1.2	<i>A – The Chair and Clerk agreed that this can be seen as best practice, and the clerk went on to say he had discussed this matter with the Chair of the Council, and it may be the case a change to procedure will be forthcoming.</i>	
F&GP/22/4	MINUTES OF PREVIOUS MEETING	
4.1	Cllr Lloyd proposed, seconded by Cllr S Alexander that the minutes of the meeting held on the 10 th May 2022 be agreed as a true and fair record. Agreed	
F&GP/22/5	MATTERS ARISING AND ACTIONS	
5.1	Town Clock mechanism maintenance completed, including to reinstate the chimes - Actioned	
5.2	Clerk to complete accruals list ahead of End of Year Finance Reconciliation – Actioned	
5.3	Clerk to complete updated Earmarked Reserve list for End of Year Audit – Actioned	
5.4	Clerk to ensure Joint Cemetery Committee Accounts included in End of Year Reconciliation - Actioned	
5.5	Clerk instructed to rope off & place warning notices by Changing room Apron - Actioned	
5.6	Clerk instructed to engage a safety officer to inspect C. Rooms Concrete Apron – Actioned	
5.7	Clerk instructed to notify Cricket Club and work with them to lessen the impact of the ‘safety’ issue - Actioned	
5.8	Cllr Lloyd proposed, seconded by Cllr Northam to take the ‘Matters Arising’ as read. Agreed	
F&GP/21/6	FINANCE MATTERS	
6.1	To agree a request for a grant for the Steyning and District Partnership Food & Drink festival Cllr Lloyd proposed, seconded by Cllr S Alexander that the Steyning and District Partnership be granted £250 towards their 2022 food festival. Agreed	CLERK

- 6.2 **To approve list of payments.** Cllr Lloyd **proposed, seconded** by Cllr S Alexander that the list of payments for April, May and June 2022 be approved as a correct record. **Agreed**
- 6.3 **I & E Reports.** Cllr Lloyd **proposed, seconded** by Cllr Northam to agree the F&GP Income and Expenditure reports for April, May and June 2022 as a correct record. **Agreed**
- 6.4 **To receive notes on the SPC finance position as at end of Year 2021/22.** The Clerk reported on in which way the document was relevant. This to be reported in line with the ongoing SPC Action plan updates henceforth **CLERK**
- 6.5 **To agree the Christmas Light display for 2022 on the Steyning High Street** **CLERK**
 The Clerk presented a supporting paper showing variations on the lights held in stock and that were used for last year's Christmas display.
 SPC were given a limited choice for a change in the display from the agreed contractor for 2022.
 Councillors considered 6 options (Including the previous year's display).
 Vote first by ballot, then by show of hands when down to the final 2 options.
 Cllr Lloyd **proposed, seconded** by Cllr Northam to agree Christmas lights {for 2022} SPC to have option 5. **Agreed** {Shown here}
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- 6.6.1 **To agree the new SPC Business Plan 2022.** The clerk expanded upon the reasons to support a business plan in that it informed both councillors, council as a whole and Steyning residents to the tasks performed by SPC and the Councils current projects and future aspirations. Cllrs considered the document and proposed some amendments. **CLERK**
- 6.6.2 Cllr Lloyd **proposed, seconded** by Cllr Trundle that the title of the SPC Business plan 2022 be changed to the SPC Strategic plan 2022. **Agreed**
- 6.6.3 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree to changing 'Main Aims' to 'Purposes' within the SPC Strategic Plan 2022. **Agreed**
- 6.6.4 Cllr Lloyd **proposed, seconded** by Cllr S Alexander that SPC agree the SPC Strategic Plan 2022 {including amendments noted above}. **Agreed** **CLERK**
- 6.7 **To agree the priority SPC puts on the Bus Shelter 'Ramp' project following the decision from Premises and Planning Committee.** Committee considered whether the disability access issue was really one which SPC should be having to deal with, as the Bus Shelter was currently being leased from HDC and though the lease stipulates it is necessary for SPC to deal with appropriate structural alterations, a second more assertive approach could be made to HDC suggesting it should have been more fit for purpose in the first instance. Cllr Lloyd **proposed, seconded** by Cllr Northam that as this is an HDC building, that HDC are approached to make it more compliant for disabled access for those Steyning residents that require it, and that SPC delegate the Clerk in discussion with the Chair to make the first contact, and perhaps as district councillor Cllr Lloyd can approach HDC on SPC's behalf. **Agreed** **CLERK**
- 6.8 **To agree the new SPC Action Plan 2022.** The clerk outlined the reasoning behind the SPC Business plan part II / Action plan 2022 document and explained its contents and how it was important and relatable to the ongoing SPC finances and budget planning processes, as well as highlighting the annual aims of the council. Cllr Lloyd **proposed, seconded** by Cllr Norcross that SPC approve the SPC Action plan 2022 as laid out in the briefing notes, but to include an amendment whereby the 'Comments' column be changed to 'Risks' and that those risks need to be identified and that the document is reviewed every {F&GP} meeting. **Agreed** **CLERK**
- 6.9 **To set up a working party to make recommendations upon the SPC Asset and Land Register updating process.** Cllr Lloyd **proposed, seconded** by Cllr Parsons to set up an F&GP working party to discuss and make recommendations upon the SPC Asset and Land Register. **Agreed**

6.10	To receive the May '22 SPC Cil report. The clerk explained that there had been recent receipt of Cil monies as per shown within this report and in answer to the suggestion from Cllr Parsons, he explained that indeed Cil monies would be a good way of funding SPC playground renewals	
6.11	To agree if there are any actions necessary following a resident's request to cut a WSCC grass verge. Cllr Norcross updated that the verge in question had been very recently cut, and therefore there were no further actions suggested other than the clerk respond to the resident who had raised the question saying this and to inform that if in future there is an issue that the committee would return to consider it	CLERK
F&GP/22/7	PROGRESS REPORT	
7.1	F&GP/20/96.7 Steyning Swimming Pool payment obligations to be discussed at Working party – Ongoing – it was suggested to deal with this under the same working party as per that convening to discuss the Asset and Land register under item 6.9 above.	CLERK
7.2	F&GP/21/6.13 Move SPC emergency reserve monies to a savings account – Ongoing The clerk updated that the funds within the Emergency reserve account have been released via signed agreement by SPC signatories, to go into another bank account as and when that account is set up.	CLERK
7.3	F&GP/20/66.6 Cricket Club to respond to Clerk when there is further agreement on possible financial assistance to complete works to Changing Room Concrete Apron	CLERK
7.4	F&GP/20/68.1 Cllr Goldsmith to report 'serious issues' to Clerk or Premises Committee Chairman - Ongoing as Cllr Goldsmith had not reported to clerk any issues nor to Premises committee nor was he in attendance.	Cllr Goldsmith
F&GP/22/8	INFORMATION/CORRESPONDENCE ITEMS	
8.1	None	
F&GP/22/9	DATE OF NEXT MEETING – 13th September 2022 @7.30pm. The Chair closed the meeting at 8.36pm	

