
MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13th MAY 2025 AT 7.30PM

Present: Cllrs S. Alexander (Chairman), Foxwell, Ballance, I Alexander, Norcross and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 1

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F &GP/24/58 APOLOGIES FOR ABSENCE

58.1 Apologies were received from Cllrs Sharp, M Alexander and Trundle.

F&GP/24/59 DECLARATIONS OF INTEREST AND DISPENSATIONS

59.1 Cllr I. Alexander declared a non-pecuniary interest in item 64.1 as he is Chair of the Steyning and District Partnership.

F&GP/24/60 QUESTIONS FROM THE FLOOR {in summary}

60.1 None

F&GP/24/61 MINUTES OF PREVIOUS MEETING

61.1 Cllr S. Alexander **proposed, seconded** by Cllr Norcross that the draft minutes of the meeting held on the 11th March 2025 be agreed as a true and fair record. **Agreed**

F&GP/24/62 MATTERS ARISING AND ACTIONS – *These items taken as read*

62.1 Clerk to add three additional Earmarked General Reserves to SPC Accounts – **Actioned**

62.2 Clerk to verify Climate Action Page activated on SPC Website – **Actioned**

62.3 Clerk's office to process SCO grant application for £100 – **Actioned**

62.4 Clerk's office to process Partnership grant application for £400 for Revival meeting – **Actioned**

62.5 Clerk's office to process First Responders grant application for £125 for defibrillator sponsor – **Actioned**

62.6 Clerk's office to process Partnership grant application for £350 for Country Fair – **Actioned**

62.7 Clerk's office to process 4Sight Vision org. grant application for £390 – **Actioned**

62.8 Clerk's office to inform vendor that they have licence permissions to trade on the MPF – **Actioned**

62.9 Clerk to inform HDC that SPC approves the new Wardens three year contract and to sign doc.–**Actioned**

62.10 Clerk's office to pay Scaffolding contractors - £1,650 plus £300 adaptation fees – **Actioned**

62.11 F&GP Recommendation for payment of Clock renewal work taken to Full Council – **Actioned**

62.12 Clerk's office to process Vintage Years annual grant application for £1,500 – **Actioned**

62.13 High Street Clock Ad placed in Your Steyning – **Actioned**

62.14 Wardens promo social media postings made on monthly basis – **Actioned**

62.15	Clerk to send letter of support for permissive path proposal – Actioned	
62.16	Clerk to work with Partnership on letter of support for grant app. for interpretation boards – Actioned	
F&GP/24/63	FINANCIAL MATTERS.	
63.1	To approve the list of SPC payments for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Johnson that SPC accepts the February '25, and January '25 SPC Payments lists. Agreed	
63.2	F&GP Income and Expenditure reports for February and March 2025. Cllr S. Alexander proposed, seconded by Cllr Ballance that SPC accepts the F&GP Income and Expenditure reports for February and March '25. Agreed	
63.3	To consider increase to weekly bin emptying frequency for the summer season on the MPF – costed at £32 per week. It was suggested that within the next tendering process, it could be written into the new three-year contract that this be considered every year. Cllr S Alexander proposed, seconded by Cllr Johnson that an additional bin emptying at the MPF take place for this summer season and the cost be agreed at £32 per week for this service. Agreed	CLERK
63.4	To consider a new engagement strategy for residents and especially in relation to the Farmers Market ongoing monthly arrangement for Cllrs attendance. There had been some good feedback in consideration of this community engagement idea, however after an initial positive reaction, the number of productive communications with residents not already engaged in Council matters has diminished to near zero. While this is in some respects good news as it suggests that generally residents must be relatively content, it means it is not time well spent. Also, gaining Cllr attendance / support has been progressively more difficult. Other strategies were therefore discussed by members present and reflective upon the notes presented by Cllrs Linfield and Young. Cllr S Alexander proposed, seconded by Cllr I Alexander that SPC stops a monthly attendance at the Farmers Market, and instead book a stall when it was felt necessary {for example when the Council were involved with potentially controversial developments or were attempting public consultations or similar} and instead, and on a quarterly basis, organise a <i>surgey</i> at the Steyning Centre with District and County Councillors also invited to attend {with these days publicised via social media and website}. Agreed	CLERK
63.5	To agree an application for a grant for an allotment community plot installation. This item deferred to next meeting as the completed application was not forthcoming.	CLERK
63.6	To agree any financial commitment to the renovation of the High Street railings adjacent the mini roundabout. Though SPC do not own the railings, it was felt the Council needed to be part of the solution, and indeed this had been the case the last time there had been a necessity for renewal. The Clerk had already invited WSCC highways officers on site on the 6 th May to gain understanding of the issue first hand. The Steyning Society had also been in touch with the Clerk's office asking for appropriate action to be taken, and suggesting it might be able to provide financial support. Cllr S. Alexander proposed, seconded by Cllr I. Alexander that SPC could supply partial financial support if necessary for the replacement of the railings on the proviso that WSCC act without delay to rectify the failing foundations and underlying issues with wall and pavement. Agreed	CLERK
63.6.1		
63.6.2	Cllr S Alexander proposed, seconded by Cllr Johnson that SPC begin preparing a TRO on West Sussex CC's behalf due to the safety issue and attempt to gain support from the West Sussex County Councillor Paul Linehan for this scheme. Agreed	CLERK
F&GP/24/64	GOVERNANCE AND COMMUNITY MATTERS	
64.1	To consider a proposal from the Steyning and District Partnership for the transference of assets to SPC as per detailed within the supporting papers. The Partnership acquires grants and installs new infrastructure for the residents, but it is understood that after a set period of ownership they generally hand over these assets to the Parish Council so that their maintenance can be taken care of. In this instance assets included a large number of finger posts, a notice	

board, the Steel Archway at Tanyard Lane Car Park, the A283 tourism sign, the display panel at Fletchers Croft and a Lamppost at Kings Barn Villas footbridge.

Cllr S Alexander **proposed, seconded** by Cllr Ballance that SPC accepts the proposal from the Steyning & District Partnership for the transfer of assets to SPC as detailed within their supporting paper. **Agreed**

CLERK

64.2 CCTV working party progress, and to agree any recommendations concerning this project

64.2.1 Cllr S Alexander outlined the progress made by the working party over the last several months. 3 CCTV companies have been engaged in quotes, on-site visits and ongoing communications. Company #1 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.

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

64.2.3 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.

64.2.4 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-year or up to five-year cover was entered into.
It was not possible to gain further like-for-like quotes as different companies deal with different equipment suppliers and specifications.

64.2.5 The unanimous recommendation however from the working party was that F&GP ought to recommend to the Full Council the purchase of the CCTV package as presented within its outline quote by Company #3. Cllr S Alexander **proposed, seconded** by Cllr I Alexander that F&GP recommend to Full Council that SPC move forward with the CCTV project and ask Full Council to begin the consultation process, which can be overseen by the Community Engagement Committee. **Agreed**

CLERK

64.3 To consider potential issue regarding an Ice Cream Vendor's unlicensed use of MPF Car Park

Cllr S Alexander reported that the matter had been dealt with in the last few days, with Vendors licensing authority stipulating they should not return to Steyning.

F&GP/24/65 PROGRESS REPORT

65.1 *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.*

CLERK

65.2 *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

65.3 *F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back*

CLERK

65.4 *F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support*

CLERK

65.5 *F&GP/24/53.7 Communications to continue with Cricket Club concerning proposed club house development*

CLERK

65.6 *F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal*

CLERK

65.7 *F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy*

CLERK

65.8 *F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56*

CLERK

65.9 *F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation*

CLERK

65.10	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
65.11	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK

F&GP/24/66 INFORMATION/CORRESPONDENCE ITEMS
66.1 None

F&GP/24/67 DATE OF NEXT MEETING – 8th July 2025 @7.30pm.

The Chair closed the meeting at 8.23pm

Signed Date 8th July 2025
Chair

A video recording of this meeting can be found using this link: https://youtu.be/wZZx3i_kYqs

FINANCIAL, GOVERNANCE AND COMMUNITY MATTERS

Briefing Note

7.1 To approve the list of SPC payments for April 2025 and May 2025.

In April 25 there was the largest number of payments noted for one month, for the known history of this Parish Council! This is largely due to the ever expanding service provision, use of BACS payments and PDQ machines, and primarily the needs and requirements of the Youth Service, and this is especially so when they are involved in Holiday Activity weeks – such as they were over the Easter period. Large annual payments such as the Wardens, plus final instalments on Clock Tower are also seen – But these are payments which register back to the previous year, so will not be shown on the I&E Reports for April – rather they are recorded on the ‘End of Year’ budgetary totals/ reports – and these we will look at once again on the lead up to budgetary setting, this coming Autumn.

The May Payments List should be with members and on the web site by Monday evening (7th July), when hopefully time allows for ‘End of Month’ reconciliation to have been completed.

