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MEETING OF FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON 11th MARCH 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, I Alexander, M Alexander, Norcross and Johnson.
Clerk: John Fullbrook

Members of the Public in attendance: **1**
Meeting commenced: **7:31 pm**

DRAFT MINUTES

ACTIONS

F &GP/24/48 **APOLOGIES FOR ABSENCE**

48.1 Apologies were received from Cllrs Foxwell and Trundle.

F&GP/24/49 **DECLARATIONS OF INTEREST AND DISPENSATIONS**

49.1 Cllr Sharp in item 53.12, as has a Vintage Years connection. Cllr I Alexander in item 53.5 as Chair of Steyning and District Partnership, and would abstain when voting on grant requests.

F&GP/24/50 **QUESTIONS FROM THE FLOOR** **{in summary}**

50.1 None

F&GP/24/51 **MINUTES OF PREVIOUS MEETING**

51.1 Cllr Sharp **proposed, seconded** by Cllr S Alexander that the draft minutes of the meeting held on the 10th December 2024 be agreed as a true and fair record. **Agreed**

F&GP/24/52 **MATTERS ARISING AND ACTIONS –** ***These items taken as read***

52.1 Clerk to update and amend the 24/25 SPC Action Plan and bring back to F&GP **– Actioned/ Item 53.4**

52.2 Clerk and Chairman to update and amend the 25/26 proposed projects lists – **Actioned**

52.3 Clerk to draft Youth MOU for next financial year **– Actioned/ See Item 6.6**

52.4 Clerk to draft consolidated SPC budget for 25/26 and bring back to F&GP **– Actioned**

52.5 Clerk to communicate with HDC heritage officer concerning High St Clock redecorative works – **Actioned**

52.6 Clerk to inform HDC regards commitment to Wardens programme for next three years **– Actioned**

52.7 Neighbourhood Plan volunteer advert to be published/ distributed – **Actioned**

52.8 Parking permit leaflets amended, printed and distributed **– Actioned**

52.9 External Audit Report and Notification for 22/23 published – **Actioned**

52.10 The SPC 23/24 SDNP Cil Report to be published on the SPC website – **Actioned**

52.11 Councillors complete a response to the remote meetings consultation, then clerk to compile a response based on majority views and to submit a council response **– Actioned**

52.12 FOI response to be loaded onto SPC website **– Actioned**

52.13 Clock Tower working party to convene in efforts to locate relevant documentation - **Actioned**

52.14 Community Engagement working party to convene to discuss SPC website upgrades **– See item 54.1**

F&GP/24/53 FINANCIAL MATTERS.

53.1 **To approve the list of SPC payments for November 2024, December 2024 and January 2025.**
Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC accepts the November '24, December '24 and January '25 SPC Payments lists. **Agreed**

53.2 **F&GP Income and Expenditure reports for November 2024, December 2024 & January 2025**.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure reports for November '24, December '24, and January '25. **Agreed**

53.3 **To agree 'Earmarking' of SPC reserves as per supporting papers** **CLERK**
{This item brought forward on the agenda by the Chair so that all financial elements dealt with at the same time}
The Clerk explained the nature of SPC Earmarked Reserves and outlined the current position, before members considered the suggested additions, as per supporting papers, plus an additional earmarking of unspent Youth Service funds was proposed by Cllr S Alexander.
Cllr Sharp **proposed, seconded** by Cllr I Alexander that SPC agree to earmark the £3,000 funds from the *'Essential Tree Fund'* budget for tree works, and earmark the unspent £1,500 from the *'Town Improvement'* budget for MPF project, and earmark any remaining *'Youth service'* budget to hold as a Youth service reserve for 25/26. **Agreed**

53.4 **2024/25 SPC Action Plan Report.**
The Clerk updated on the progress so far this year. Two of the 17 project lines were completed. Five of the remaining projects are almost done. All others have varying progress recorded.
Clerk to check why new *Climate Action* page has not been uploaded on website. Clerk also to **CLERK**
bring back the idea of installing spotlights for the clock tower to a future agenda **CLERK**

53.5 **To consider a number of grant applications for possible SPC support as per detailed within supporting papers.** The Clerk had produced a seven page document detailing the five grant requests, while also noting that there was £1,382 left in this budget, and that this was the last opportunity for these funds to be allocated before {financial} years end.

53.5.1 Cllr Sharp **proposed, seconded** by Cllr Norcross to agree a grant request from the Steyning Community Orchard for £100 to cover public liability insurance costs of the groups work. **Agreed** **CLERK**

53.5.2 Cllr Sharp **proposed, seconded** by Cllr S Alexander to agree a grant request from the Steyning & District Community Partnership for £400 to cover publicity and running costs for the Vintage Revival event. **Agreed, 6 For, 1 abstained** **CLERK**

53.5.3 Cllr Sharp **proposed, seconded** by Cllr Ballance to agree a grant request from the Steyning & District Community Partnership for £350 to cover running costs for the Steyning Country Fair. **Agreed, 6 For, 1 abstained** **CLERK**

53.5.4 Cllr Sharp **proposed, seconded** by Cllr Norcross to agree a grant request from the Steyning Area First Responders to enable extending defibrillator sponsorship {located by Steyning Centre entrance} for another year at a cost of £125. **Agreed** **CLERK**

53.5.5 Cllr Sharp **proposed, seconded** by Cllr Ballance to agree a grant request from the 4Sight Vision organisation, for £390 to enable support for 6 sight impaired Steyning based clients for a year. **Agreed** **CLERK**

53.6 **To consider a possible hand over of the 3 x digital screens installations from HDC.** **CLERK**
{This item brought forward by the Chair}
This was an offer of a non-expenditure asset transference of these screens from Horsham District Council. Supporting papers detailed the likely replacement and maintenance costs. The District Partnership's Visitor and Tourism Team remained positive and resolute in their determination to utilise the provision and agreed they would update the content regularly as it would be based upon their *'Visit Steyning'* website narrative.
Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC acquire the three digital screens from HDC, and try and acquire the spare parts; add these assets to SPC insurance; let Steyning and District Partnership use them; and review the situation in a years' time. **Agreed**