Signed Date 13th September 2022
Chair

Here is the link to the video recording of this meeting:-
<https://youtu.be/w8vzzCA3mGg>

Item 6.1.1

Country Fair request for Grant to cover use of the Steyning Centre on 29th May 2023

Briefing Note

Confidential supporting paper 6.1.2 outlines a draft Steyning County Fair Event Management Plan – As part of this event, the organisers of the have requested use of the Steyning Centre rooms including Coombe Court, Saxon room, and the Main kitchen.

The cost for this event on a bank holiday from 9am to 5pm would be a net figure of £523.36.

The event organisers have requested a grant to cover some or all of these costs, if at all possible

NB - Our SPC Grant policy allows for amounts under £250 need not to be supported by a copy of the latest set of annual accounts

The group have been informed that the Fletchers Croft, High Street and Health Centre car parks belong to HDC and they would need to request the permission from them if they are wanting to use them for anything other than parking for public use.

Time: 14:20

Bank Reconciliation up to 01/08/2022 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
01/07/2022	DD	973.00		973.00		R	Horsham District Council - RATES
01/07/2022	CR		95.11	95.11		R	Receipt(s) Banked
05/07/2022	VIS	40.56		40.56		R	Sitelock web security
05/07/2022	DR	1.11		1.11		R	HSBC Transaction fee
05/07/2022	22/22		436.47	436.47		R	Receipt(s) Banked
06/07/2022	116/22.23	59.40		59.40		R	Zen - web domain
06/07/2022	117/22.23	370.50		370.50		R	Clare Austin
06/07/2022	118/22.23	130.16		130.16		R	KCS printing
06/07/2022	119/22.23	198.00		198.00		R	West's printing
06/07/2022	120/22.23	270.00		270.00		R	South Coast electricals
06/07/2022	121/22.23	1,258.72		1,258.72		R	Legal and Genral - ill health INSURANCE
06/07/2022	122/22.23	1,170.00		1,170.00		R	TGO gym company - PLAY MAINTENANCE ITEMS
06/07/2022	123/22.23	65.95		65.95		R	Clare's stationary
06/07/2022	CR		409.17	409.17		R	Receipt(s) Banked
06/07/2022	CR		36.60	36.60		R	Receipt(s) Banked
07/07/2022	22/25		357.00	357.00		R	Receipt(s) Banked
07/07/2022	CR		78.16	78.16		R	Receipt(s) Banked
07/07/2022	CR		130.26	130.26		R	Receipt(s) Banked
07/07/2022	CR		11.80	11.80		R	Receipt(s) Banked
07/07/2022	CR		181.92	181.92		R	Receipt(s) Banked
11/07/2022	22/24		148.98	148.98		R	Receipt(s) Banked
12/07/2022	124/22.23	649.20		649.20		R	Rialtus Finance software - PHASED BUDGET SOFTWARE
12/07/2022	125/22.23	315.35		315.35		R	SCS
12/07/2022	126/22.23	234.00		234.00		R	SLCC membership
12/07/2022	127/22.23	216.09		216.09		R	Overline phones
12/07/2022	128/22.23	163.02		163.02		R	PiP Services
12/07/2022	129/22.23	521.75		521.75		R	Horsham District Council - BIN CLEARANCE
12/07/2022	130/22.23	180.00		180.00		R	Mr Sowerby *JET WASHING
12/07/2022	131/22.23	80.00		80.00		R	Colwell piano tuning
12/07/2022	132/22.23	8.70		8.70		R	T Eckert refreshments
12/07/2022	CR		219.60	219.60		R	Receipt(s) Banked
12/07/2022	CR		104.21	104.21		R	Receipt(s) Banked
12/07/2022	CR		145.80	145.80		R	Receipt(s) Banked
13/07/2022	BP		39.00	39.00		R	Receipt(s) Banked
13/07/2022	BP		42.45	42.45		R	Receipt(s) Banked
13/07/2022	CR		109.84	109.84		R	Receipt(s) Banked
13/07/2022	CR		14.40	14.40		R	Receipt(s) Banked
13/07/2022	CR		59.56	59.56		R	Receipt(s) Banked
13/07/2022	Cr		62.98	62.98		R	Receipt(s) Banked
13/07/2022	CR		30.70	30.70		R	Receipt(s) Banked
15/07/2022	22/26		75.00	75.00		R	Receipt(s) Banked
15/07/2022	22/23		107.90	107.90		R	Receipt(s) Banked
15/07/2022	CR		24.42	24.42		R	Receipt(s) Banked
17/07/2022	CR		42.00	42.00		R	Receipt(s) Banked
17/07/2022	CR		62.12	62.12		R	Receipt(s) Banked
18/07/2022	VIS	28.78		28.78		R	Zoom
19/07/2022	BP		14.86	14.86		R	Receipt(s) Banked
19/07/2022	CR		36.60	36.60		R	Receipt(s) Banked