7.2 To agree F&GP Income & Expenditure reports for April 2025 and May 2025.

April shows relatively minor movement despite the huge numbers of individual payments. This is because either so many minor transactions relate to only a few budget lines – such as the youth service holiday activity consumable acquisitions, or it’s because at ‘End of Year’ we deal with Accruals/ Credits and Debits to and from the previous year. Any figures left in brackets are showing payments which we expect to be paying for – these being invoices which have either arrived late or were yet to arrive before the end of April – but are for services or equipment which was supplied to SPC during the course of the previous year – These we recognise as Creditors. Again, May I&E Reports should be with members and on the web site by Monday evening (7th July), when hopefully time allows for ‘End of Month’ reconciliation to have been completed.

7.3 To consider and agree the SPC draft Business Plan and Finance Plan 2025/26.

The first part of the draft SPC Business Plan is shown under supporting paper 7.3 and is largely a repeat of what has been agreed in the previous two years, but with up-to-date financial data included, as per the agreed and audited ‘End of Year’ figures for SPC. It would be good for members to fully understand these figures and what they mean to our understanding of the strategy for completing tasks and projects over the next three years, with so many considerations laying ahead over this period.

I would ask therefore that members consider agreeing this first part of the 25/26 Business plan please. The next item begins to deal with the second part of the Business plan, that of projects for the year.

7.4 To discuss project priorities for the 2025/26 period and decide upon the outline content of the forthcoming year's SPC Action Plan.

There are two supporting papers for this item. One is last year's Action Plan – this is for reference rather than greater discussion and gives an impression of the nature of what next year's Action Plan could look like.

The Project list is hopefully covering all the current elements members are still considering for next year. What we need to do for this meeting is either agree a final plan for the period June 25 to June 26 and thereby a plan for budget setting for next year or at least get us a great deal closer to knowing the final list – which could be finalised in September if necessary. Members should not concern themselves that we waste time doing nothing if it's not agreed until September – Many of these items are ongoing longer-term projects and some are confirmed as you will note anyway – so these will be progressed with whatever else is agreed over the interim period.

7.5 To consider a grant application for an allotment community plot installation.

We have been asked to receive a grant request from a group of plot holders at Canada Gardens Allotments for assistance with their community plot development – we still await details and hopefully they will be distributed to members before Monday the 7th July and in time for the meeting.

7.6 To discuss and agree a continued service arrangement with the current SPC internal auditor.

The supporting paper 7.6, from Mulberry & Co rather tells the story of the most successful and best respected internal audit supplier in this region (and beyond). Whilst it is best practice to consider changing internal auditors once in a while to avoid familiarity, any councillor who has observed the audit process (in the room), and there have been 4 Councillors over the last 6 years who have done so, all say that they are impressed with the companies thoroughness and professionalism. I too continue to be happy with their thorough and professional work, and advise Council considers extending their service for another year, and especially in the absence of many other options when it comes to local Parish Council orientated auditors.

7.7 Cricket Club Lease renewal update from the Clerk, and to consider and agree the length of the new Lease.

Following the motion agreed at the March F&GP meeting (noted below), solicitors have been contacted in order to move this process forward, and there have been a number of subsequent communications, these being summarised on the next page

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.

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**

A number of questions were posed to the Solicitor, with the most urgent ones being the nature and proposed length of a new Lease, plus the cost of their completing a new Lease for us, and given the criteria we agreed.

In answer to the question on length of Lease they responded thus:-

For such an ambitious scheme the Grant making authorities will require the Club to have a lease for a period of not less than 25 years. They will also require restrictions on the Council being able to bring the lease to an end during that period

We would normally suggest a lease of 35 years. A lease for 99 years is for a longer period than is necessary.

The lease can either be granted when it is clear that the project is feasible when there would be obligations in the lease to carry out the work to an agreed specification, or there can be an agreement to grant a lease once the works have been completed. It is important that the Council has control

The Clerk subsequently discussed the matter with the Cricket Club to ascertain what would be a reasonable least/ best / adequate term of the Lease from theirs and their financial supporters perspective. - They subsequently agreed that a 50 year Lease would suffice.

The Clerk then took this back to the Solicitors and this was their response -

There is no problem with a 50 year lease, but we would normally advise that there be an opportunity for a rent review after a period. This could be after 25 years unless the Council required a more frequent review.

This then is for members to consider please, and potentially agree for the Clerk to take back to the Cricket Club.

The Solicitors have also given us an estimate for the cost of drafting a new Lease – It being as follows :- ***our fees will be £1,500 plus VAT and disbursements.***

Members are asked to consider agreeing this also please.

7.8 Following an agreed motion at Full Council on the 16th June which involved a reversal of a previous Council resolution in non-observance of SPC Standing order 7(a), for F&GP to consider recommending to the next Full Council meeting a motion to avoid any potential ultra vires decision in consideration of that matter.

At the last Full Council the following motion was agreed.

Cllr Norcross **proposed, seconded** by Cllr S Alexander that SPC rescinds the extension of sanctions against Cllr Campbell contingent upon him also withdrawing the Judicial Review proceedings, which he has just confirmed, and additionally the Chair is delegated to submit a further Code of Conduct complaint to HDC about Cllr Campbell due to his refusal to apologise to the Clerk and to the Council (SPC) as mandated by the sanctions laid against him by HDC and adopted by SPC at the January 2025 Full Council Meeting. **Agreed**

This was agreed by consensus in order to avoid having to potentially face a Judicial Review from Cllr Campbell, and waste the time and finance associated with opposing this threat. In doing so SPC did not observe the 'six month rule' noted within SPC Standing orders point 7a.

To avoid another potential challenge Councillors are asked to consider either making a special motion {Note Standing Orders 26b and 9} as a recommendation to Full Council to cover the non-observance of Standing order 7a, or consider that it abides by SPC Standing Order 26 d, which notes that *'the decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final'*.

7.9 To agree that the Clerk pursues and completes if possible the asset lease transference forms from HDC of the 'Archway at Newmans Gardens'.

F&GP have agreed to take on the responsibility of this Asset from the Steyning and District Partnership. SPC have now been sent the old Licence agreement with a request that it signs a newly drafted and similar document which would transfer the responsibility of an extended Licence so that it would be under the SPC ownership. The Clerk needs authority to proceed please.

7.10 Notification regarding the signing of a Licence agreement for the Steyning Car Park digital screens.

Supporting paper 7.10 gives the details of the Licence document SPC is being asked to sign in regard to the Car Park Digital Screens. This is a notification rather than an item to be discussed, as it has already been dealt with via a motion at the March F&GP Meeting. Here seen below to remind members.

To consider a possible hand over of the 3 x digital screens installations from HDC.

{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**

APRIL '25

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPROPRIATE.

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	BACS	10,000.00		10,000.00		R 	N. Wardens
01/04/2025	DD	64.00		64.00		R 	Vintage Years Cupboard rent
01/04/2025	CR	70.00		70.00		R 	Vintage Years RH
01/04/2025	CR	-70.00		-70.00		R 	Vintage Years
01/04/2025	CR	-64.00		-64.00		R 	Vintage Years
01/04/2025	DD	851.00		851.00		R 	HDC Rates - STEYNING CENTRE
01/04/2025	CR		64.00	64.00		R 	Receipt(s) Banked
01/04/2025	CR		70.00	70.00		R 	Receipt(s) Banked
01/04/2025	CR		17.70	17.70		R 	Receipt(s) Banked
01/04/2025	BP		98.70	98.70		R 	Receipt(s) Banked
02/04/2025	BACS	10,000.00		10,000.00		R 	N. Wardens
02/04/2025	VIS	11.99		11.99		R 	Amazon - Choc eggs
02/04/2025	VIS	30.99		30.99		R 	Amazon - Choc eggs
02/04/2025	VIS	11.39		11.39		R 	Bottled water - Youth
02/04/2025	VIS	23.31		23.31		R 	Face cover - youth Acts
02/04/2025	VIS	14.32		14.32		R 	Coke - Youth Hol Acts
02/04/2025	VIS	19.99		19.99		R 	Amazon - Trolley Youth
02/04/2025	VIS	15.79		15.79		R 	Amazon - weedkiller
02/04/2025	VIS	55.64		55.64		R 	Youth T-Shirts
02/04/2025	VIS	4.29		4.29		R 	Amazon - Wipes - First aid
02/04/2025	VIS	23.50		23.50		R 	Amazon - Choc bunnies -Youth
02/04/2025	VIS	19.72		19.72		R 	Amazon - paint pens - Youth
02/04/2025	VIS	30.53		30.53		R 	Amazon - Quoits - Youth
02/04/2025	VIS	5.28		5.28		R 	Amazon - brushes
02/04/2025	VIS	161.70		161.70		R 	Amazon - phone replacement
02/04/2025	VIS	12.98		12.98		R 	Amazon - phone case
02/04/2025	VIS	35.98		35.98		R 	Amazon - Baseball bat - Youth
02/04/2025	VIS	51.07		51.07		R 	Youth - Hi Vis and Choc
02/04/2025	VIS	26.86		26.86		R 	Amazon - Youth Tuck shop
02/04/2025	VIS	13.96		13.96		R 	Amazon - Youth Tuck shop
02/04/2025	CR		82.60	82.60		R 	Receipt(s) Banked
02/04/2025	CR		25.00	25.00		R 	Receipt(s) Banked
03/04/2025	BACS	10,000.00		10,000.00		R 	N. Wardens
03/04/2025	VIS	8.49		8.49		R 	Amazon - Masking tape
03/04/2025	VIS	46.49		46.49		R 	Amazon - Tum tower - Youth
03/04/2025	DD	240.00		240.00		R 	Genke - phones
03/04/2025	CR		103.25	103.25		R 	Receipt(s) Banked
04/04/2025	BACS	10,000.00		10,000.00		R 	N. Wardens
06/04/2025	VIS	7.79		7.79		R 	Youth - Train tickets - fee
07/04/2025	BACS	5,337.91		5,337.91		R 	N. Wardens - LAST PAYMENT
07/04/2025	VIS	22.48		22.48		R 	Amazon - Youth T Shirt £55,337.91
07/04/2025	VIS	90.09		90.09		R 	Youth - Train Tickets TOTAL
07/04/2025	VIS	77.24		77.24		R 	Trainline -Youth train tickets
07/04/2025	VIS	81.24		81.24		R 	Trainline -Youth Train tickets
07/04/2025	VIS	37.79		37.79		R 	Site Lock web security
07/04/2025	DR	1.03		1.03		R 	Site lock transaction fee
07/04/2025	VIS	179.00		179.00		R 	Booking.com - Tower of London
07/04/2025	VIS	179.00		179.00		R 	Booking.com - Tower of London