53.7	**To consider the Cricket Club's future Lease arrangements and need for amendment and renewal of this Lease in the light of the Clubs desire to have the clubhouse redeveloped.** The Chair had completed a lot of research into the matter and reported many aspects which members needed to consider in relation to the request. Research included NALC legal topic notes concerning installations on open space with Village Green status. The parameters of the Lease including hours and type of business proposed, any limitations to the footprint of the building, as well as Lease duration. Also a factor to be discussed would be understanding any potential building disposals policy. Finally, it was accepted that it would be unfair for the Club to go too far with this venture, without the Council having first established a clearer position.	**CLERK**
53.7.1	Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is instructed to brief the SPC lawyers as soon as possible to establish what Lease options are possible, and what are the pros and cons of each option. **Agreed**	**CLERK**
53.7.2	Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is also instructed to obtain advice from WSCC legal officers as to the details of WSCC property disposal policies. **Agreed**	**CLERK**
53.7.3	Cllr Sharp **proposed, seconded** by Cllr Norcross that the Clerk is instructed to contact NALC to investigate further the legal advice that lay behind Legal note LTN 56. **Agreed**	**CLERK**
53.8	**MPF Licence for trading agreement request as per supporting papers.** Cllr Sharp **proposed, seconded** that SPC approve permission for this vendor**. Agreed**	**CLERK**
53.9	**To consider the new draft Wardens three year contract.** SPC had already agreed the three year MOU for this contract. Members had had the supporting papers for a number of months, and these papers detailed eleven amendments to the previous three year agreement. The Chair spoke in support of all the amendments suggested, plus noted the increased clarity of information put forward in the new appendices'. Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC approve the new draft wardens three year contract {2025 to 2028}. **Agreed**	**CLERK**
53.10	**Report on the Town Clock, and Tower renovations, and to recommend for payment the associated invoices.** The Clerk updated members on the project, which started in October 24 and was completed at the beginning of March 2025. The coordination of the many different parties including tower owner; the leaseholder; the scaffolders; the decorators; and the clock face and mechanism contractors, had not been easy but ultimately the collaboration was very successful. One aspect that members had called for clarification on was to ensure that Horsham District Councils Senior Conservation Officer was happy for the renewal of clock faces to continue as per the contractors altered specification, that is, that aluminium replace the glass fibre clock face, but suggested that the Parish Council research the longer term notion of replacement to hard wood when the redecoration be next considered.	
53.10.1	Cllr S Alexander **proposed, seconded** by Cllr I Alexander that SPC pay the invoice to cover 50% scaffolding and permit charges costing £1,650.00, plus payment of adaptation works to scaffolding structure costing £300. **Agreed**	**CLERK**
53.10.2	Cllr S Alexander **proposed, seconded** by Cllr I Alexander that this committee recommends to SPC Full Council the payment of the final restoration works invoice to Smiths of Derby for £12,623.52. **Agreed**	**CLERK**
53.10.3	Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC install a double socket in the tower {to facilitate possible future camera project}. **Agreed**	**CLERK**
53.10.4	Cllr Norcross **proposed, seconded** by Cllr I Alexander that it should be the intention of SPC to be able to publish a strategy for the future of the clock tower with an intended long term solution. **Agreed**	**CLERK**
53.11	**To approve Vintage Years annual grant request** Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC approve the annual grant of £1,500 for the Vintage Years group. **Agreed**	**CLERK**

F&GP/24/54 GOVERNANCE AND COMMUNITY MATTERS

54.1 **To consider the work undertaken, following the meeting and recommendations from the Community Engagement Group, and to agree the next message/s for the group.**
The Clerk had distributed publicity designs initially produced by Cllr S Alexander, and then considered and amended by the Community Engagement Group at its last meeting.

54.1.1 Cllr S Alexander **proposed, seconded** by Cllr M Alexander that SPC publish the announcement about the refurbishment of the High Street Clock as a half page advertisement in *Your Steyning*. **Agreed** **CLERK**

54.1.2 Cllr Sharp **proposed, seconded** by Cllr Norcross that two A3 signs, {with text detailing conservation work and promoting use of dog bins} be purchased for Abbey Road, and for volunteers to install, to a cost of up to £100. **Agreed** **CLERK**

54.1.3 Cllr Sharp **proposed, seconded** by Cllr Ballance that a Wardens social media promotion {titled 'Who to call and when'} be put out by the Clerk's office on a monthly basis, henceforth. **Agreed** **CLERK**

54.1.4 It was suggested that the Community Engagement Group begin to focus on method and timeline of SPC's future consultation requirements, especially involving CCTV. **CLERK**

54.2 **Consultation response to be considered and agreed for a Permissive Path proposal** **CLERK**
An email was sent to SPC from the WSCC Senior Rights of Way Officer by way of a consultation request relating to a proposed permissive cycle route affecting footpaths 2731, 2776 and 3203 in the parishes of Steyning and Upper Beeding. This route affectively joining Kings Barn Lane via the White Bridge to Salting's Way in Upper Beeding. Cllr Sharp **proposed, seconded** by Cllr M. Alexander that SPC send a letter in support of this permissive path proposal. **Agreed**

54.3 **To agree a letter of support to accompany a grant application to the South Downs National Park in relation to the Interpretation Boards project on the MPF.** **CLERK**
Cllr Sharp **proposed, seconded** by Cllr M Alexander that SPC writes a letter of support for the SDNP grant application and indicates that it also agrees permission for the installation to occur on its land**. Agreed**

F&GP/24/55 PROGRESS REPORT

55.1 *F&GP/22/67.5 The need for an out of hours security call out service for the Steyning Centre to be discussed* ***– Ongoing – details to be discussed with deputy clerk.*** **D. CLERK**

55.2 *F&GP/24/08.2 CCTV project to be further discussed with contractors on site –* ***Ongoing, with Cllr S Alexander working with new company to coordinate another on site meeting.*** **CLERK & CCTV W. Party**

F&GP/24/56 INFORMATION/CORRESPONDENCE ITEMS

56.1 None

F&GP/24/57 DATE OF NEXT MEETING – 13th May 2025 @7.30pm.

The Chair closed the meeting at 9.37pm

Signed …………………………………………………… Date 13th May 2025
Chair

A video recording of this meeting can be found using this link:
https://youtu.be/nmR4o3kegok

Item 6

FINANCIAL AND CONTRACTUAL MATTERS

Briefing Note

6.1 SPC Payments Lists

Members need to discuss and agree these Payment lists for February and March 2025

6.2 F&GP Income and Expenditure Reports

The I&E reports cover February and March 2025. Accruals , Debits and Credits are all still to be added as per completed End of Year Accountancy – which is only part way completed due to Rialtas needing to gain advice on how to 'show' the new Youth Accounts. Indeed Rialtas is reaching out to the Joint Panel on Accountability and Governance (JPAG) for clarification on how joint committees should be managed, as approaches vary between councils. Proper 'Month 13' End of Year figures and year end review will be discussed at the next meeting.

6.3 Proposed additional Bin empty

At this time of year we tend to see a great deal more use of the MPF by residents and this leads to the generation of more litter and general detritus. We have previously increased for the summer season the frequency of weekly bin clearance to deal with this (from Two to Three) – At £32 for an weekly extra bin clearance we ask that this is considered once more.

6.4 Residents engagement Strategy

This Council has previously decided to attend on a monthly basis the Farmers Market. Much has been achieved by doing this, but it is increasingly difficult to find cover, and the Clerk asked for the views of Cllrs Young and Linfield, who kindly took on the responsibility of ensuring cover and literature and banner materials were in place, for the last several months. Noted below are their views and we would like Cllrs to consider once more what the future looks like in terms of this and other forms of engagement with our residents.

We could consider dropping the frequency of our attendance at the FM to start with and that would be good - local engagement seems to be mostly from those who already talk to us or are interested in various issues. Occasionally, there have been useful interactions with people - but in my experience, not very often. It is mostly the same Councillors that volunteer to be there as the stats show.

We haven't been consistent at feeding back to each other any issues raised and whether it was thought to be a positive interaction. I get the impression that we are a bit of a problem being there as other stall holders are not keen for us to be next to them as we have tended to spill out on either side invading their space - which is quite reasonable.

We didn't have a table last time to put out the leaflets; we sometimes have chairs, but I don't think that encourages people to come and talk to us if we are sitting down. There are usually 2-3 HDC Councillors there and if there a 1-2 of us as well (and sometimes other SPC Cllrs stop and chat too!) and we are all talking together - perhaps it looks a bit daunting to engage.

We have been given a spot in the shade (next to the tables of the coffee van) a couple of times which can be really chilly - and if the banner is at the back of the pitch, no-one can see it and they just pass by when they see us standing there not really knowing who we are or why we are there. Perhaps we

should encourage greater public attendance at committee /full council meetings where we can then suggest we follow it through with them individually at another time.