Time: 14:20

Bank Reconciliation up to 01/08/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/07/2022	CR		95.11	95.11		R ☒	Receipt(s) Banked
19/07/2022	Cr		14.16	14.16		R ☒	Receipt(s) Banked
21/07/2022	DR	30.09		30.09		R ☒	HSBC
21/07/2022	133/22.23	224.34		224.34		R ☒	business stream - R Allots
21/07/2022	134/22.23	486.52		486.52		R ☒	British Gas - steyning centre
21/07/2022	135/22.23	160.00		160.00		R ☒	TSS - legionella checks
21/07/2022	136/22.23	832.74		832.74		R ☒	Broxap - RECYCLING WASTE BIN
21/07/2022	137/22.23	12.00		12.00		R ☒	Function 28
21/07/2022	139/22.23	199.20		199.20		R ☒	T C Maintenance
21/07/2022	139/22.23	92.40		92.40		R ☒	Kestral Alarms
21/07/2022	140/22.23	90.00		90.00		R ☒	keiron furness plumbing
21/07/2022	141/22.23	250.00		250.00		R ☒	Steyn & Dist Grant
21/07/2022	22/27		182.50	182.50		R ☒	Receipt(s) Banked
21/07/2022	22/23		10.00	10.00		R ☒	Receipt(s) Banked
22/07/2022	CR		79.02	79.02		R ☒	Receipt(s) Banked
23/07/2022	CR		345.22	345.22		R ☒	Receipt(s) Banked
25/07/2022	BP	9,412.41		9,412.41		R ☒	Salaries - various
25/07/2022	DR	25.00		25.00		R ☒	Post Office Cash for PettyCash
26/07/2022	VIS	68.00		68.00		R ☒	Post office - stamps
26/07/2022	VIS	9.20		9.20		R ☒	Zoho
27/07/2022	VIS	86.25		86.25		R ☒	Amazon - toilet seats
27/07/2022	VIS	108.92		108.92		R ☒	Amazon - HDMI lead & Paint
27/07/2022	142/22.23	32.50		32.50		R ☒	Chichester payroll
27/07/2022	143/22.23	3,030.02		3,030.02		R ☒	HMRC - PAYE Tax
27/07/2022	144/22.23	2,223.05		2,223.05		R ☒	WSCC Staff pensions
27/07/2022	CR		30.70	30.70		R ☒	Receipt(s) Banked
29/07/2022	VIS	930.00		930.00		R ☒	Designer metal Ltd - COMMEMORATIVE TREE GUARDS
29/07/2022	CR		88.00	88.00		R ☒	Receipt(s) Banked
30/07/2022	CR		53.00	53.00		R ☒	Receipt(s) Banked
30/07/2022	CR		70.00	70.00		R ☒	Receipt(s) Banked
30/07/2022	BP		35.00	35.00		R ☒	Receipt(s) Banked
30/07/2022	CR		53.00	53.00		R ☒	Receipt(s) Banked
31/07/2022	CR		18.00	18.00		R ☒	Receipt(s) Banked
31/07/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
31/07/2022	CR		23.60		23.60	☐	Receipt(s) Banked
		25,236.93	4,209.22				

Time: 13:10

Bank Reconciliation up to 31/08/2022 for Cashbook No 1 - Current Account

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Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
31/07/2022	CR		23.60	23.60		R 	Receipt(s) Banked
01/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
01/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
01/08/2022	CR		36.00	36.00		R 	Receipt(s) Banked
01/08/2022	DD		973.00	973.00		R 	Receipt(s) Banked
01/08/2022	Cr		-973.00	-973.00		R 	Receipt(s) Banked
01/08/2022	DD	973.00		973.00		R 	Horsham District Council - RATES
02/08/2022	BP		35.00	35.00		R 	Receipt(s) Banked
02/08/2022	CR		14.40	14.40		R 	Receipt(s) Banked
02/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
03/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
03/08/2022	CR		18.00	18.00		R 	Receipt(s) Banked
03/08/2022	CR		150.75	150.75		R 	Receipt(s) Banked
03/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
03/08/2022	CR		11.80	11.80		R 	Receipt(s) Banked
03/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
03/08/2022	BACS	250.00		250.00		R 	Ukrainian refuge charity grant
03/08/2022	BACS	1,768.18		1,768.18		R 	Jack Lee - STREET CLEANING
03/08/2022	BACS	668.00		668.00		R 	TC Maintenance - FENCE MAINTENANCE
03/08/2022	BACS	222.10		222.10		R 	PIP Services
03/08/2022	BACS	39.95		39.95		R 	SHS
03/08/2022	BACS	90.00		90.00		R 	JD windows
03/08/2022	BACS	15.80		15.80		R 	Film supplies
04/08/2022	CR		-25.00	-25.00		R 	Receipt(s) Banked
04/08/2022	DR		25.00	25.00		R 	Receipt(s) Banked
04/08/2022	22/41		196.50	196.50		R 	Receipt(s) Banked
04/08/2022	22/28		39.30	39.30		R 	Receipt(s) Banked
04/08/2022	CR		41.30	41.30		R 	Receipt(s) Banked
04/08/2022	DR	25.00		25.00		R 	Post Office
05/08/2022	VIS	68.00		68.00		R 	Post Office
05/08/2022	VIS	40.62		40.62		R 	Site Lock security
05/08/2022	DR	1.11		1.11		R 	Charges
05/08/2022	CR		53.00	53.00		R 	Receipt(s) Banked
05/08/2022	CR		53.00	53.00		R 	Receipt(s) Banked
06/08/2022	CR		18.00	18.00		R 	Receipt(s) Banked
07/08/2022	CR		70.00	70.00		R 	Receipt(s) Banked
07/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
07/08/2022	CR		70.00	70.00		R 	Receipt(s) Banked
08/08/2022	22/40		263.00	263.00		R 	Receipt(s) Banked
08/08/2022	22/29		299.81	299.81		R 	Receipt(s) Banked
08/08/2022	Cr		35.00	35.00		R 	Receipt(s) Banked
08/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
08/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
08/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
09/08/2022	CR		35.00	35.00		R 	Receipt(s) Banked
09/08/2022	CR		18.00	18.00		R 	Receipt(s) Banked
09/08/2022	152/22.23	289.75		289.75		R 	Clare Austin
09/08/2022	153/22.23	369.80		369.80		R 	Horsham District Council