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
07/04/2025	CR		47.70	47.70		R	Receipt(s) Banked
07/04/2025	CR		589.46	589.46		R	Receipt(s) Banked - ST. ANDREWS LODGE
08/04/2025	001/25.26	630.00		630.00		R	Wilson piano - tuning
08/04/2025	002/25.26	160.00		160.00		R	TSS legionella
08/04/2025	003/25.26	213.22		213.22		R	TC Maintenance
08/04/2025	004/25.26	2,643.25		2,643.25		R	Jack Lee Street cleaning
08/04/2025	005/25.26	23.00		23.00		R	Replacement keys
09/04/2025	006/25.26	118.02		118.02		R	Admin support
09/04/2025	007/25.26	25.00		25.00		R	Steyning Farmers Market
09/04/2025	008/25.26	163.20		163.20		R	HDC - Waste collection
09/04/2025	009/25.26	99.00		99.00		R	Barawood publishing - Your Ste
09/04/2025	010/25.26	509.12		509.12		R	PHS Group ? - CLEANING
09/04/2025	011/25.26	1,606.14		1,606.14		R	PHS Group - ANNUAL CONSULTABLES CLEANING
09/04/2025	CR		276.04	276.04		R	Receipt(s) Banked
09/04/2025	CR		51.36	51.36		R	Receipt(s) Banked
10/04/2025	012/25.26	115.77		115.77		R	Fullbrook sundries- xmas event
10/04/2025	013/25.26	21.45		21.45		R	Poole - Film sundries
10/04/2025	014/25.26	58.00		58.00		R	South Coast vending
10/04/2025	015/25.26	51.06		51.06		R	edf - electric - High St Car P
10/04/2025	016/25.26	2,089.55		2,089.55		R	NALC. WSALC subs - ANNUAL SUBS
10/04/2025	017/25.26	360.00		360.00		R	Clare Austin
10/04/2025	018/25.26	200.00		200.00		R	Arthur Bill invoice
10/04/2025	019/25.26	216.11		216.11		R	Youth supplies - V Heale
10/04/2025	020/25.26	23.92		23.92		R	Youth supplies - V Heale
10/04/2025	021/25.26	362.60		362.60		R	Southern Cinema Services
10/04/2025	CR		134.48	134.48		R	Receipt(s) Banked
11/04/2025	CR		4,768.00	4,768.00		R	Receipt(s) Banked - YOUTH INCOME FROM BRAMBLE
13/04/2025	VIS	400.00		400.00		R	Sust.furn.-Bench
13/04/2025	VIS	36.00		36.00		R	SLCC - webinar training
14/04/2025	Cr		15.00	15.00		R	Receipt(s) Banked
14/04/2025	BP		61.80	61.80		R	Receipt(s) Banked
14/04/2025	CR		16.40	16.40		R	Receipt(s) Banked
15/04/2025	BP	10,000.00		10,000.00		R	Smith of Derby - Clock renewal
15/04/2025	DD	20.74		20.74		R	Propel finance - youth phone
15/04/2025	CR		5.90	5.90		R	Receipt(s) Banked
15/04/2025	CR		26.25	26.25		R	Receipt(s) Banked
15/04/2025	CR		108.15	108.15		R	Receipt(s) Banked
15/04/2025	BP		123.60	123.60		R	Receipt(s) Banked
15/04/2025	CR		41.20	41.20		R	Receipt(s) Banked
15/04/2025	CR		70.00	70.00		R	Receipt(s) Banked
15/04/2025	CR		92.70	92.70		R	Receipt(s) Banked
15/04/2025	CR		30.00	30.00		R	Receipt(s) Banked
15/04/2025	Cr		132.32	132.32		R	Receipt(s) Banked
15/04/2025	BP		212.70	212.70		R	Receipt(s) Banked
15/04/2025	25/02		405.80	405.80		R	Receipt(s) Banked
15/04/2025	25/04		330.00	330.00		R	Receipt(s) Banked
16/04/2025	BP	2,623.52		2,623.52		R	Smith of Derby - Clock renewal
16/04/2025	VIS	31.18		31.18		R	Zoom software £12,623.52 TOTAL

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/04/2025	DD	29.60		29.60		R 	O2 Mobile finance
16/04/2025	BP		84.00	84.00		R 	Receipt(s) Banked
16/04/2025	CR		91.88	91.88		R 	Receipt(s) Banked
16/04/2025	CR		294.50	294.50		R 	Receipt(s) Banked
16/04/2025	CR		147.00	147.00		R 	Receipt(s) Banked
16/04/2025	CR		147.00	147.00		R 	Receipt(s) Banked
16/04/2025	CR		238.98	238.98		R 	Receipt(s) Banked
16/04/2025	CR		525.15	525.15		R 	Receipt(s) Banked - OPERA ROOM HIRE
16/04/2025	BP		16.40	16.40		R 	Receipt(s) Banked
16/04/2025	CR		-147.00	-147.00		R 	Receipt(s) Banked
17/04/2025	CR		82.00	82.00		R 	Receipt(s) Banked
17/04/2025	CR		482.20	482.20		R 	Receipt(s) Banked
17/04/2025	CR		28.70	28.70		R 	Receipt(s) Banked
17/04/2025	CR		274.13	274.13		R 	Receipt(s) Banked
17/04/2025	CR		101.80	101.80		R 	Receipt(s) Banked
17/04/2025	25/03		519.10	519.10		R 	Receipt(s) Banked - VARIOUS ROOM HIRE
18/04/2025	CR		117.85	117.85		R 	Receipt(s) Banked
18/04/2025	BP		43.75	43.75		R 	Receipt(s) Banked
18/04/2025	BP		86.10	86.10		R 	Receipt(s) Banked
21/04/2025	CR	24.19		24.19		R 	HSBC charges
21/04/2025	CR		88.65	88.65		R 	Receipt(s) Banked
22/04/2025	CR		185.40	185.40		R 	Receipt(s) Banked
23/04/2025	023/25.26	1,834.29		1,834.29		R 	British Gas - STEYNING CENTRE
23/04/2025	024/25.26	208.55		208.55		R 	Business stream - water
23/04/2025	025/25.26	12.00		12.00		R 	Core Synergy - wesite
23/04/2025	026/25.26	9.95		9.95		R 	Film night wines
23/04/2025	027/25.26	386.80		386.80		R 	HDC - refuse MPF
23/04/2025	028/25.26	117.80		117.80		R 	Places leisure - Youth
23/04/2025	029/25.26	186.00		186.00		R 	Sowerby - toilets security
23/04/2025	030/25.26	130.00		130.00		R 	TC Maintenance
23/04/2025	031/25.26	112.67		112.67		R 	Youth - Holiday activities
23/04/2025	037/25.26	76.40		76.40		R 	Youth - Tuck shop
23/04/2025	033/25.26	50.00		50.00		R 	Chichester payroll
23/04/2025	034/25.26	3,018.00		3,018.00		R 	WSCC - pensions STAFF
23/04/2025	035/25.26	498.57		498.57		R 	TC Maintenance
23/04/2025	036/25.26	67.50		67.50		R 	VE Day promo - flags
23/04/2025	034/25.26	0.62		0.62		R 	WSCC - pensions
23/04/2025	CR		117.65	117.65		R 	Receipt(s) Banked
24/04/2025	BP	4,605.80		4,605.80		R 	HMRC - Tax & NIC STAFF
24/04/2025	BP	588.00		588.00		R 	Creative Play - SeeSaw - REPLACEMENT
24/04/2025	VIS	13.76		13.76		R 	Amazon - Youth Arts MAINTENANCE RENEWAL
24/04/2025	VIS	11.21		11.21		R 	Amazon - Youth Drawing
24/04/2025	VIS	64.00		64.00		R 	KUKcrbs Disclosure forms
24/04/2025	VIS	9.28		9.28		R 	ABEBooks - Youth
24/04/2025	VIS	1,147.95		1,147.95		R 	Agriframes pergola chandlers - PROTECT.
24/04/2025	VIS	24.66		24.66		R 	ABEBooks - Youth
24/04/2025	VIS	6.26		6.26		R 	AbeBooks - Youth
24/04/2025	VIS	14.32		14.32		R 	AbeBooks - Youth