We have talked about putting together a Council newsletter in the past but have never actioned it - it could be emailed out to people as well as having some hard copies printed out for collection at the Steyning Centre. Perhaps that is a possibility, with Cllrs liaising with the office to produce something. It might encourage people to talk to us. Perhaps we (Cllrs) could chat to the people we know locally to understand how they feel we could engage with residents more - my guess is that everyone is busy trying to juggle their lives and responsibilities while keeping it all functioning that they have no time, knowledge or inclination to engage.

I wonder if there is any point of trying to reach 6th formers to explain what Councils do and how they can help to make changes that are important to them by working together with a local Council. There is something in the curriculum I think where they discuss wider issues to do with citizenship and humanity etc (I can't remember the proper name for it!).

I agree with all of these points and would add that in my view the best responses at markets recently have been the ones held over the winter months in the Steyning Centre. We have been in the foyer so easily visible to everyone as they enter, and we don't interfere with the other stall holders.

Last Saturday we did have a 'table' but it's just a couple of sheets of hardboard on a stand! Sometimes it's too breezy to put out the leaflets anyway. I think it's Nick (HDC) who usually brings the chairs, primarily for older members of the community to sit down to chat. I agree that it's not very professional for us to be sitting down waiting for people to approach and it certainly doesn't help if there are multiple people on the stand chatting to each other!

It's undoubtedly important to present a friendly, approachable face of the council and if we weren't at the farmers' markets then the people who have comments or questions probably wouldn't bother to voice these by contacting the Parish Office. In my experience people only mention things because we are there. Generally (unless there is a Steyning-wide voice of concern about something like the Glebe Farm development) the queries are relatively inconsequential although clearly of personal importance. The demographic attending the market may not be a complete cross-section of those we are hoping to reach, and I would think that a fairly large number of people visiting don't actually live in the parish. The newsletter is a good idea but if emailing it out we are reliant on people giving us their email addresses and then we are responsible for that data. I think Leanne is doing a great job with social media and this is probably the way forward for promotion - together with getting a new website up and running. We do have to bear in mind of course that a large percentage of the older members of our community probably don't make use of social media.

Would it be worth considering a separate 'clinic' once a month in the Steyning Centre or has this been tried before? It would have to be well publicised and again we would be reliant on Councillors giving up their time. Could we make use of a large advertising banner on the corner of the High Street/Church Street in the same way that other organisations do? Perhaps we should consider engagement on a three-month cycle: one month at the farmers' market; one month providing a clinic; one month off. Not too onerous!

6.5 Application for SPC Grant

The details of this grant application are yet to be received {6th May} but should be available to members before the start of the F&GP meeting on the 13th May. In general terms it is from a group of Allotment holders at Canada gardens who are putting together a community garden plot for the benefit of all plot holders there – to socialise, sit and enjoy the views, and the company of others.

6.6 High Street Railings renewal – adjacent mini roundabout.

These railings are not owned by the Parish Council nor is their renewal the responsibility of SPC. However they are in a state of disrepair, and it is reasonable to suggest that they are unsafe, and as has happened previously, if SPC does not champion their repair then it is likely not going to happen for some considerable time, and nor will it necessarily be completed from an historically sympathetic perspective.

At this stage in the proceedings it is important for members to decide how much of a priority this matter is to be given and also what is to be SPC's financial commitment to the project, if any.

Steyning Register Office (left) in 1905.
This picture is held at Steyning Museum.

FEBRUARY '25

Bank Reconciliation up to 28/02/2025 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
01/02/2025	CR		200.00	200.00		R	Receipt(s) Banked
03/02/2025	CR		11.80	11.80		R	Receipt(s) Banked
04/02/2025	DR	25.00		25.00		R	Petty Cash
04/02/2025	24/52		207.79	207.79		R	Receipt(s) Banked
04/02/2025	24/50		106.40	106.40		R	Receipt(s) Banked
04/02/2025	CR		17.70	17.70		R	Receipt(s) Banked
04/02/2025	BP		212.70	212.70		R	Receipt(s) Banked
05/02/2025	468/24.25	80.00		80.00		R	Ab Fitness Youth workshop
05/02/2025	469/24.25	200.00		200.00		R	Clare Austin
05/02/2025	470/24.25	110.00		110.00		R	JD Window
05/02/2025	471/24.25	180.40		180.40		R	Horsham District Council
05/02/2025	472/24.25	2,643.25		2,643.25		R	Jack Lee - street cleaning
05/02/2025	473/24.25	25.00		25.00		R	Steyning Farmers Market
05/02/2025	BACS	1,414.28		1,414.28		R	Sussex Land Services - grass cutting
05/02/2025	475/24.25	48.43		48.43		R	Youth services expenses
05/02/2025	476/24.25	16.50		16.50		R	Youth Expenses
05/02/2025	477/24.25	6.10		6.10		R	Centre supplies - Tessa
05/02/2025	DD	240.00		240.00		R	Genke phones
05/02/2025	VIS	40.01		40.01		R	SiteLock Websecurity
05/02/2025	DR	1.10		1.10		R	TRansaction - sitelock
05/02/2025	CR		11.80	11.80		R	Receipt(s) Banked
06/02/2025	24/51		164.90	164.90		R	Receipt(s) Banked
06/02/2025	24/53		585.00	585.00		R	Receipt(s) Banked - FILM TICKETS
06/02/2025	Cr		64.90	64.90		R	Receipt(s) Banked
07/02/2025	CR		10,000.00	10,000.00		R	Receipt(s) Banked - N. PLAN LOCALITY GRANT
10/02/2025	VIS	63.05		63.05		R	Amazon - V Mop
10/02/2025	VIS	22.98		22.98		R	Amazon - Youth drink
10/02/2025	VIS	18.94		18.94		R	Amazon - Youth drink
10/02/2025	VIS	24.98		24.98		R	Amazon - mop n bucket
10/02/2025	VIS	19.98		19.98		R	Amazon - brush n pan
10/02/2025	VIS	111.70		111.70		R	Costco youth supplies
10/02/2025	CR		8,057.88	8,057.88		R	Receipt(s) Banked - VAT REIMBURSEMENT
11/02/2025	VIS	9.48		9.48		R	Amazon - sugar
12/02/2025	VIS	6.24		6.24		R	Amazon - screws
12/02/2025	VIS	27.54		27.54		R	Amazon - screwdrivers
12/02/2025	VIS	3.35		3.35		R	Amazon - Nails
12/02/2025	VIS	21.23		21.23		R	Amazon - Wrench
12/02/2025	VIS	20.22		20.22		R	Amazon - Pliers
12/02/2025	VIS	15.24		15.24		R	Amazon - Gloves
12/02/2025	478/24.25	1,043.12		1,043.12		R	ADT Alarms annual - INTRUDER ALARM SERVICE
12/02/2025	479/24.25	16.75		16.75		R	Coop film supplies - Tessa
12/02/2025	480/24.25	45.98		45.98		R	EDF energy elec Toilets
12/02/2025	481/24.25	180.40		180.40		R	Horsham District Council
12/02/2025	481/24.25	103.20		103.20		R	Horsham District Council
12/02/2025	482/24.25	297.49		297.49		R	PiP Services
12/02/2025	483/24.25	624.81		624.81		R	Squires PLanning N. PLan - CONSULTANTS PAYMENT
12/02/2025	CR		459.00	459.00		R	Receipt(s) Banked - HALL HIRE
13/02/2025	CR		90.00	90.00		R	Receipt(s) Banked