Time: 13:10

Bank Reconciliation up to 31/08/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
09/08/2022	154/22.23	517.50		517.50		R	Squires planning - N. PLAN
09/08/2022	155/22.23	4,822.84		4,822.84		R	Festive lighting - CHRISTMAS DISPLAY
09/08/2022	157/22.23	600.00		600.00		R	Steyping Art - piano maint - GRAND PIANO
09/08/2022	158/22.23	24.00		24.00		R	Green thumb
09/08/2022	159/22.23	26.95		26.95		R	PIP Services
09/08/2022	160/22.23	700.00		700.00		R	Phillip Clay - PLANS FOR BUS SHELTER
09/08/2022	161/22.23	125.00		125.00		R	Plumbing services
09/08/2022	156/22.23		-116.15	-116.15		R	Receipt(s) Banked
10/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
10/08/2022	CR		18.00	18.00		R	Receipt(s) Banked
10/08/2022	VIS	11.98		11.98		R	Amazon - frame
11/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
11/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
12/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
12/08/2022	CR		80,000.00	80,000.00		R	Receipt(s) Banked - BARCLAYS ACCOUNT MONIES
13/08/2022	TRF - JF		40,000.00	40,000.00		R	Receipt(s) Banked - TRANSFER FROM SAVINGS ACCOUNT.
15/08/2022	162/22.23	12.00		12.00		R	function 28
15/08/2022	163/22.23	20.00		20.00		R	HALC
15/08/2022	164/22.23	2,238.00		2,238.00		R	Smart Wood flooring - CENTRE FLOOR MAINTENANCE
15/08/2022	165/22.23	135.00		135.00		R	Keiron plumbing
15/08/2022	166/22.23	215.62		215.62		R	Overline phones
15/08/2022	167/22.23	297.60		297.60		R	SCS - film
15/08/2022	168/22.23	186.00		186.00		R	Sowerby
15/08/2022	BP		59.44	59.44		R	Receipt(s) Banked
15/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
16/08/2022	CR		84.55	84.55		R	Receipt(s) Banked
16/08/2022	CR		109.84	109.84		R	Receipt(s) Banked
16/08/2022	VIS	28.78		28.78		R	Zoom
17/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
17/08/2022	BP		78.00	78.00		R	Receipt(s) Banked
17/08/2022	CR		62.12	62.12		R	Receipt(s) Banked
17/08/2022	BP		14.40	14.40		R	Receipt(s) Banked
17/08/2022	BP		8.76	8.76		R	Receipt(s) Banked
17/08/2022	CR		15.35	15.35		R	Receipt(s) Banked
17/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
18/08/2022	CR		11.80	11.80		R	Receipt(s) Banked
18/08/2022	CR		69.78	69.78		R	Receipt(s) Banked
19/08/2022	CR		35.00	35.00		R	Receipt(s) Banked
19/08/2022	22/44		386.00	386.00		R	Receipt(s) Banked
19/08/2022	22/42		212.00	212.00		R	Receipt(s) Banked
20/08/2022	Cr		35.00	35.00		R	Receipt(s) Banked
20/08/2022	CR		175.80	175.80		R	Receipt(s) Banked
20/08/2022	CR		80.21	80.21		R	Receipt(s) Banked
21/08/2022	DR	36.91		36.91		R	HSBC charges
22/08/2022	CR		95.11	95.11		R	Receipt(s) Banked
22/08/2022	CR		18.00	18.00		R	Receipt(s) Banked
22/08/2022	CR		90.96	90.96		R	Receipt(s) Banked
22/08/2022	CR		35.00	35.00		R	Receipt(s) Banked

Time: 13:10

Bank Reconciliation up to 31/08/2022 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/08/2022	CR		30.70	30.70		R ☒	Receipt(s) Banked
23/08/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
23/08/2022	CR		14.16	14.16		R ☒	Receipt(s) Banked
24/08/2022	CR		91.50	91.50		R ☒	Receipt(s) Banked
26/08/2022	VIS	11.04		11.04		R ☒	Zoho
26/08/2022	BP	8,898.90		8,898.90		R ☒	Salaries - various
27/08/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
29/08/2022	Cr		35.00	35.00		R ☒	Receipt(s) Banked
30/08/2022	169/22.23	11.99		11.99		R ☒	Zen web domain
30/08/2022	CR		223.20	223.20		R ☒	Receipt(s) Banked
30/08/2022	CR		18.00	18.00		R ☒	Receipt(s) Banked
30/08/2022	CR		191.28	191.28		R ☒	Receipt(s) Banked
30/08/2022	CR		78.16	78.16		R ☒	Receipt(s) Banked
30/08/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
30/08/2022	BP		14.40	14.40		R ☒	Receipt(s) Banked
30/08/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
30/08/2022	BP		29.72	29.72		R ☒	Receipt(s) Banked
30/08/2022	170/22.23	292.39		292.39		R ☒	British Gas
30/08/2022	171/22.23	1,020.00		1,020.00		R ☒	Gale Tree consultancy
30/08/2022	171/22.23	-1,020.00		-1,020.00		R ☒	Gale
30/08/2022	171/22.23	1,020.00		1,020.00		R ☒	Gale Tree consultancy
30/08/2022	172/22.23	266.21		266.21		R ☒	KCS
30/08/2022	173/22.23	4,128.00		4,128.00		R ☒	Hollinger trenching - ALLOTMENT SUPPLIES
30/08/2022	174/22.23	32.50		32.50		R ☒	Chi payroll
31/08/2022	CR		53.00	53.00		R ☒	Receipt(s) Banked
31/08/2022	CR		35.00	35.00		R ☒	Receipt(s) Banked
31/08/2022	CR		78.16	78.16		R ☒	Receipt(s) Banked
31/08/2022	Cr		26.05	26.05		R ☒	Receipt(s) Banked
		29,480.52	124,713.76				

} TREE REPORT

- ALLOTMENT SUPPLIES

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

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	1,168	1,168	3,500			0.0%	
1004 Reimbursed Charges & donations	0	0	0	200			0.0%	
1010 Miscellaneous income	60	124	64	250			23.8%	
1075 CIL Receipts	1,639	0	(1,639)	2,000			82.0%	
1076 Precept Received	166,179	166,179	1	332,357			50.0%	
1090 Bank Interest Received	29	40	11	120			24.5%	
Administration :- Income	167,907	167,511	(396)	338,427			49.6%	0
4000 Salaries	56,662	51,500	(5,162)	154,500		97,838	36.7%	
4002 Printing, stationery, postage	633	832	199	2,500		1,867	25.3%	
4003 Staff III Health Insurance	1,049	1,350	301	1,350		301	77.7%	
4004 Telephones and Alarm	878	952	74	2,850		1,972	30.8%	
4005 Insurance	0	0	0	5,350		5,350	0.0%	
4006 Salaries Outsourcing	98	140	43	425		328	22.9%	
4007 Data Protection	499	400	(99)	1,200		701	41.5%	
4010 Audit Fees	907	850	(57)	1,850		943	49.0%	
4016 Legal Fees/Elections	15	800	785	2,400		2,385	0.6%	
4017 Bank Charges	154	96	(58)	285		131	53.9%	
4021 General Grants	250	401	151	2,000		1,750	12.5%	
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 31/07/2022