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/04/2025	CR		80.00	80.00		R	Receipt(s) Banked
24/04/2025	CR		80.00	80.00		R	Receipt(s) Banked
24/04/2025	CR		82.40	82.40		R	Receipt(s) Banked
24/04/2025	CR		103.00	103.00		R	Receipt(s) Banked
24/04/2025	BP		102.83	102.83		R	Receipt(s) Banked
24/04/2025	CR		114.25	114.25		R	Receipt(s) Banked
24/04/2025	CR		14.28	14.28		R	Receipt(s) Banked
25/04/2025	VIS	30.00		30.00		R	Amazon - Teak protector
25/04/2025	BP	6,603.00		6,603.00		R	Groundwork N. PPlan repayment
25/04/2025	DD	48.00		48.00		R	Phone Go Cardless <i>↳ Unspent Grant.</i>
26/04/2025	Cr		63.60	63.60		R	Receipt(s) Banked
28/04/2025	VIS	11.04		11.04		R	Zoho - software
28/04/2025	VIS	16.69		16.69		R	Amazon - Selotape
28/04/2025	BP	8,342.38		8,342.38		R	Staff Salary payments - <i>VARIOUS.</i>
28/04/2025	CR		214,085.00	214,085.00		R	Receipt(s) Banked - <i>PRECEPT.</i>
29/04/2025	VIS	28.48		28.48		R	Amazon - Coffee - refills
29/04/2025	VIS	19.98		19.98		R	Amazon - Mouse poisoning
29/04/2025	BP	6,119.97		6,119.97		R	Staff Salary payments - <i>VARIOUS.</i>
29/04/2025	CR		221.80	221.80		R	Receipt(s) Banked
29/04/2025	CR		14.00	14.00		R	Receipt(s) Banked
29/04/2025	25/01		52.50	52.50		R	Receipt(s) Banked
30/04/2025	VIS	38.24		38.24		R	Amazon - Book - Youth
30/04/2025	VIS	16.94		16.94		R	Amazon - Creoseal fence paint
30/04/2025	040/25.26	309.60		309.60		R	1st Clearflow
30/04/2025	041/25.26	227.32		227.32		R	PIP Services
30/04/2025	042/25.26	2,012.40		2,012.40		R	Rialtas - software support - <i>ACCOUNTS</i>
30/04/2025	043/25.26	1,893.36		1,893.36		R	Squires PPlanning - <i>NEIGHBOURHOOD PLAN.</i>
30/04/2025	044/25.26	1,260.00		1,260.00		R	Moores External Audit - <i>23/24 END OF YEAR INVOICE</i>
30/04/2025	042/25.26	-2,012.40		-2,012.40		R	Rialtas software
30/04/2025	042/25.26	2,012.40		2,012.40		R	Rialtas software } <i>MISCODING</i>
		110,754.27	226,539.01				

[4070/101]
not
[4070/101]

Clerk / RFO:

Name Signed Date

Chair of F&GP:

Name Signed Date

Bank Reconciliation up to 30/04/2025 for Cashbook No 6 - Joint Parish Youth Cttee

YOUTH ACCOUNT

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
08/04/2025	Credit		201.54	201.54		R ☒	Receipt(s) Banked
09/04/2025	Credit		58.99	58.99		R ☒	Receipt(s) Banked
30/04/2025	FEE	6.00		6.00		R ☒	Bank charges
		<u>6.00</u>	<u>260.53</u>				

Clerk / RFO:

Name

John Furbur

Signed



Date

25/02/25

Chair of F&GP:

Name

Signed

Date

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current Account

ALL FIGURES ARE INCLUSIVE OF VAT WHERE APPROPRIATE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2025	DD	848.00		848.00		R	Stey Centre Rates
01/05/2025	VIS	30.00		30.00		R	Amazon - Teak protector
01/05/2025	045/25.26	338.21		338.21		R	TC Maintenance - play areas
01/05/2025	047/25.26	50.00		50.00		R	Chichester Payroll
01/05/2025	048/25.26	5,268.55		5,268.55		R	HMRC Tax & NIC
01/05/2025	049/25.26	2,867.91		2,867.91		R	WSCC Pensions
01/05/2025	CR		238.25	238.25		R	Receipt(s) Banked
01/05/2025	25/06		21.00	21.00		R	Receipt(s) Banked
01/05/2025	25/07		64.40	64.40		R	Receipt(s) Banked
01/05/2025	CR		36.35	36.35		R	Receipt(s) Banked
02/05/2025	VIS	17.98		17.98		R	Amazon - VE day napkins
02/05/2025	VIS	5.99		5.99		R	Amazon - Lost property book
02/05/2025	VIS	7.99		7.99		R	Amazon - Flags - Youth
02/05/2025	051/25.26	2,643.25		2,643.25		R	Jack Lee Gardening - <i>STREET CLEANING</i>
02/05/2025	052/25.26	118.02		118.02		R	H Roxby admin support
02/05/2025	053/25.26	25.00		25.00		R	Steyning Framers Market
02/05/2025	054/25.26	15.90		15.90		R	N Denero expenses - youth
02/05/2025	055/25.26	15.45		15.45		R	V Heales - Youth expenses
02/05/2025	CR		11.80	11.80		R	Receipt(s) Banked
02/05/2025	25/09		560.00	560.00		R	Receipt(s) Banked - <i>HALL - CUPBOARD HIRERS</i>
06/05/2025	VIS	14.98		14.98		R	Amazon - Picnic blanket
06/05/2025	VIS	7.00		7.00		R	Amazon - Youth Tuck
06/05/2025	VIS	8.00		8.00		R	Amazon - Youth Tuck
06/05/2025	VIS	36.95		36.95		R	Site lock security
06/05/2025	DR	1.01		1.01		R	Site lock transaction fee
06/05/2025	VIS	14.98		14.98		R	Amazon - Picnic blanket
06/05/2025	VIS	81.51		81.51		R	Costco - Youth Tuck
06/05/2025	VIS	13.99		13.99		R	Amazon - Mirrors
06/05/2025	CR		155.05	155.05		R	Receipt(s) Banked
06/05/2025	25/05		560.30	560.30		R	Receipt(s) Banked - <i>YOUTH HOLIDAY ACTIVITIES</i>
06/05/2025	25/10		113.10	113.10		R	Receipt(s) Banked
07/05/2025	DD	240.00		240.00		R	Grenke phones
07/05/2025	056/25.26	1,212.00		1,212.00		R	Ferring Nurseries - <i>PLANTERS ON HIGH STREET</i>
07/05/2025	057/25.26	240.00		240.00		R	Clare Austin
07/05/2025	058/25.26	35.00		35.00		R	TC Maintenance - bench repair
07/05/2025	059/25.26	309.20		309.20		R	OLP online playgrounds
07/05/2025	160/25.26	1,622.40		1,622.40		R	Rabbit skips - <i>ADULTMENTS</i>
07/05/2025	CR		53.10	53.10		R	Receipt(s) Banked
08/05/2025	CR		125.38	125.38		R	Receipt(s) Banked
08/05/2025	25/11		14.00	14.00		R	Receipt(s) Banked
08/05/2025	25/12		288.00	288.00		R	Receipt(s) Banked
08/05/2025	25/13		43.60	43.60		R	Receipt(s) Banked
09/05/2025	BP		157.10	157.10		R	Receipt(s) Banked
09/05/2025	CR		13.76	13.76		R	Receipt(s) Banked
12/05/2025	Cr		88.65	88.65		R	Receipt(s) Banked
12/05/2025	Cr		5.90	5.90		R	Receipt(s) Banked
12/05/2025	CR		65.60	65.60		R	Receipt(s) Banked
12/05/2025	CR		56.00	56.00		R	Receipt(s) Banked