Bank Reconciliation up to 28/02/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/02/2025	BP		120.00	120.00		R	Receipt(s) Banked
13/02/2025	CR		128.72	128.72		R	Receipt(s) Banked
13/02/2025	CR		207.20	207.20		R	Receipt(s) Banked
13/02/2025	CR		134.96	134.96		R	Receipt(s) Banked
13/02/2025	CR		89.25	89.25		R	Receipt(s) Banked
13/02/2025	CR		63.60	63.60		R	Receipt(s) Banked
13/02/2025	CR		42.17	42.17		R	Receipt(s) Banked
13/02/2025	CR		98.85	98.85		R	Receipt(s) Banked
13/02/2025	BP		81.61	81.61		R	Receipt(s) Banked
13/02/2025	CR		77.70	77.70		R	Receipt(s) Banked
13/02/2025	CR		80.02	80.02		R	Receipt(s) Banked
14/02/2025	VIS	610.80		610.80		R	Ladderstore - NEW TALL LADDER REPLACEMENT
14/02/2025	CR		366.15	366.15		R	Receipt(s) Banked
14/02/2025	CR		267.15	267.15		R	Receipt(s) Banked
14/02/2025	CR		429.80	429.80		R	Receipt(s) Banked
14/02/2025	CR		83.70	83.70		R	Receipt(s) Banked
14/02/2025	BP		66.60	66.60		R	Receipt(s) Banked
17/02/2025	485/24.25	2,418.10		2,418.10		R	British Gas - STEYNING CENTRE
17/02/2025	486/24.25	6.10		6.10		R	Cntre supplies - Tessa
17/02/2025	487/24.25	12.00		12.00		R	Function 28
17/02/2025	488/24.25	3,038.93		3,038.93		R	Legal & Genral Ill health - INSURANCE
17/02/2025	484/24.25	63.30		63.30		R	Disclosure form
17/02/2025	489/24.25	467.57		467.57		R	Southern Cinema Services
17/02/2025	490/24.25	186.00		186.00		R	Sowerby toilets
17/02/2025	491/24.25	25.00		25.00		R	Steyning farmers market
17/02/2025	492/24.25	11.97		11.97		R	Youth expenses
17/02/2025	DD	20.74		20.74		R	Propel Phones
17/02/2025	VIS	31.18		31.18		R	Zoom
17/02/2025	CR		105.00	105.00		R	Receipt(s) Banked
17/02/2025	CR		40.00	40.00		R	Receipt(s) Banked
18/02/2025	DD	27.55		27.55		R	O2 phones
18/02/2025	CR		86.10	86.10		R	Receipt(s) Banked
18/02/2025	BP		177.01	177.01		R	Receipt(s) Banked
18/02/2025	CR		53.75	53.75		R	Receipt(s) Banked
19/02/2025	DD	48.00		48.00		R	Phone CRE Coms
19/02/2025	CR		589.46	589.46		R	Receipt(s) Banked - ST ANDREWS LODGE
19/02/2025	CR		589.46	589.46		R	Receipt(s) Banked -
20/02/2025	CR		44.40	44.40		R	Receipt(s) Banked
20/02/2025	CR		48.07	48.07		R	Receipt(s) Banked
20/02/2025	CR		80.00	80.00		R	Receipt(s) Banked
21/02/2025	DR	18.86		18.86		R	HSBC Charges
21/02/2025	CR		288.17	288.17		R	Receipt(s) Banked
21/02/2025	CR		117.97	117.97		R	Receipt(s) Banked
23/02/2025	VIS	38.99		38.99		R	Amazon - Toilet seat
24/02/2025	BACS	6,837.69		6,837.69		R	Staff Salaries - VARIOUS
25/02/2025	VIS	60.00		60.00		R	Sussex Timber Woodchip
25/02/2025	BACS	5,890.63		5,890.63		R	Staff Salaries - VARIOUS
25/02/2025	CR		95.40	95.40		R	Receipt(s) Banked

Bank Reconciliation up to 28/02/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/02/2025	VIS	38.88		38.88		R	Amazon - Bins
26/02/2025	VIS	11.04		11.04		R	Zoho
26/02/2025	24/54		106.60	106.60		R	Receipt(s) Banked
26/02/2025	24/56		46.50	46.50		R	Receipt(s) Banked
26/02/2025	BP		136.50	136.50		R	Receipt(s) Banked
26/02/2025	Cr		464.20	464.20		R	Receipt(s) Banked - HALL HIRE
27/02/2025	VIS	60.00		60.00		R	Sussex Timber
27/02/2025	VIS	80.00		80.00		R	Training course
27/02/2025	VIS	54.00		54.00		R	Youth Cloths - TShirt studio
27/02/2025	CR		42.17	42.17		R	Receipt(s) Banked
27/02/2025	CR		68.01	68.01		R	Receipt(s) Banked
28/02/2025	24/55		245.41	245.41		R	Receipt(s) Banked
28/02/2025	CR		10.90	10.90		R	Receipt(s) Banked
28/02/2025	CR		10.50	10.50		R	Receipt(s) Banked
		27,764.08	25,972.93				

Clerk / RFO:

Name John Fullbrook Signed .... Date 24th March 2025

Chair of F&GP:

Name .... Signed .... Date ....

Date: 16/04/2025 | Time: 12:21

MARCH '25

Steyning Parish Council 2024.25

User: JMF

Bank Reconciliation up to 31/03/2025 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
03/03/2025	VIS	31.28		31.28		R	Amazon - mop
03/03/2025	VIS	23.53		23.53		R	Amazon - Batteries
03/03/2025	CR		11.80	11.80		R	Receipt(s) Banked
04/03/2025	493/24.25	288.00		288.00		R	Betapest
04/03/2025	494/24.25	50.00		50.00		R	Chichester Payroll
04/03/2025	495/24.25	8.25		8.25		R	T.Eckert supplies
04/03/2025	496/24.25	2,643.25		2,643.25		R	Jack Lee street cleaning
04/03/2025	497/24.25	279.80		279.80		R	procurement services copier
04/03/2025	498/24.25	50.00		50.00		R	TC Maintenance
04/03/2025	498A/24.25	117.00		117.00		R	TC Maintenance
04/03/2025	499/24.25	164.40		164.40		R	UK Safety management
04/03/2025	500/24.25	160.00		160.00		R	TSS facilities legionella
04/03/2025	501/24.25	3,586.41		3,586.41		R	Employees NIC - HMRC
05/03/2025	DD	240.00		240.00		R	Genke phone lease
05/03/2025	BP	2,721.58		2,721.58		R	WSCC pensions
05/03/2025	VIS	38.97		38.97		R	Site Lock security
05/03/2025	DR	1.07		1.07		R	Transaction fee
05/03/2025	CR		70.50	70.50		R	Receipt(s) Banked
05/03/2025	CR		63.60	63.60		R	Receipt(s) Banked
05/03/2025	CR		102.80	102.80		R	Receipt(s) Banked
05/03/2025	BP		90.00	90.00		R	Receipt(s) Banked
05/03/2025	CR		31.80	31.80		R	Receipt(s) Banked
05/03/2025	Cr		11.80	11.80		R	Receipt(s) Banked
06/03/2025	503/24.25	438.20		438.20		R	Bus. stream High St Car Park - WATER BILL
06/03/2025	504/24.25	43.01		43.01		R	EDF electric High Sty Car Park
06/03/2025	505/24.25	118.02		118.02		R	Admin support
06/03/2025	506/24.25	1.75		1.75		R	Youth expenses
06/03/2025	507/24.25	360.00		360.00		R	HDC Play monthly inspections
06/03/2025	508/24.25	524.00		524.00		R	TC Maintenance - PLAY AREA & GROUND WORKS
06/03/2025	510/24.25	160.00		160.00		R	Clare Austin
06/03/2025	BACS	70.48		70.48		R	Youth expenses
06/03/2025	BP		81.61	81.61		R	Receipt(s) Banked
06/03/2025	CR		29.50	29.50		R	Receipt(s) Banked
07/03/2025	CR		63.97	63.97		R	Receipt(s) Banked
10/03/2025	511/24.25	125.11		125.11		R	BSG printers
10/03/2025	512/24.25	36.85		36.85		R	T Eckert film supplies
10/03/2025	513/24.25	110.00		110.00		R	The Sussex Plumber
10/03/2025	514/24.25	103.29		103.29		R	Business stream - Allot water
10/03/2025	515/24.25	103.20		103.20		R	HDC Waste
10/03/2025	BP		95.40	95.40		R	Receipt(s) Banked
10/03/2025	CR		21.80	21.80		R	Receipt(s) Banked
10/03/2025	BP		212.70	212.70		R	Receipt(s) Banked
12/03/2025	CR	38.99		38.99		R	Amazon - Toilet seat
12/03/2025	CR		57.08	57.08		R	Receipt(s) Banked
12/03/2025	CR		110.25	110.25		R	Receipt(s) Banked
12/03/2025	CR		250.60	250.60		R	Receipt(s) Banked
12/03/2025	CR		91.88	91.88		R	Receipt(s) Banked
12/03/2025	CR		73.80	73.80		R	Receipt(s) Banked