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4032 Royal British Legion	0	0	0	412		412	0.0%	
4033 Christmas Lights Grant	0	0	0	5,825		5,825	0.0%	
4036 SALC NALC Subs	1,994	1,500	(494)	2,365		371	84.3%	
4039 Publicity and Advertising	165	68	(97)	200		35	82.5%	165
4040 Town Clock	150	80	(70)	450		300	33.3%	
4045 Misc & Petty Cash	50	92	42	275		225	18.2%	
4047 Training	775	500	(275)	1,500		725	51.7%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	332	332	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	32	32	100		100	0.0%	
4063 Legionnaires	533	832	299	2,500		1,967	21.3%	
4070 Software Packages	993	868	(125)	2,600		1,607	38.2%	
4071 ICT Equipment	0	650	650	2,250		2,250	0.0%	
4072 Website Development	90	152	63	450		361	19.9%	
4073 Neighbourhood Plan Exp	2,295	850	(1,445)	1,700		(595)	135.0%	870
4075 Isolation and Loneliness	0	1,250	1,250	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	68,188	67,077	(1,111)	202,887	0	134,699	33.6%	1,035
Net Income over Expenditure	99,718	100,434	716	135,540				
6000 plus Transfer from EMR	1,035							
Movement to/(from) Gen Reserve	100,753							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	<u>(16,000)</u>	<u>0</u>	<u>16,000</u>	<u>62,000</u>	<u>0</u>	<u>78,000</u>	<u>(25.8%)</u>	<u>0</u>
Net Expenditure	<u>16,000</u>	<u>0</u>	<u>(16,000)</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,008	13,650	(358)	28,450		14,442	49.2%	
Youth Provision :- Indirect Expenditure	<u>14,008</u>	<u>13,650</u>	<u>(358)</u>	<u>28,450</u>	<u>0</u>	<u>14,442</u>	<u>49.2%</u>	<u>0</u>
Net Expenditure	<u>(14,008)</u>	<u>(13,650)</u>	<u>358</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	167,907	167,511	(396)	338,427			49.6%	
Expenditure	66,196	80,727	14,531	293,337	0	227,141	22.6%	
Net Income over Expenditure	<u>101,710</u>	<u>86,784</u>	<u>(14,926)</u>	<u>45,090</u>				
plus Transfer from EMR	1,035							
Movement to/(from) Gen Reserve	<u>102,745</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/07/2022

Month No: 4

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	1,000	1,000	5,000		5,000	0.0%	
	0	4,000	4,000	20,000		20,000	0.0%	
	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>0.0%</u>	<u>0</u>
	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>	<u>(25,000)</u>				
	0	0	0	0			0.0%	
	0	5,000	5,000	25,000	0	25,000	0.0%	
	<u>0</u>							
	207,181	203,419	(3,762)	438,977			47.2%	
	100,242	118,021	17,780	438,977	0	338,736	22.8%	
	<u>106,939</u>	<u>85,398</u>	<u>(21,541)</u>	<u>0</u>				
	5,280							
	<u>112,219</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

Finance & General Purposes Ctt101 Administration

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Donations Received	0	1,460	1,460	3,500			0.0%	
1004 Reimbursed Charges & donations	0	40	40	200			0.0%	
1010 Miscellaneous income	80,060	124	(79,936)	250			32023.8%	
1075 CIL Receipts	1,639	0	(1,639)	2,000			82.0%	
1076 Precept Received	166,179	166,179	1	332,357			50.0%	
1090 Bank Interest Received	59	50	(9)	120			49.2%	
Administration :- Income	247,936	167,853	(80,083)	338,427			73.3%	0
4000 Salaries	65,561	64,375	(1,186)	154,500		88,939	42.4%	
4002 Printing, stationery, postage	923	1,040	117	2,500		1,577	36.9%	
4003 Staff Ill Health Insurance	1,049	1,350	301	1,350		301	77.7%	
4004 Telephones and Alarm	1,058	1,190	132	2,850		1,792	37.1%	
4005 Insurance	0	0	0	5,350		5,350	0.0%	
4006 Salaries Outsourcing	130	175	45	425		295	30.6%	
4007 Data Protection	532	500	(32)	1,200		668	44.4%	
4010 Audit Fees	907	850	(57)	1,850		943	49.0%	
4016 Legal Fees/Elections	15	1,000	985	2,400		2,385	0.6%	
4017 Bank Charges	185	120	(65)	285		100	65.0%	
4021 General Grants	500	568	68	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 31/08/2022

Month No: 5

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	85	(90)	200		25	87.5%	165
4040 Town Clock	150	80	(70)	450		300	33.3%	
4045 Misc & Petty Cash	75	115	40	275		200	27.3%	
4047 Training	775	625	(150)	1,500		725	51.7%	
4049 Showcase	0	0	0	200		200	0.0%	
4055 HR Services	0	415	415	1,000		1,000	0.0%	
4060 Chairman's Function	0	0	0	500		500	0.0%	
4061 Councillors' Allowances	0	40	40	100		100	0.0%	
4063 Legionnaires	533	1,040	507	2,500		1,967	21.3%	
4070 Software Packages	1,036	1,085	49	2,600		1,564	39.8%	
4071 ICT Equipment	0	650	650	2,250		2,250	0.0%	
4072 Website Development	100	190	91	450		351	22.1%	
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	82,463	82,043	(420)	202,887	0	120,424	40.6%	1,191
Net Income over Expenditure	165,473	85,810	(79,663)	135,540				
6000 plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	166,664							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	0	45,500		45,500	0.0%	
4101 Swimming Pool	(16,000)	0	16,000	16,500		32,500	(97.0%)	
Finance & Community Appendix :- Indirect Expenditure	<u>(16,000)</u>	<u>0</u>	<u>16,000</u>	<u>62,000</u>	<u>0</u>	<u>78,000</u>	<u>(25.8%)</u>	<u>0</u>
Net Expenditure	<u>16,000</u>	<u>0</u>	<u>(16,000)</u>	<u>(62,000)</u>				
<u>103 Youth Provision</u>								
4023 Youth Service	14,008	13,650	(358)	28,450		14,442	49.2%	
Youth Provision :- Indirect Expenditure	<u>14,008</u>	<u>13,650</u>	<u>(358)</u>	<u>28,450</u>	<u>0</u>	<u>14,442</u>	<u>49.2%</u>	<u>0</u>
Net Expenditure	<u>(14,008)</u>	<u>(13,650)</u>	<u>358</u>	<u>(28,450)</u>				
Finance & General Purposes Ctt :- Income	247,936	167,853	(80,083)	338,427			73.3%	
Expenditure	80,471	95,693	15,222	293,337	0	212,866	27.4%	
Net Income over Expenditure	<u>167,465</u>	<u>72,160</u>	<u>(95,305)</u>	<u>45,090</u>				
plus Transfer from EMR	1,191							
Movement to/(from) Gen Reserve	<u>168,657</u>							