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/05/2025	CR		45.00	45.00		R 	Receipt(s) Banked
13/05/2025	VIS	19.99		19.99		R 	Amazon - Cloths rail
13/05/2025	VIS	29.69		29.69		R 	Amazon - Tables youth
13/05/2025	VIS	6.70		6.70		R 	Amazon - Tape
13/05/2025	VIS	7.94		7.94		R 	Amazon - Gaming cables
13/05/2025	VIS	183.89		183.89		R 	Amazon - various items
13/05/2025	VIS	29.29		29.29		R 	Amazon - suit hangers
13/05/2025	VIS	7.99		7.99		R 	Amazon - Wall Art
13/05/2025	VIS	9.74		9.74		R 	Amazon - receipt books
13/05/2025	VIS	8.94		8.94		R 	Amazon - Storage bags
13/05/2025	CR		16.40	16.40		R 	Receipt(s) Banked
13/05/2025	CR		6.00	6.00		R 	Receipt(s) Banked
13/05/2025	CR		101.06	101.06		R 	Receipt(s) Banked
14/05/2025	CR		82.40	82.40		R 	Receipt(s) Banked
14/05/2025	CR		16.40	16.40		R 	Receipt(s) Banked
14/05/2025	CR		274.13	274.13		R 	Receipt(s) Banked
15/05/2025	DD	20.74		20.74		R 	Propel finance phones
15/05/2025	DD	99.98		99.98		R 	Amazon - graffiti remover
15/05/2025	CR		29.40	29.40		R 	Receipt(s) Banked
15/05/2025	CR		41.20	41.20		R 	Receipt(s) Banked
15/05/2025	CR		103.00	103.00		R 	Receipt(s) Banked
15/05/2025	CR		26.25	26.25		R 	Receipt(s) Banked
15/05/2025	BP		118.20	118.20		R 	Receipt(s) Banked
15/05/2025	BP		310.80	310.80		R 	Receipt(s) Banked
15/05/2025	BP		92.70	92.70		R 	Receipt(s) Banked
16/05/2025	DD	29.60		29.60		R 	o2 mobile phone
16/05/2025	161/25.26	461.58		461.58		R 	Bus stream Stey Centre water
16/05/2025	161A/25.26	27.90		27.90		R 	Eckert film supplies
16/05/2025	162/25.26	49.58		49.58		R 	EDF - Bus Shelter
16/05/2025	163/25.26	286.25		286.25		R 	Horsham DC Waste service
16/05/2025	164/25.26	180.00		180.00		R 	Sowerby Toilet security
16/05/2025	165/25.26	115.00		115.00		R 	Sussex Plumber
16/05/2025	166/25.26	160.00		160.00		R 	TSS Legionella
16/05/2025	167/25.26	103.40		103.40		R 	Denero - Youth pizzas
16/05/2025	168/25.26	330.66		330.66		R 	Procurement services
16/05/2025	169/25.26	12.00		12.00		R 	Core website
16/05/2025	170/25.26	1,334.59		1,334.59		R 	British Gas - STEYNING CENTRE
16/05/2025	171/25.26	180.00		180.00		R 	Parish online
16/05/2025	172/25.26	225.72		225.72		R 	Mulberry internal audit
16/05/2025	173/25.26	70.00		70.00		R 	Arthur Bill coaching
16/05/2025	CR		200.90	200.90		R 	Receipt(s) Banked
16/05/2025	CR		453.80	453.80		R 	Receipt(s) Banked - HALL HIRE
16/05/2025	CR		108.15	108.15		R 	Receipt(s) Banked
18/05/2025	VIS	31.18		31.18		R 	Zoom
18/05/2025	CR		98.00	98.00		R 	Receipt(s) Banked
19/05/2025	VIS	2.65		2.65		R 	Amazon - foam cleaner
19/05/2025	VIS	8.99		8.99		R 	Amazon - Visitor book
19/05/2025	CR		21.80	21.80		R 	Receipt(s) Banked

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current Account

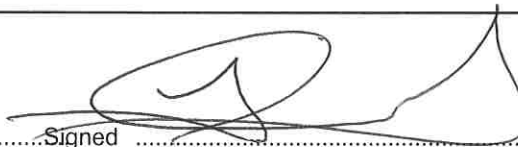
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/05/2025	VIS	9.98		9.98		R ☒	Amazon - Adhesive youth
20/05/2025	VIS	27.99		27.99		R ☒	Amazon - Books for youth
20/05/2025	CR		88.65	88.65		R ☒	Receipt(s) Banked
20/05/2025	25/15		87.60	87.60		R ☒	Receipt(s) Banked
20/05/2025	25/16		106.00	106.00		R ☒	Receipt(s) Banked
20/05/2025	CR		88.65	88.65		R ☒	Receipt(s) Banked
21/05/2025	DR	27.82		27.82		R ☒	HSBC Charges
21/05/2025	CR		118.20	118.20		R ☒	Receipt(s) Banked
21/05/2025	CR		44.93	44.93		R ☒	Receipt(s) Banked
22/05/2025	VIS	13.00		13.00		R ☒	Canva - prosolo
22/05/2025	CR		70.00	70.00		R ☒	Receipt(s) Banked
22/05/2025	25/14		237.06	237.06		R ☒	Receipt(s) Banked
23/05/2025	VIS	133.20		133.20		R ☒	Slinsbury - chair trolley
23/05/2025	BP	9,884.22		9,884.22		R ☒	Salaries for staff
23/05/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
27/05/2025	DD	54.02		54.02		R ☒	Gocardless phones
27/05/2025	VIS	11.04		11.04		R ☒	Zoho
27/05/2025	BP	3,486.56		3,486.56		R ☒	Salary for Youth staff
27/05/2025	CR		117.85	117.85		R ☒	Receipt(s) Banked
27/05/2025	CR		59.20	59.20		R ☒	Receipt(s) Banked
27/05/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
28/05/2025	CR		11.80	11.80		R ☒	Receipt(s) Banked
28/05/2025	CR		126,681.24	126,681.24		R ☒	Receipt(s) Banked
29/05/2025	VIS	147.75		147.75		R ☒	Costco - Youth Tuck
30/05/2025	VIS		-77.57	-77.57		R ☒	Receipt(s) Banked
30/05/2025	CR		296.62	296.62		R ☒	Receipt(s) Banked
30/05/2025	CR		101.80	101.80		R ☒	Receipt(s) Banked
		33,918.84	132,872.56				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

7th June '25

Chair of F&GP:

Name

Signed

Date

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
<u>101 Administration</u>							
1000 Donations Received	0	18,000	18,000			0.0%	
1004 Reimbursed Charges & donations	0	200	200			0.0%	
1010 Misc Income	0	150	150			0.0%	
1075 CIL Receipts	0	2,000	2,000			0.0%	
1076 Precept Received	214,085	428,170	214,085			50.0%	
1090 Bank Interest Received	64	5,750	5,686			1.1%	
Administration :- Income	214,149	454,270	240,121			47.1%	0
4000 Salaries	10,818	208,000	197,182		197,182	5.2%	
4002 Printing, stationery, postage	113	3,150	3,037		3,037	3.6%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	265	3,200	2,935		2,935	8.3%	
4005 Insurance	0	8,200	8,200		8,200	0.0%	
4006 Salaries Outsourcing	42	520	478		478	8.0%	
4007 Data Protection	32	1,350	1,318		1,318	2.4%	
4010 Audit Fees	0	2,300	2,300		2,300	0.0%	
4016 Legal Fees/Elections	0	850	850		850	0.0%	
4017 Bank Charges	(4)	420	424		424	(1.0%)	
4021 General Grants	0	2,500	2,500		2,500	0.0%	
4025 CCTV Maintenance	0	1,000	1,000		1,000	0.0%	
4030 Steyning in Bloom	0	2,850	2,850		2,850	0.0%	
4032 Memorial Gardens - upkeep	0	400	400		400	0.0%	
4033 Christmas Lights Grant	0	6,200	6,200		6,200	0.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,090	2,450	360		360	85.3%	
4039 Publicity and Advertising	93	2,200	2,108		2,108	4.2%	
4040 Town Clock	0	450	450		450	0.0%	
4045 Misc & Petty Cash	0	150	150		150	0.0%	
4047 Training	30	800	770		770	3.8%	
4055 HR Support	0	500	500		500	0.0%	
4060 Chairman's Function	67	900	833		833	7.4%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	0	2,440	2,440		2,440	0.0%	
4070 Software support & Packages	1,712	3,150	1,438		1,438	54.4%	
4071 ICT Equipment	0	2,400	2,400		2,400	0.0%	
4072 Website Development	10	480	470		470	2.1%	
4073 Neighbourhood Plan Exp	8,181	13,000	4,819		4,819	62.9%	
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	23,448	275,810	252,362	0	252,362	8.5%	0
Net Income over Expenditure	190,701	178,460	(12,241)				