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/03/2025	BP		81.61	81.61		R	Receipt(s) Banked
13/03/2025	CR		33.08	33.08		R	Receipt(s) Banked
13/03/2025	CR		274.13	274.13		R	Receipt(s) Banked
13/03/2025	24/57		63.20	63.20		R	Receipt(s) Banked
13/03/2025	24/58		54.15	54.15		R	Receipt(s) Banked
13/03/2025	24/59		60.00	60.00		R	Receipt(s) Banked
13/03/2025	24/61		135.00	135.00		R	Receipt(s) Banked
13/03/2025	CR		42.17	42.17		R	Receipt(s) Banked
15/03/2025	CR		294.00	294.00		R	Receipt(s) Banked
15/03/2025	CR		103.00	103.00		R	Receipt(s) Banked
15/03/2025	CR		108.15	108.15		R	Receipt(s) Banked
15/03/2025	CR		102.90	102.90		R	Receipt(s) Banked
17/03/2025	DD	20.74		20.74		R	Propel Finance phone
17/03/2025	VIS	31.18		31.18		R	Zoom
17/03/2025	VIS	17.79		17.79		R	Amazon - Stationary
17/03/2025	24/60		553.55	553.55		R	Receipt(s) Banked - VARIOUS
17/03/2025	CR		21.80	21.80		R	Receipt(s) Banked ROOM HIRES
17/03/2025	CR		64.00	64.00		R	Receipt(s) Banked
17/03/2025	BP		64.00	64.00		R	Receipt(s) Banked
17/03/2025	BP		32.80	32.80		R	Receipt(s) Banked
17/03/2025	BP		77.40	77.40		R	Receipt(s) Banked
17/03/2025	CR		99.28	99.28		R	Receipt(s) Banked
17/03/2025	CR		64.00	64.00		R	Receipt(s) Banked
18/03/2025	DD	27.55		27.55		R	O2 mobile phone
18/03/2025	CR		55.50	55.50		R	Receipt(s) Banked
18/03/2025	BP		64.00	64.00		R	Receipt(s) Banked
18/03/2025	CR		15.63	15.63		R	Receipt(s) Banked
20/03/2025	516/24.25	2,112.26		2,112.26		R	British Gas - STEYNING CENTRE
20/03/2025	517/24.25	57.09		57.09		R	Fire Protection Services
20/03/2025	518/24.25	12.00		12.00		R	Function 28
20/03/2025	519/24.25	300.00		300.00		R	JS Fitters
20/03/2025	520/24.25	1,650.00		1,650.00		R	Obelisk - Scaffolding - Clock - HIGH ST
20/03/2025	521/24.25	281.54		281.54		R	PiP Services MAINTENANCE
20/03/2025	522/24.25	306.00		306.00		R	Southern Cinema Services
20/03/2025	523/24.25	168.00		168.00		R	Sowerby toilet security
20/03/2025	524/24.25	2,238.43		2,238.43		R	Squires Planning - NEIGHBOURHOOD PLAN
20/03/2025	524A/24.25	972.00		972.00		R	Wicksteed play area inspection
20/03/2025	525/24.25	390.00		390.00		R	4Sight vision grant L ANNUAL CHECKS
20/03/2025	526/24.25	125.00		125.00		R	Stey First responders grant
20/03/2025	527/24.25	100.00		100.00		R	Com Orchard grant
20/03/2025	528/24.25	350.00		350.00		R	Stey & Dist Fair grant
20/03/2025	529/24.25	400.00		400.00		R	Stey & Dist grant
20/03/2025	CR		64.00	64.00		R	Receipt(s) Banked
20/03/2025	CR		88.65	88.65		R	Receipt(s) Banked
20/03/2025	CR		42.17	42.17		R	Receipt(s) Banked
21/03/2025	DR	35.66		35.66		R	HSBC Charges
21/03/2025	VIS	167.83		167.83		R	flagsand flagpoles
21/03/2025	VIS	27.52		27.52		R	Paracord

Steyning Parish Council 2024.25

Bank Reconciliation up to 31/03/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/03/2025	CR		101.80	101.80		R	Receipt(s) Banked
21/03/2025	CR		63.60	63.60		R	Receipt(s) Banked
22/03/2025	CR		344.25	344.25		R	Receipt(s) Banked
22/03/2025	CR		42.50	42.50		R	Receipt(s) Banked
24/03/2025	DD	48.00		48.00		R	GoCardless CRE Phone
24/03/2025	VIS	867.00		867.00		R	Amazon - Youth Headsets YOUTH SERVICE
24/03/2025	BP	7,524.77		7,524.77		R	Salaries - staff various
24/03/2025	VIS	70.00		70.00		R	HM Small Claim forms Fee.
24/03/2025	CR		5.90	5.90		R	Receipt(s) Banked
24/03/2025	CR		34.40	34.40		R	Receipt(s) Banked
25/03/2025	BP	7,042.94		7,042.94		R	Salaries - various staff
25/03/2025	CR		114.40	114.40		R	Receipt(s) Banked
25/03/2025	CR		513.45	513.45		R	Receipt(s) Banked - ROOM HIRE
25/03/2025	CR		23.60	23.60		R	Receipt(s) Banked
26/03/2025	VIS	11.04		11.04		R	Zoho
26/03/2025	BP	10,000.00		10,000.00		R	Horsham District Council
26/03/2025	CR		11.80	11.80		R	Receipt(s) Banked SWIMMING POOL ANNUAL GRANT.
27/03/2025	BP	9,757.00		9,757.00		R	Horsham District Council
27/03/2025	VIS	33.81		33.81		R	AGA Printers
27/03/2025	CR		85.80	85.80		R	Receipt(s) Banked
27/03/2025	CR		90.00	90.00		R	Receipt(s) Banked
27/03/2025	CR		64.00	64.00		R	Receipt(s) Banked
27/03/2025	Cr		64.00	64.00		R	Receipt(s) Banked
27/03/2025	CR		42.17	42.17		R	Receipt(s) Banked
28/03/2025	532/24.25	379.81		379.81		R	Bus Stream Chang water
28/03/2025	533/24.25	750.92		750.92		R	Laser Elec - CHANGING ROOMS.
28/03/2025	534/24.25	1,577.33		1,577.33		R	Laser Elec - STEY CENTRE
28/03/2025	535/24.25	266.87		266.87		R	Laser Elec - HIGH ST
28/03/2025	536/24.25	19.75		19.75		R	T Eckert - petty cash
28/03/2025	537/24.25	1,500.00		1,500.00		R	Vintage Years Grant - ANNUAL
28/03/2025	VIS	12.98		12.98		R	Amazon - Book register
28/03/2025	VIS	35.47		35.47		R	Costco - Youth supplies
28/03/2025	CR		105.01	105.01		R	Receipt(s) Banked
28/03/2025	CR		128.00	128.00		R	Receipt(s) Banked
28/03/2025	CR		14,529.17	14,529.17		R	Receipt(s) Banked - YOUTH SERVICE INCOME (ANNUAL)
28/03/2025	CR		32.25	32.25		R	Receipt(s) Banked
31/03/2025	BP	10,000.00		10,000.00		R	Horsham District Council - WARDENS PAYMENT
31/03/2025	190325JF		60,000.00	60,000.00		R	Receipt(s) Banked - BANK TRANSFER FROM INTEREST ACCOUNT.
31/03/2025	CR		4,800.30	4,800.30		R	Receipt(s) Banked
31/03/2025	BP		32.70	32.70		R	Receipt(s) Banked BUILDING CONTROL ANNUAL ROOM HIRE
		72,324.72	85,358.16				