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

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	4,000	3,300	20,000		19,300	3.5%	
Earmarked Res F & C :- Indirect Expenditure	<u>700</u>	<u>5,000</u>	<u>4,300</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>(5,000)</u>	<u>(4,300)</u>	<u>(25,000)</u>				
Ear Marked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	700	5,000	4,300	25,000	0	24,300	2.8%	
Movement to/(from) Gen Reserve	<u>(700)</u>							
Grand Totals:- Income	291,501	210,607	(80,894)	438,977			66.4%	
Expenditure	127,379	139,523	12,144	438,977	0	311,598	29.0%	
Net Income over Expenditure	<u>164,121</u>	<u>71,084</u>	<u>(93,037)</u>	<u>0</u>				
plus Transfer from EMR	9,726							
Movement to/(from) Gen Reserve	<u>173,848</u>							

Steyping Parish Council

Balance Sheet as at 31st August 2022

31st August 2022

Current Assets {Finance}

VAT Reimbursement Due	1,960.55
Current Account	136,191.64
Money Maker Account	195,736.52
Petty Cash Account	32.00
Barclays Emergency Account	0
Joint Parishes Cemetery Comm Account	51,895.54

Total

£385,816.25

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

Precept Due	166,178.00
Income {Hire charges, Rent, Other} as per budget	61,314.00

Total

£227,492.00

Estimated Current Liabilities – To End March {Approx}

Remaining F&GP Budget Expenditure	211,675.00
Remaining Communities Budget Expenditure	26,219.00
Remaining Premises Budget Expenditure	39,677.00
Project Reserves Expenditure	24,300.00
Earmarked Reserves	26,422.73

Total

£328,293.73

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
these
figures

SPC Action Plan for 2022/23

Updated 7th Sept '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

Suggested Budget setting Timeline (Schedule) for F&GP for the 2023/24 financial year

1. Review previous years procedure and agree the Budget setting process for the next financial year 2023/24.

– In September 13th F&GP Meeting

{now October 3rd F&GP Meeting}

2. RFO to send to committee members an initial copy of the proposed F&GP budget plus starter budget draft for the Premises & Planning and Community committees for their next meetings. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines. To begin to prioritise 2023/24 projects.

– By November 15th F&GP Meeting

3. Review all the committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2022/23

– By 13th December F&GP Meeting

4. Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2023/24 financial year with F&GP prioritising and sanctioning of any Earmarked Reserves to be recommended to Full Council

– By 10th January F&GP Meeting

5. Full Council agreement on final 2022/23 Budget Precept request and Earmarked reserve obligations for the following year based on F&GP recommendations

– 16th Jan' Full Council Meeting

Item 6.6.1 - To agree the recommendations from F&GP working party with regards to future SPC donations for the Steyning Swimming pool

Working Party Notes

Date Convened – 5th September @ 3.30pm

Those present JN, JF, HR and CY (Co-opted in as so many F&GP Members could not attend)

Decision of Council to take this matter to a Working Party

SWIMMING POOL CONTRACT AND PAYMENT OBLIGATIONS

SPC payment obligations with regards to Steyning Swimming Pool. Cllr Lloyd **proposed, seconded** by Cllr Young that F&GP convene an all member working party to discuss payment obligations with regards to the Steyning Swimming pool. **Agreed**

Main reason for this Working Party

Following Solicitors advice as to what SPC can do in relation to the long-term contract, to make recommendation to Council for a course of action or otherwise

Confidential Solicitors advice as per supporting paper 6.6.2 for your information

After due discussion the Working party agreed the following recommendation: -

To recommend to F&GP the following regarding the Steyning Swimming pool contract discussions. - SPC have signed a 60-year Lease. SPC are therefore contractually obliged to pay as per this agreement and should continue to do so.

Item 6.7.1 – SPC Insurance cover for the year 2022/2

Briefing Note

The clerk is tasked with working with the SPC insurance Broker to ensure insurance is provided to cover the SPC Assets, Staff and Business.

This year has been a quite difficult process as our existing insurers 'AXA' pulled out of the Local Council Insurance Cover business and as the correspondence below from our Brokers explains – The choices are becoming more limited

Clearly, we wanted the best deal given the scope of cover – which I agreed with the Brokers, and this is what they supplied. However before committing to a long-term arrangement, I wanted to first work with them for one year and then bring this back to F&GP in June/July '23 for consideration of a 3-year plan either with them or with an alternative.

Further to this it should be noted that whereas our previous insurers were able to offer Solicitor support through 'Radar'. This company does not but other than that the cover is very similar and as per confidential supporting paper 6.6.2 – The Quote Schedule.

It also should be noted that any existing ongoing support via 'Radar' remains in place until that support is no longer required

Below – Correspondence from the SPC Insurance Brokers

Your insurance policy is due for renewal shortly and we have pleasure in attaching your recommended renewal quote for Steyning Parish Council, from Hiscox Insurance Company Limited for the period from the 1st of September 2022 to the 31st August 2023.

The insurance market in general has undergone some big changes over the last 24 months and this has not left the local council sector unaffected. This has resulted in the hardening of rates and terms across the board which mean that this is often reflected in increased premiums.

We have carried out a tender exercise with several insurers and agreed to move forward and work with Hiscox Insurance who have been with us since the early stages, so we are confident they know and understand the sector.