Detailed Income & Expenditure by Budget Heading 30/04/2025

Month No: 1

Committee Report

	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	60,420	60,420		60,420	0.0%	
4101 Swimming Pool	0	23,200	23,200		23,200	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>83,620</u>	<u>83,620</u>	<u>0</u>	<u>83,620</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(83,620)</u>	<u>(83,620)</u>				
103 Youth Provision							
1700 JPYC Service	273	18,000	17,727			1.5%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	<u>273</u>	<u>42,117</u>	<u>41,844</u>			<u>0.6%</u>	<u>0</u>
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	3,644	32,750	29,106		29,106	11.1%	
4024 JPYC General	1,753	41,117	39,364		39,364	4.3%	
Youth Provision :- Indirect Expenditure	<u>5,403</u>	<u>74,867</u>	<u>69,464</u>	<u>0</u>	<u>69,464</u>	<u>7.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,130)</u>	<u>(32,750)</u>	<u>(27,620)</u>				
Finance & General Purposes Ctt :- Income	<u>214,422</u>	<u>496,387</u>	<u>281,965</u>			<u>43.2%</u>	
Expenditure	<u>28,851</u>	<u>434,297</u>	<u>405,446</u>	<u>0</u>	<u>405,446</u>	<u>6.6%</u>	
Movement to/(from) Gen Reserve	<u>185,571</u>	<u>62,090</u>	<u>(123,481)</u>				
Ear Marked Reserves							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	957	13,500	12,543		12,543	7.1%	
Earmarked Res F & C :- Indirect Expenditure	<u>957</u>	<u>18,500</u>	<u>17,543</u>	<u>0</u>	<u>17,543</u>	<u>5.2%</u>	<u>0</u>
Net Expenditure	<u>(957)</u>	<u>(18,500)</u>	<u>(17,543)</u>				
550 Joint Parishes Cemetery Ctre							
1600 JPCC income	5,816	3,000	(2,816)			193.9%	
Joint Parishes Cemetery Ctre :- Income	<u>5,816</u>	<u>3,000</u>	<u>(2,816)</u>			<u>193.9%</u>	<u>0</u>
Net Income	<u>5,816</u>	<u>3,000</u>	<u>(2,816)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & General Purposes Ctt</u>							
101 Administration							
1000 Donations Received	0	18,000	18,000			0.0%	
1004 Reimbursed Charges & donations	0	200	200			0.0%	
1010 Misc Income	0	150	150			0.0%	
1075 CIL Receipts	0	2,000	2,000			0.0%	
1076 Precept Received	214,085	428,170	214,085			50.0%	
1077 CTB Grant	126,681	0	(126,681)			0.0%	
1090 Bank Interest Received	108	5,750	5,642			1.9%	
Administration :- Income	340,874	454,270	113,396			75.0%	0
4000 Salaries	27,622	208,000	180,378		180,378	13.3%	
4002 Printing, stationery, postage	586	3,150	2,564		2,564	18.6%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	534	3,200	2,666		2,666	16.7%	
4005 Insurance	0	8,200	8,200		8,200	0.0%	
4006 Salaries Outsourcing	92	520	428		428	17.6%	
4007 Data Protection	64	1,350	1,286		1,286	4.7%	
4010 Audit Fees	188	2,300	2,112		2,112	8.2%	
4016 Legal Fees/Elections	0	850	850		850	0.0%	
4017 Bank Charges	25	420	395		395	6.0%	
4021 General Grants	0	2,500	2,500		2,500	0.0%	
4025 CCTV Maintenance	0	1,000	1,000		1,000	0.0%	
4030 Steyning in Bloom	0	2,850	2,850		2,850	0.0%	
4032 Memorial Gardens - upkeep	0	400	400		400	0.0%	
4033 Christmas Lights Grant	0	6,200	6,200		6,200	0.0%	
4036 ICO.HALC.NALC.WSALC.SLCC Subs	2,090	2,450	360		360	85.3%	
4039 Publicity and Advertising	124	2,200	2,076		2,076	5.6%	
4040 Town Clock	0	450	450		450	0.0%	
4045 Misc & Petty Cash	0	150	150		150	0.0%	
4047 Training	35	800	765		765	4.4%	
4055 HR Support	0	500	500		500	0.0%	
4060 Chairman's Function	67	900	833		833	7.4%	
4061 Councillors' Allowances	0	100	100		100	0.0%	
4063 Legionnaires	133	2,440	2,307		2,307	5.5%	
4070 Software support & Packages	1,747	3,150	1,403		1,403	55.5%	
4071 ICT Equipment	0	2,400	2,400		2,400	0.0%	
4072 Website Development	20	480	460		460	4.2%	
4073 Neighbourhood Plan Exp	8,181	13,000	4,819		4,819	62.9%	
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	41,508	275,810	234,302	0	234,302	15.0%	0
Net Income over Expenditure	299,366	178,460	(120,906)				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	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	60,420	60,420		60,420	0.0%	
4101 Swimming Pool	0	23,200	23,200		23,200	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>83,620</u>	<u>83,620</u>	<u>0</u>	<u>83,620</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(83,620)</u>	<u>(83,620)</u>				
103 Youth Provision							
1700 JPYC Service	895	18,000	17,105			5.0%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	<u>895</u>	<u>42,117</u>	<u>41,222</u>			<u>2.1%</u>	<u>0</u>
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	8,465	32,750	24,285		24,285	25.8%	
4024 JPYC General	2,471	41,117	38,646		38,646	6.0%	
Youth Provision :- Indirect Expenditure	<u>10,942</u>	<u>74,867</u>	<u>63,925</u>	<u>0</u>	<u>63,925</u>	<u>14.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(10,047)</u>	<u>(32,750)</u>	<u>(22,703)</u>				
Finance & General Purposes Ctt :- Income	<u>341,769</u>	<u>496,387</u>	<u>154,618</u>			<u>68.9%</u>	
Expenditure	<u>52,451</u>	<u>434,297</u>	<u>381,846</u>	<u>0</u>	<u>381,846</u>	<u>12.1%</u>	
Movement to/(from) Gen Reserve	<u>289,318</u>	<u>62,090</u>	<u>(227,228)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Ear Marked Reserves</u>							
503 Earmarked Res F & C							
4971 General Balance Reserve	0	5,000	5,000		5,000	0.0%	
4977 Special Projects	1,967	13,500	11,533		11,533	14.6%	
Earmarked Res F & C :- Indirect Expenditure	1,967	18,500	16,533	0	16,533	10.6%	0
Net Expenditure	(1,967)	(18,500)	(16,533)				
550 Joint Parishes Cemetery Ctre							
1600 JPCC Income	5,816	3,000	(2,816)			193.9%	
Joint Parishes Cemetery Ctre :- Income	5,816	3,000	(2,816)			193.9%	0
Net Income	5,816	3,000	(2,816)				
Ear Marked Reserves :- Income	5,816	3,000	(2,816)			193.9%	
Expenditure	1,967	18,500	16,533	0	16,533	10.6%	
Movement to/(from) Gen Reserve	3,850	(15,500)	(19,350)				
Grand Totals:- Income	363,353	609,437	246,084			59.6%	
Expenditure	64,831	609,437	544,606	0	544,606	10.6%	
Net Income over Expenditure	298,522	0	(298,522)				
plus Transfer from EMR	333	0	(333)				
Movement to/(from) Gen Reserve	298,855	0	(298,855)				

The SPC Business Plan {Action Plan} - 2025/26

Introduction

The SPC Strategic Plan 2022 concerns itself with outlining the nature of the day-to-day services and support SPC aims to offer its residents. This Business plan 2025/26 will define more specifically what your Council wants to achieve in the forthcoming year, whilst also outlining some of its longer-term goals. It will state an agreed SPC Finance Plan, a list of projects and special services or other undertakings it has agreed are to be prioritised for completion this year and into the next, and finally it will define an 'Action Plan' which will provide a sense of direction and outline measurable goals to be followed by the Council to allow it to continue to maintain its focus on the task at hand.