Clerk / RFO:

Name John Fullbrook Signed .... Date 16TH APRIL '25

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt								
101	Administration							
1000	Donations Received	10,000	4,500	(5,500)			222.2%	
1004	Reimbursed Charges & donations	34	200	166			17.0%	
1010	Miscellaneous income	25	250	225			10.0%	
1075	CIL Receipts	0	3,500	3,500			0.0%	
1076	Precept Received	404,325	404,325	0			100.0%	
1090	Bank Interest Received	4,054	7,200	3,146			56.3%	
	Administration :- Income	**418,438**	**419,975**	**1,537**			**99.6%**	**0**
4000	Salaries	167,774	194,500	26,726		26,726	86.3%	
4002	Printing, stationery, postage	2,699	2,750	51		51	98.2%	
4003	Staff Ill Health Insurance	3,039	2,750	(289)		(289)	110.5%	
4004	Telephones and Alarm	2,794	3,050	256		256	91.6%	
4005	Insurance	7,962	7,800	(162)		(162)	102.1%	
4006	Salaries Outsourcing	405	465	60		60	87.1%	
4007	Data Protection	819	1,320	501		501	62.1%	
4010	Audit Fees	2,758	2,075	(683)		(683)	132.9%	
4016	Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017	Bank Charges	308	550	242		242	56.0%	
4021	General Grants	1,118	2,500	1,382		1,382	44.7%	
4025	CCTV Maintenance	85	1,000	915		915	8.5%	
4030	Steyning in Bloom	2,750	2,750	0		0	100.0%	
4032	Memorial Gardens - upkeep	420	260	(160)		(160)	161.5%	
4033	Christmas Lights Grant	5,122	6,200	1,078		1,078	82.6%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,712	2,550	(162)		(162)	106.3%	
4039	Publicity and Advertising	1,287	900	(387)		(387)	143.0%	
4040	Town Clock	4,508	450	(4,058)		(4,058)	1001.9%	4,508
4045	Misc & Petty Cash	71	250	179		179	28.5%	
4047	Training	311	800	489		489	38.9%	
4055	HR Support	0	1,000	1,000		1,000	0.0%	
4060	Chairman's Function	1,256	750	(506)		(506)	167.5%	
4061	Councillors' Allowances	7	100	93		93	7.3%	
4063	Legionnaires	1,333	2,440	1,107		1,107	54.6%	
4070	Software support & Packages	2,707	2,600	(107)		(107)	104.1%	
4071	ICT Equipment	3,362	2,250	(1,112)		(1,112)	149.4%	1,462
4072	Website Development	261	450	189		189	58.0%	
4073	Neighbourhood Plan Exp	2,426	1,000	(1,426)		(1,426)	242.6%	883
4075	Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
	Administration :- Indirect Expenditure	**218,982**	**247,010**	**28,028**	**0**	**28,028**	**88.7%**	**6,853**
	Net Income over Expenditure	**199,456**	**172,965**	**(26,491)**				
6000	plus Transfer from EMR	6,853	0	(6,853)				
	Movement to/(from) Gen Reserve	**206,309**	**172,965**	**(33,344)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	0	56,000	56,000		56,000	0.0%	
4101 Swimming Pool	0	21,500	21,500		21,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	**0**	**77,500**	**77,500**	**0**	**77,500**	**0.0%**	**0**
Net Expenditure	**0**	**(77,500)**	**(77,500)**				
103 Youth Provision							
1700 Steyning PC	5,216	0	(5,216)			0.0%	
Youth Provision :- Income	**5,216**	**0**	**(5,216)**				**0**
4023 Youth Service - Outsources	22,538	31,000	8,462		8,462	72.7%	
Youth Provision :- Indirect Expenditure	**22,538**	**31,000**	**8,462**	**0**	**8,462**	**72.7%**	**0**
Net Income over Expenditure	**(17,322)**	**(31,000)**	**(13,678)**				
Finance & General Purposes Ctt :- Income	**423,655**	**419,975**	**(3,680)**			**100.9%**	
Expenditure	**241,521**	**355,510**	**113,989**	**0**	**113,989**	**67.9%**	
Net Income over Expenditure	**182,134**	**64,465**	**(117,669)**				
plus Transfer from EMR	**6,853**	0	(6,853)				
Movement to/(from) Gen Reserve	**188,987**	**64,465**	**(124,522)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Ear Marked Reserves								
503	Earmarked Res F & C							
4971	General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977	Special Projects	33,124	18,000	(15,124)		(15,124)	184.0%	
	Earmarked Res F & C :- Indirect Expenditure	**33,124**	**23,000**	**(10,124)**	**0**	**(10,124)**	**144.0%**	**0**
	Net Expenditure	**(33,124)**	**(23,000)**	**10,124**				
550	Joint Parishes Cemetery Ctre							
1600	JPCC income	4,950	0	(4,950)			0.0%	4,950
	Joint Parishes Cemetery Ctre :- Income	**4,950**	**0**	**(4,950)**				**4,950**
	Net Income	**4,950**	**0**	**(4,950)**				
6001	less Transfer to EMR	4,950	0	(4,950)				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**				
	Ear Marked Reserves :- Income	**4,950**	**0**	**(4,950)**			**0.0%**	
	Expenditure	**33,124**	**23,000**	**(10,124)**	**0**	**(10,124)**	**144.0%**	
	Net Income over Expenditure	**(28,174)**	**(23,000)**	**5,174**				
	less Transfer to EMR	**4,950**	0	(4,950)				
	Movement to/(from) Gen Reserve	**(33,124)**	**(23,000)**	**10,124**				
	Grand Totals:- Income	**524,311**	**528,675**	**4,364**			**99.2%**	
	Expenditure	**390,710**	**528,675**	**137,965**	**0**	**137,965**	**73.9%**	
	Net Income over Expenditure	**133,600**	**0**	**(133,600)**				
	plus Transfer from EMR	**7,573**	0	(7,573)				
	less Transfer to EMR	**4,950**	0	(4,950)				
	Movement to/(from) Gen Reserve	**136,224**	**0**	**(136,224)**				