The insurance sector for local councils has seen a recent increased rating model being introduced by insurers in order to make quoting for councils more sustainable for years to come. This has meant several insurers have withdrawn from quoting for any further local council business.

This is also part of the reason we are recommending a long-term agreement when rates are levelling off and could increase at each renewal without an agreement in place.

Be reassured that we do and will continue to carry out our role as a broker to make sure we can present you with the best terms that we can in these difficult times.



Insurance | Risk Management | Consulting

Steyping Parish Council

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Pro-Forma Invoice

Client Ref: 1458353
Policy Ref: 1
Invoice Date: 26 August 2022

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited Term: 01/09/22 - 31/08/23	Premium	5,797.10	6,567.75
		Insurance Premium Tax	695.65	
		Total Fees	75.00	
TOTAL				6,567.75

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on 01483 462897.
Payments by **direct bank transfer** should be made to the following account, using reference - 1458353.

Bank: Lloyds Bank Plc

Account Name: 1

Account Number: 1

Sort Code: 1

Swift BIC: 1

IBAN Number: 1

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 7th Floor, 55 Blythswood Street, Glasgow G2 7AT

ITEM 6.8

To discuss and agree the details of a grant application and subsequent requirements to allow for the Steyning Centre to facilitate 'Love to Move' sessions.

Briefing Note

A new group, Love to Move, has just started hiring the Steyning Centre on a Tuesday afternoon every week for an initial 20 week period. The aim of the group is to help people with long term health conditions, disabilities, long covid and other debilitating illnesses to aid recovery and enable them to get more active, increase mobility, strength, core stability, social engagement and ability to live better independently for longer.

The Parish Council can assist the group to achieve this by applying for a grant for £1000.00, which is being offered by Sport England and The British Gymnastics Foundation to assist the group to pay for an experienced tutor for the group. An application was submitted during the summer period in the hope that the Council could help facilitate this service and have just been informed that the application has been successful. The grant would be paid to the Parish Council to make the donation to the group to cover the cost of one of the tutors at the Steyning Centre Sessions. The room hire for the Steyning Centre is being paid by the Love to Move Group and is not part of the grant cover.

The Love to Move Group had its first class on 6th September with 15 attendees being helped by 3 tutors. It is an excellent start of a new programme to aid people in the community of Steyning and local areas.

It is hoped that the committee will agree to accept the Grant offered to assist the Love to Move Group to be able to help facilitate the sessions for the residents.

H. Roxby

Item 6.9

To agree the recommendation from the F&GP working party concerning the SPC Land and Asset register as per supporting papers and to make a recommendation to Full Council based upon this agreement

Working Party Notes

Date Convened – 5th September @ 2.30pm

Those present JN, JF, HR and CY (Co-opted in as so many F&GP Members could not attend)

Decision of Council to take this matter to a Working Party

SPC ASSETS AND LAND REGISTER

Council considered the latest draft Assets and Land Register documents, as per supporting papers. Cllr Hanson **proposed, seconded** by Cllr Norcross that SPC defer agenda items 15.1 and 15.2 {the approval of the Assets and Land Register documents} to a working party formed from members of the F&GP committee. **Agreed**

Main reason for this Working Party

To make recommendation to F&GP Committee (13th September) as to what form of document can be agreed by Council whilst SPC awaits the outcome of the SPC Solicitors Land Registry searches

After due discussion the Working party agreed the following recommendation: -

To recommend 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 in it 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.

Briefing Paper for item 6.10 – Request for Steyning in Bloom Annual Grant

At around this time of year we normally consider and agree or otherwise a request for an annual grant for the Steyning in Bloom group. The amount we have available to us as per budgeted for this year is £2,200.

You need please to consider this request and agree or otherwise for the office to pay this amount to the group via BACS payment.

The request is noted below for your information

Dear John

On behalf of Steyning in Bloom I am writing in the hope that the Council will be able to support us again this year with a grant. I would be most grateful if you could bring this request before the council.

With best wishes

Jill

Briefing Note 6.11

The Clerk requests to be able to attend the following one-day conference please – This item is to discuss and agree or not this request

Empowering Communities - One day conference

7 November 2022 — 10.00 – 16:00

Communities across the country need to be empowered. The government's levelling-up white paper recognises local (parish and town) councils' vital role in shaping those communities. There is a pressing need to create more councils, give them more powers to make a change and more funding to support those changes. The time for empowerment is now.

Joining one of the biggest one-day hybrid conferences in the local council sector will allow attendees to engage in a wide-ranging programme focussing on the hottest topics in the sector, such as civility and respect, climate change, community resilience, health, housing, levelling up, and representation. You will have opportunities to put your questions to speakers and panellists, visit the sector-specific exhibition, network with your peers, and share good practices.

Speakers include: Jon Alexander (New Citizenship Project), Cllr Sue Baxter (NALC), Cllr David Beaman (Farnham Town Council and Waverley Borough Council), Cllr Sara Butler (Mayor of Frome), Fiona Howie (Town and Country Planning Association), Dr Tony Juniper CBE (Natural England), Cllr Farzana Kharawala (Leighton Linlade Town Council), Linda Larter MBE (Sevenoaks Town Council and the Society of Local Council Clerks), Ian Sherriff BEM (University of Plymouth Medical School Faculty of Health),