1. SPC Finance Plan

Purpose

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

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

The SPC Annual Budget

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

SPC Reserves

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

As at 2024/25 Year End, the Total SPC Reserves were £ 288,179.00

General Reserves

These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, avoid unnecessary temporary borrowing, or can be held in case of unexpected events or emergencies. The level of general reserves is a matter of judgement based upon advice from its RFO and this advice is routinely based upon all available guidance from NALC, Internal Auditors and other contextual advisories. Historically, SPC has determined it will keep its General Reserves at between 40% to 60% of its budgeted Annual Expenditure, or more often a suggested 50% approx. Since 2017 SPC has also determined that one of its three, now four, Bank Accounts should hold an 'Emergency Reserve' of £80,000 as part of its General Reserves. In 2020 it determined that this account be modified to one that can accrue interest. In June 2023 it determined that the amount in this account should reflect the agreed level of General Reserves minus Earmarked Reserves – this therefore leaving this account representative of the agreed SPC Emergency Reserve {should not be used other than in absolute emergencies and then in order to cover expenses which could not be met by any other means}, and that this amount be approximately 4 months' worth of the net revenue expenditure, which as of 2023/24 was agreed at £113K. **This money is held in a separate bank account which is gaining interest – we propose that the year-end figure for this account for March '25, which includes this cumulative interest, be our new emergency reserve – that is £118,400**

Earmarked Reserves

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

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

Earmarked Reserves as agreed at F&GP Committee on the 11th March 2025 as follows: -

Joint Cemetery Committee Accounts These funds to be used by Joint Cemetery Committee only.	£63,731	{Ring Fenced}
Youth Services Reserves These funds are primarily to complete start-up equipment expenditure	£21,729	{Ring Fenced}
HR Services These funds are to cover admin costs associated with upgrading Staff Contracts	£3,743	
LED Lighting Upgrades This is what remains from a grant from Rampion, and must be spent on increasing energy efficiency	£942	{Ring Fenced}

MPF / Allot Access	£1,184	{Ring Fenced}
This was a designated project fund from the 2019/21 Budget (now part used).		
CIL Monies	£3,318	{Ring Fenced}
These funds can only be used for projects when agreed parameters from HDC/ SDNP are met.		
Bus Shelter Notice Boards	£1,000	{Ring Fenced}
This was a designated project fund from the 2019/21 Budget.		
High St. Notice board relocation	£1,280	
Funds to cover relocation, new posts and possibly new board purchase when permissions allow.		
Town Improvement	£1,280	{Ring Fenced}
Funds to specifically assist with MPF interpretation boards.		
Steyping Centre 'Sinking Fund'	£10,000	{Ring Fenced}
Funds to cover large long term essential maintenance items		
Tree Reports & Essential Works	£9,750	
Funds covering works to complete the necessary maintenance highlighted by the last Tree report.		
TOTAL EARMARKED RESERVES	£117,957	

As at 2024/25 Year End - With a General Reserve figure of £288,179. And an agreed Emergency Reserve of £118,400, then Earmarked Reserves of £117,957, leaves SPC with a potential 'working capital' for non-earmarked reserve projects of £51,822 for the year 2025/26, if it chooses to do so.

Considering SPC Projects for 2025/26

Briefing Note

Forward Planning for Projects and Business/ Action Plan

For the July F&GP meeting we will need to consider the annual SPC Business plan {including Action plan} for the next year – {June 25-26}. To do this we will need to know the SPC End of Year Balance and have agreed plans for the list of projects for the next year and how we intend to pay for these projects – See Business plan details from previous item.

We have already briefly discussed the projects for next year at all of the subcommittees, and it is proposed that members look to agree what these projects are in this meeting, so that the clerk can prepare a final Draft Business Plan paper for members for the September meeting.

Following this briefing note is a copy of last year's Action Plan for reference

Current List of Priority Projects with approx. figures for 25/26 includes: {with committed projects for next year – so far - in red}

- 1. Part MPF Play Area Renewal - £ - Grant funded or let slip to next year*
- 2. Chanders Way Play Park Development – Ongoing - £3K**
- 3. High Street Christmas Lighting Display – Budget£**
- 4. MPF Charlton Street entrance re-surfacing - access for potential disabled play install. - £0**
- 5. MPF Car Park Bollards and possible planter installation - £3K – priority status*
- 6. MPF Entrance notice / interpretation boards - £4K**
- 7. Steyning Centre energy cost & carbon saving measures - £10K**
- 8. CCTV installation (at least part commitment) - £18K to £50K**
- 9. Bus Shelter improvements - £10K - £25K*
- 10. Mouse Lane Funding application - £0K**
- 11. Climate Action Travel Plan support - £?K**
- 12. Neighbourhood Plan Review completion - £13K**
- 13. Neighbourhood Plan Phase II - £?K – To safeguard against future midterm developments*
- 14. Work on Glebe Farm Play Area – Lower priority £0K*
- 15. Fletchers Croft asset transfer - £0K*
- 16. Bramber Brooks asset transfer - £0K*

- 17. Car Parks potential asset transfers - £0K*
- 18. Other SPC / HDC Open spaces / Twitten and other asset transfers - £0K*
- 19. Glebe Farm Road names – might delegate to for example Steyning Society £0K*
- 20. DMMO inquiry resolution – Committed priority £0K**
- 21. SPC Tree management Plan – Committed to this from last year's action plan £0K**
- 22. Parish Flood Plan / Riparian responsibilities at Abbey Road – Committed £6K - budget**
- 23. Railings on Roundabout - £0K to £?K**
- 24. Implementation Plan to get signed off**
- 25. Cricket Club Lease and development of new club house – Committed £0K**
- 26. Parish Wide Bin installations – Committed – Annual Budget £**
- 27. Steyning Centre – Front Doors replacement - £8K {potentially from Sinking fund}**
- 28. Emergency Plan Update – Must do for 25/26 - £0K**
- 29. Glebe Farm influencing and assisting Vistry - £0K*
- 30. Devolution Business Plan – Committed - £0K*
- 31. Twittens ongoing management – Staff costs*
- 32. Youth Club permanent home - negotiate with WSCC for potential asset transfer - £0K*
- 33. Remembrance Event organisation - £0K**