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12 **Committee Report**

Finance & General Purposes Ctt

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Administration							
1000	Donations Received	10,000	4,500	(5,500)			222.2%	
1004	Reimbursed Charges & donations	34	200	166			17.0%	
1010	Miscellaneous income	25	250	225			10.0%	
1075	CIL Receipts	0	3,500	3,500			0.0%	
1076	Precept Received	404,325	404,325	0			100.0%	
1090	Bank Interest Received	4,942	7,200	2,258			68.6%	
	Administration :- Income	**419,326**	**419,975**	**649**			**99.8%**	**0**
4000	Salaries	185,557	194,500	8,943		8,943	95.4%	
4002	Printing, stationery, postage	3,051	2,750	(301)		(301)	111.0%	
4003	Staff Ill Health Insurance	3,039	2,750	(289)		(289)	110.5%	
4004	Telephones and Alarm	3,057	3,050	(7)		(7)	100.2%	
4005	Insurance	7,962	7,800	(162)		(162)	102.1%	
4006	Salaries Outsourcing	455	465	10		10	97.9%	
4007	Data Protection	853	1,320	467		467	64.6%	
4010	Audit Fees	2,758	2,075	(683)		(683)	132.9%	
4016	Legal Fees/Elections	686	500	(186)		(186)	137.1%	
4017	Bank Charges	344	550	206		206	62.5%	
4021	General Grants	2,483	2,500	17		17	99.3%	
4025	CCTV Maintenance	85	1,000	915		915	8.5%	
4030	Steyning in Bloom	2,750	2,750	0		0	100.0%	
4032	Memorial Gardens - upkeep	420	260	(160)		(160)	161.5%	
4033	Christmas Lights Grant	5,122	6,200	1,078		1,078	82.6%	
4036	ICO.HALC.NALC.WSALC.SLCC Subs	2,712	2,550	(162)		(162)	106.3%	
4039	Publicity and Advertising	1,287	900	(387)		(387)	143.0%	
4040	Town Clock	4,508	450	(4,058)		(4,058)	1001.9%	4,508
4045	Misc & Petty Cash	231	250	19		19	92.4%	
4047	Training	311	800	489		489	38.9%	
4055	HR Support	58	1,000	942		942	5.8%	
4060	Chairman's Function	1,256	750	(506)		(506)	167.5%	
4061	Councillors' Allowances	7	100	93		93	7.3%	
4063	Legionnaires	1,467	2,440	973		973	60.1%	
4070	Software support & Packages	2,742	2,600	(142)		(142)	105.5%	
4071	ICT Equipment	3,362	2,250	(1,112)		(1,112)	149.4%	1,462
4072	Website Development	271	450	179		179	60.2%	
4073	Neighbourhood Plan Exp	4,292	1,000	(3,292)		(3,292)	429.2%	2,674
4075	Isolation and Loneliness	1,500	3,000	1,500		1,500	50.0%	
	Administration :- Indirect Expenditure	**242,626**	**247,010**	**4,384**	**0**	**4,384**	**98.2%**	**8,644**
	Net Income over Expenditure	**176,700**	**172,965**	**(3,735)**				
6000	plus Transfer from EMR	8,644	0	(8,644)				
	Movement to/(from) Gen Reserve	**185,344**	**172,965**	**(12,379)**				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 Finance & Community Appendix							
4100 Neighbourhood Wardens	10,000	56,000	46,000		46,000	17.9%	
4101 Swimming Pool	19,757	21,500	1,743		1,743	91.9%	
Finance & Community Appendix :- Indirect Expenditure	**29,757**	**77,500**	**47,743**	**0**	**47,743**	**38.4%**	**0**
Net Expenditure	**(29,757)**	**(77,500)**	**(47,743)**				
103 Youth Provision							
1700 Steyning PC	19,791	0	(19,791)			0.0%	
Youth Provision :- Income	**19,791**	**0**	**(19,791)**				**0**
4023 Youth Service - Outsources	26,642	31,000	4,358		4,358	85.9%	
Youth Provision :- Indirect Expenditure	**26,642**	**31,000**	**4,358**	**0**	**4,358**	**85.9%**	**0**
Net Income over Expenditure	**(6,851)**	**(31,000)**	**(24,149)**				
Finance & General Purposes Ctt :- Income	**439,117**	**419,975**	**(19,142)**			**104.6%**	
Expenditure	**299,025**	**355,510**	**56,485**	**0**	**56,485**	**84.1%**	
Net Income over Expenditure	**140,092**	**64,465**	**(75,627)**				
plus Transfer from EMR	**8,644**	0	(8,644)				
Movement to/(from) Gen Reserve	**148,736**	**64,465**	**(84,271)**				

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Item 7.1

Briefing Notes :-

STEYNING & DISTRICT COMMUNITY PARTNERSHIP

List of Assets for Transfer

Steyning West Sussex

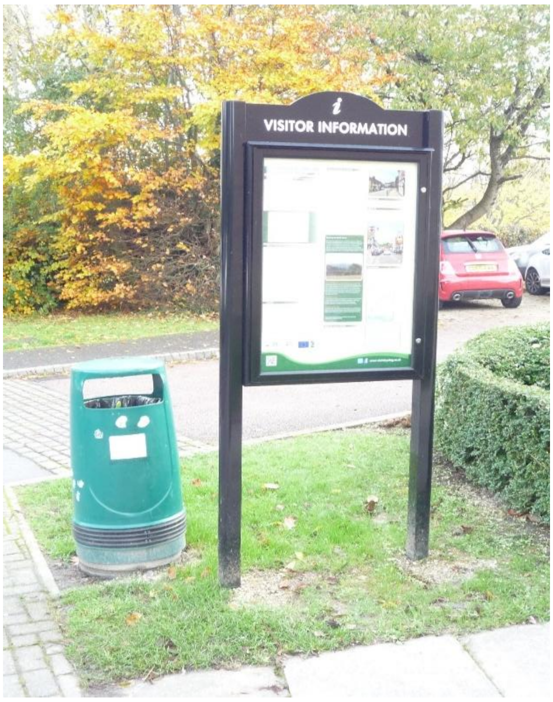
2019 Corten Steel Archway.

Constructed: Sussex Ironworks Ltd

Design etc: Jones Architects Steyning

Tanyard Lane Car Park BN44 3RJ (entrance to High Street)

Cost £22,650



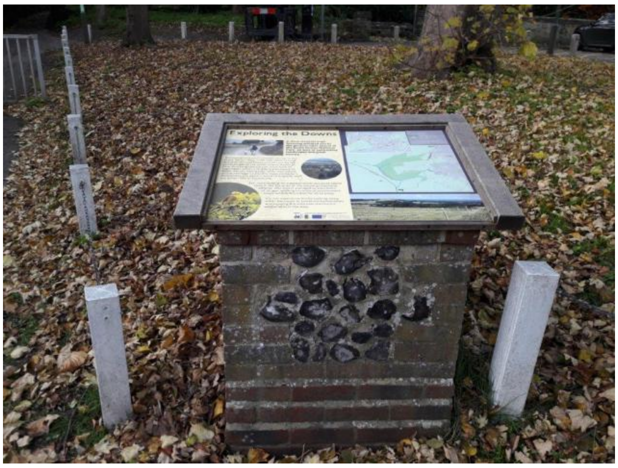
NOTICE BOARD

2019 1No Aluminium Notice board on pole legs

Outside Steyning Library BN44 3YB (tourist Information)