Tickets from £153 including Tax

The Bus Shelter part floor removal project

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

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

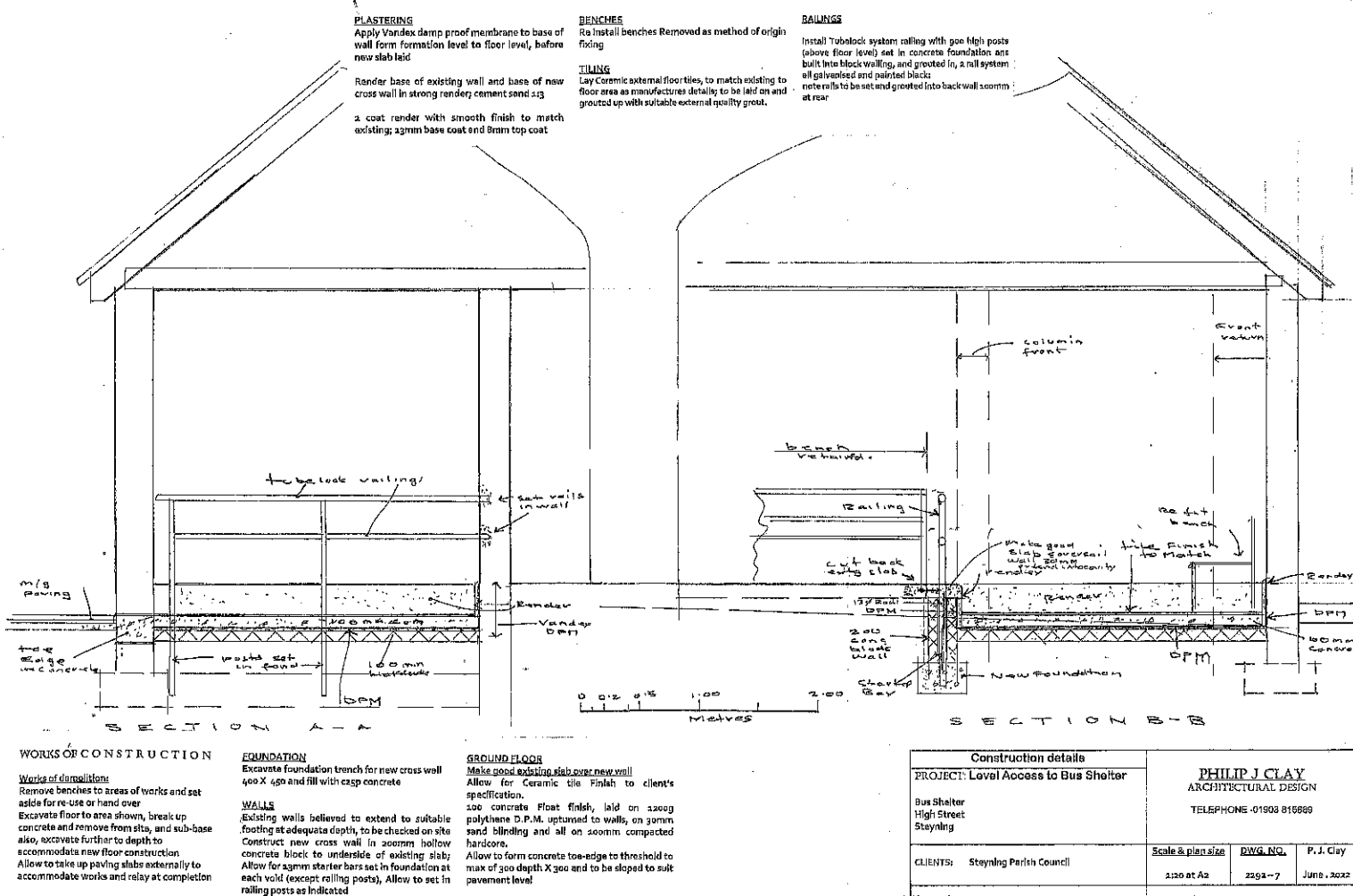
Sean Rix, HDC Conservation Officer, has been consulted as to whether planning permission would be required for the work, he has confirmed that neither planning permission or Conservation Area Consent is required as the works falls under Schedule 2, Part 12 of the General Permitted Development Order.

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

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

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

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



Briefing Note 6.12.2 –

Following the request for HDC to be approached once more

Myself and Hazel have been working on the issue of whether SPC should be paying for any future redevelopment of the Bus Shelter, to further the discussion about altering the building to become more disabled friendly.

To remind you the discussion was minuted thus

To agree the priority SPC puts on the Bus Shelter 'Ramp' project following the decision from Premises and Planning Committee. Committee considered whether the disability access issue was really one which SPC should be having to deal with, as the Bus Shelter was currently being leased from HDC and though the lease stipulates it is necessary for SPC to deal with appropriate structural alterations, a second more assertive approach could be made to HDC suggesting it should have been more fit for purpose in the first instance. Cllr Lloyd **proposed, seconded** by Cllr Northam that as this is an HDC building, that HDC are approached to make it more compliant for disabled access for those Steyning residents that require it, and that SPC delegate the Clerk in discussion with the Chair to make the first contact, and perhaps as a District Councillor Cllr Lloyd can approach HDC on SPC's behalf. **Agreed**

Brian Elliott, the HDC head of property & Facilities says the following –

'I have checked my schedule and see that there is a lease on this property which is attached.'

This says:

- (6) To ensure that the demised premises complies with all Health and Safety, environmental and disabled access guidelines
- (26) To adhere to all health and safety and environmental and operational guidelines in respect of the permitted use of the demised premises

I think in the circumstances, these works should be carried out and funded by the PC'.

The Lease does indeed state this. The last Lease is dated from 2014. This is the latest in a line of Leases that our council have agreed and signed going back consecutively certainly to 24th April 1990.

If we were to pursue the matter with HDC – that we ask them to pay for the possible redevelopment works – Then I think the only way this would stand up is if we first signed an agreed lease after the Disability Discrimination Act came into force, but as it became a legal document in 1995 and therefore when we were meant under the terms of the lease to be ensuring the building was Health and Safety compliant, then I believe Brian is correct in what he says.

When we were looking at past archived papers we did establish that HDC had helped with a grant of £37K when we last renewed the toilet facilities in 2009 – Perhaps we would be more prudent in accepting what the Head of Property & Facilities says, and instead request that HDC assist us financially with this venture – and have this agreed at F&GP

**Steypning Parish Council invites members of the
public to propose nominations for the**

Chairman's Community Awards

Criteria for Chairman's Community Awards nominations:

The Chairman's Community Awards {Formally Millennium Awards} are given annually by the Steypning Parish Council to individuals or groups who have made a significant contribution to the town of Steypning. They will be presented at the Chairman's Christmas function on the 9th December.

Nominations will be invited from the people of Steypning for individuals or groups who in their opinion have made a significant contribution to the town of Steypning during the last year.

The individuals or groups nominated will either:

- Live in the town and the surrounding area
- Be an organisation or a member of an organisation that represents the town
- Or work in the town or surrounding parishes.

It is the contribution to the town that is significant in deciding whether an award will be made.

The Steypning Parish Council will consider the nominations at their Full Council meeting on the 21st November under the leadership of the Chairman. Their verdict will be final.

Please contact the Parish Clerk or Deputy if you wish to nominate a member of your community for an award.

The closing date for nominations is Friday 18th November 2022.