Constructed: Signscape and Signconex Ltd Bristol

Cost £4,178



DISPLAY PANEL

2019 1No Oak Notice Board on brick plinth

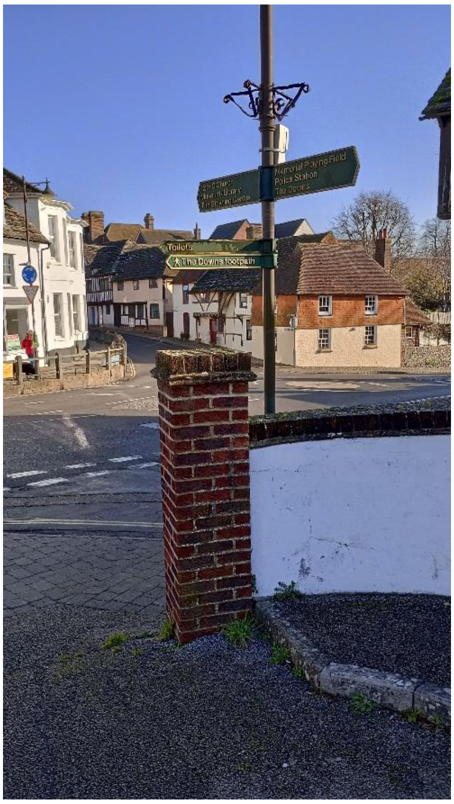
Outside Steyning Centre Fletchers Croft BN44 3XZ (Route to the Downs)

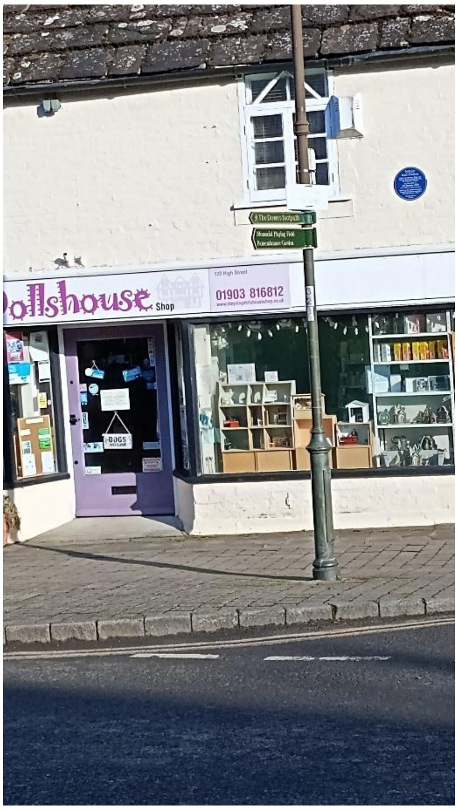
Constructed: Ali Beckett Design Bognor Regis

Cost £1,000

Route to the Downs

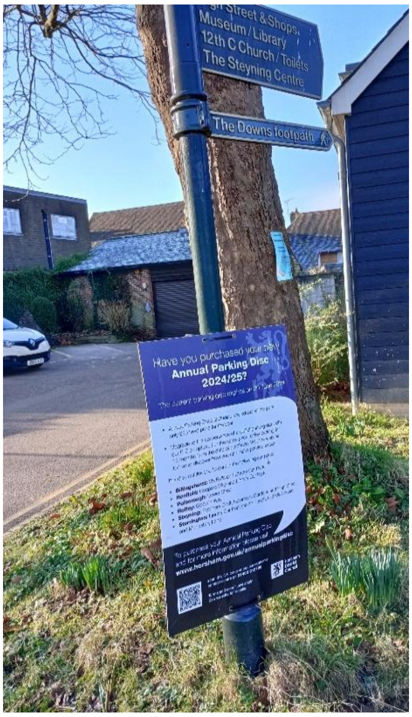
FINGER POSTS

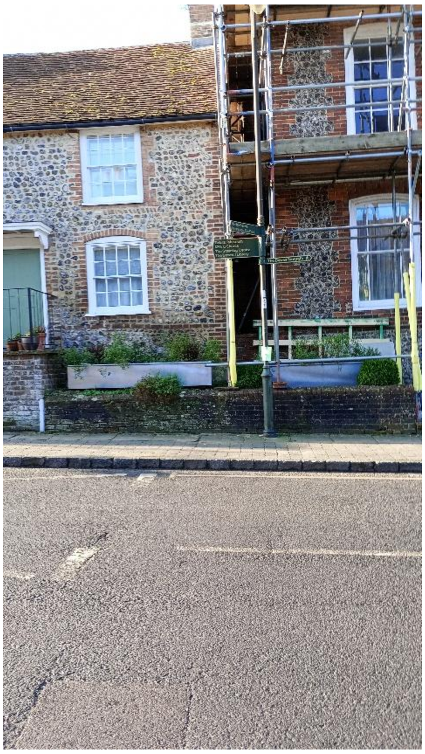




4 Finger post signs associated with Map to the Downs in above photograph.

Cost £1,000



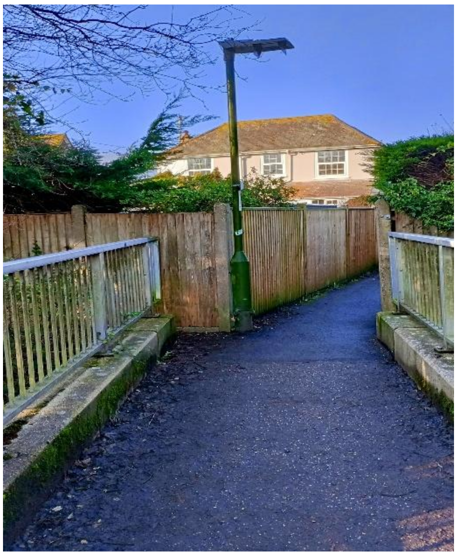


Tourism Sign on A283

2016 No1 Metal sign on poles

On A283 just to north of Horsham Road leading to Steyning

Construction in accordance with Highways Dept WSCC Specification.



LAMPOST

Footbridge between Goring Road and King’s Barn Villas

Item 7.2

CCTV Working Party Update and Recommendation

Attendees : Cllrs S Alexander, Foxwell and Ballance, plus the Clerk.

Time: From 2pm to 3.10pm

Date: 12th May

Notes from the meeting

Cllrs discussed the details from the final set of quotes received from the three companies they have been working with over the last several months.

One company it was felt, were not professional enough both in terms of maintaining positive communications, being receptive and responsive and in terms of their level of expertise when it came down to technical specifications, and although their costs were relatively cheap, the working party rejected their quote.

Company #2 were very much focused on the technical aspect rather than the installation, and their installation costs were relatively high.

Company #3 were based locally and would be buying-in the same equipment as Company #2 which the working party thought to be the optimal package; however the installation costs were not only cheaper, but also included the MPF additional pole installation, not covered by Company #2.

The cost for the installation of the 13 cameras specified within the preferred scope of works was £8,900 + VAT from Company #3

The cost of the equipment - £24,616

Cost of Data Sims, Camera Licenses and Cellular Gateway Licenses – Between £9,200 and £20,500 depending on whether a one- or up to five-year cover was entered into.

It was not possible to gain like-for-like quotes as different companies deal with different equipment suppliers and specifications.

The unanimous recommendation however from the working party was that F&GP ought to recommend to Full Council the purchase of the CCTV package as presented within its quote by Company #3.

Cllrs S Alexander, Foxwell, Ballance and Sharp have been unanimous in their view and will elaborate on their decision at the Committee meeting on the 13th May