SPC Action Plan for 2024/25

Updated 2nd July . '25

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 to timescale	Mitigation to Risks	
Youth Service Business 'Start up'	Start up a fully functioning and staffed Youth Service provision, building upon the groundwork and outline business plan put in place in 23/24	Complete selection of Part time staff and promote first activity week	By End July	Compile first trial week Youth Holiday Activities	By Aug.	Present to Councils first reports concerning new staff, new set up and the way forward	By Oct.	Complete first term time programme, have all other start up procedures, equip and locations in place	By Nov	Ensure staff training programme in place, regular reporting begins and phase one activity programme established	By April 25	Clerks, Youth Team & JPYC Com.	There is an entire Business Plan to roll out - and its success is dependent on the bonding and management of 4/5 new members of staff. Many unknowns and much can go wrong	COMPLETED	
Chandlers Way Pocket Park	Complete installation of new play area, and begin planting programme for pocket park side, plus engage voluntary support	Gain agreement for then order new play area equipment.	By July	Coordinate project install, and inform residents of imminent installation details	By Mid Sept	Complete play area install and notify use of CIL monies	By end Oct.	Gain agreement for phase one of planting programme	By Nov.	Engage with community once more to agree final 'look' and for volunteer assistance	By April 25	Clerk & Working party.	Community 'buy in' to the project is key - but this will take some considerable time and effort. Phase one planting either way must be done before Winter	COMPLETED	
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Consider Trough x 4 installation adjacent Car Park with SIB	By Dec	Consider Bollard installation adjacent Emergency access	By Dec.	Consider Storyboard installation on field adjacent Emergency access	By Jan 25	Consider Car Park re-lining dependent on installationpn agreements	By Jan 25	Complete installation programme re agreements for these 4 considerations	By June 25	Clerk & Community Com.	There are a number of elements involved in this project and there is a need to work closely with Cricket Club, Steyning in Bloom and the Partnership to ensure finance is shared - to allow for project success	Keep Cricket club in the loop and ensure they are part of the process. Managing expectations crucial	
Stey. Centre energy & carbon saving	To review and overhaul the energy usage within the Steyning Centre including the heating system, lighting and insulation.	Find specialist heating engineer and discuss scope of works	By Oct	Appoint contractor	By Dec.	Agree scope of works and timescale	By Jan 25	Agree financial commitment for all or part of works {up to agreed £5K}	By Feb	Complete installation within budget parameters	By March	Clerk & P&P Com.	Contractrs need very specific skill set - therefore ensuring the right engineers are avialble will be a risk to timescale	TBC	
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, checking Lamp post integrity & all permissions	Agree display for Christmas 2024 and have order confirmed	By End July	Seek permissions from WSCC & Electric suppliers	By End August	Agree date for Lamp post testing plus ID which posts need testing	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 inter-dependant tasks are not easily compliant, then chain & timescale could breakdown	COMPLETED	
SPC Climate Action Plan	Develop and agree a climate action plan	Seek approval for key actions which will form our climate action plan	By End July	Develop objectives for outstanding actions	By Oct 24	Review energy and bank providers and feasibility of changing	By Jan 25	Add a climate page to the SPC website	By Jan 25	Identify any further climate priorities for 25/26 (One planet)	By Dec 24	Climate Action Group	Capacity of the clerk and team to progress some actions, given the length of some of the processes involved	TBC	
MPF / Charlton St Ent. Improvements	Work with WSCC to understand what can be done to make this access point work better as an access point for the community	Consider options for groundwork improvements and associated finance	By End Oct	Have Sign post installed & its ground works, plus liase with neighbours for 'buy in'	By Nov.	Meet with WSCC officers to determine nature of cooperation and joint scope	By Dec.	Remove kissing gate remnants and make good field access point	By Feb '24	Complete levelling off of entrance if funding allows	By May '24	Clerk & WSCC officers	The costs involved in this what seems relatively small project are comparatively large - If match funding not available then this may compromise the completion of the project or scope reduced	Getting scope of works correct is all important - must obtain quotes early	
High Street Tower - Clock Maintenance	Agree scope of works with the Clock Tower owner, demarcation for scaffolding, timetabling & clock face renewal continuity.	Agree contractor to undertake works.	By End of Oct.	Clerk to supply notes on historic scope of works & committee agree plan	By Dec.	Agree scope of works and timescale with owner	By Feb 25.	Agree financial commitment for part scaffold hire arrangements	By March 25.	Help apply for permissions for work to be done & obtain timeframe	By End June '25	Clerk / F & GP	Main Building contractor could find more issues than originally thought or owner may renege on agreements. We have obtained a quote for our works, but coordination with owner remains the issue. Timetable completely in hands of the owner	COMPLETED	
Bus Shelter improvements	# - Work with Schools /Local Art groups to find an artistic installation for the shelter interior # - Find solution for physically challenged users of shelter	Obtain contacts and begin liason with key partners	By Nov	Come up with ideas for installation and discuss with stakeholders + gain com. Approval	By End March.	Discuss once more options for change of level in half of shelter	By End April 24	Commission works & obtain ideas for appropriate installation protection	By End April 24	Complete installation and official unveiling	By end June 24	Clerk / Community C.	A high profile project with likely opposing views & many ext. groups being involved suggest difficult resolution. The school have recently been positive about collaboration	Set up community engagement meeting with key stakeholders to gain views early	
Steyning Car Parks & Signage	Continue quest for all three Car Parks to be properly signed on roads and that all three are upgraded and maintenance programe in place	Gain Long term Car Park redesignation for Fletchers Croft - HDC	By July 24	Gain agreement from HDC that road and Car Park signage amended & phase 1 done	By August	Phase 2 signage and maintence agreements in place + have EV chargers in place	By Feb 25	Lobby HDC for Newmans Gardens C.P. works to be completed this financial year	By March 25.	Finalise,and gain approval for, a Car Park joint management MOU with HDC	End June 25	Clerk / Ian Alexander / Cllr Finnegan	Completely dependant on positive working relationship with HDC Car Parks and WSCC Highways depts	Be aware and prepared for HDC becoming less compliant	
CCTV purchase & installation	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring recommendations for agreement to F&GP covering scope & cost	By Dec	Gain agreement from Full Council for scope & cost of prefrred system	By Feb 25	Public consultation for parish wide system - Max scope, 'future safe'	By End April 25	Work to ensure infrastructure and permissions in place	By End May 25	Complete phase 1 installation	By End June '25	Clerk, working party , Full Council	Working productively with appropriate companies on scope takes considerable time and efforts including many on site meetings. Plus consultation will involve a great deal of work and appropriate publicity	Promote positive engagemnt and ensure scheme is understood by wider community	
SPC Social Media and App. roll out	Attempt regular postings on a number of platforms - to promote work of council, as well as ensure positive and correct information drowns out unhelpful 'noise'	Community Engagement Group to rec. main list of promo pages	By August	F&GP approve first tranche of promos & where to post	By Sept	Start process when links to web site are productive	By Oct.	Increase frequency of output including more narrative, maybe a blog	By Nov	Agree APP provider and complete full coverage	By Jan	Clerks office and Community Engagement Group	# - All parties aware of limitations on officer time, and for the need to ensure the Web site upgraded at the same time or preferably before full roll out of SM so links work correctly # APP to follow, when Links ok	Ensure there is always a willingness to work towards a resolution	
Neighbourhood Plan Phase II pt1	Following SCP agreement to return to our N. Plan to consider missing elements from first plan, within 6 months of HDC Local plan being made - To do so.	To gain agreement from Full Council to start the process in advance of L. plan being made	July meeting	Working party to meet to make recommendations, and Full C to agree	Sept Meeting	Discuss scope of phase II with N. Plan consultant and bring back to Full C for remit	By Nov.	Apply for grant monies - if appropriate to make application	By Dec.	Vote in new N. Plan sub committee Cllr members and begin Phase II in earnest	By Dec 24	ALL	Depends on whether Full Council agree to continue or not - as understanding progresses with information obtained	COMPLETED	
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue	Gain data gathered by WSCC engineers, & work to identify possible solutions	By Oct	Reconvene working party to discuss next apprach to wiston estate	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 25	Finalise application and decide upon any match funding requirements	By Feb	Working party, Clerk and Key stakeholders	WSCC Engineers and Cllr are proving illusive and this is slowing the process.. The main problem however is that no one currently really knows how to affectively alleviate the issue.	Might have to simply go for best value approach	
Steyning Traffic Regulation Orders	Complete the TRO project - incorporates improvements to Church Lane, Tanyard Lane, High Street, Vicarage Lane, Jarvis Lane and a speed limitation on the A283	Finalise last of the three TRO applications with Cllr Linehan	By July	Community Committee to respond to final WSCC officer led amendments	By End of July	First 2 x TRO's go out to Public consultation - SPC to be informed regards response	By End Sept	A283 - WSCC officer to design scheme, Cllr P.L. to agree extent of cover then out to consultation	By End Nov	Successful applications to be installed before end of financial year	Before End of March 25	Clerk / Community C./ Cllr Linehan / WSCC Officers	TRO submissions go to public consultations so in hands of WSCC officers and residents to resolve our best intentions	COMPLETED	
Neighbourhood Plan Phase II - pt2	Take N. Plan review through from start proper to Reg 16 consultation	Complete selection of residents reps. For committee, and pay first invoices.	By Jan 25	Complete intial Design code works for consult- ants and review their resultant draft docs	By Feb.	Obtain grant monies - certainly initial £10k and consider next application	By Feb.	Complete design code works, and gain agreement plus begin review rest of N.Plan	By March 25.	Take updated N. Plan through Reg 14 consultation & submit for Reg 16	By April 25	N. Plan Steering Com.	Depends on the commitment from Councillors and resident reps, as to whether difficult time constraints and strict timetable as a whole are dealt with affectively and goals achieved.	Working closely with N. Plan consultant to avoid misunderstand- ing of expectations	
Last Years project completions	To complete the unfinished SPC projects from the year 2024/25 agreed list	1. High Street Notice Board relocation	By End August	2. Finger post installation	By End Oct.	3. Implementation Plan 'Sign off' from HDC	By Nov.	4. Installation of new SPC Sign post - For MPF	By Nov.	5. Draft new Tree Management Strategic Plan	Before End of May 25	Clerk and Community Com.	Needng WSCC, shop owners, HDC to grant permissions for projects 1, 2 and 4. Needing HDC to complete long awaited / delayed review of Imp plan. Office Time only constraint for project 5	Keep positive coms going with partner organisations to ensure action	

SPC Grant Application

Organisation	Person responsible for financial Administration
Name CANADA GARDENS ALLOTMENT	Name JAYNE
Year of Formation N/A	Telephone number 0141 254 1111
Current membership Approx. 60 plots	Email address jayne@canadagardens.co.uk
Objectives (not more than 50 words) To provide materials to enhance the Canada Gardens Allotment community plot.	Postal address Tanyard Lane Steyning

Steyning Parish Council has recognised there is a Climate Crisis and so it is desirable, though not essential, that your project, equipment, installation or other reason for funding focuses on one or the following - (please tick all that apply)	
☒	Biodiversity - Rewilding to create more and better spaces for wildlife
☐	Carbon Reduction - Radically reducing carbon emissions
☐	Climate Resilience - Improving resilience to changing climate
☐	Energy - Transitioning to clean secure, affordable energy, or energy conservation
☒	Food - Developing a fairer or more sustainable food source
☐	Transport - Shifting to sustainable transport and improving air quality
☒	Waste Reduction - Reducing waste, increasing reuse, recycling and composting
☐	Water - Improving water quality and reducing consumption

Explain the purpose of your grant application and how this may benefit Steyning Note - not more than 200 words + include pictures if possible of equipment to be funded, location etc to aid councillors understanding See attached
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Total anticipated cost of project / installation / other reason £ 250	Amount of Grant to be requested & when will it be required £ 250, as soon as possible
Bank Account details for BACS Payment arrangements	
Bank Account Number -	Bank Sort Code -

- ☒ I hereby certify that to the best of my knowledge the above information is correct and that the grants eligibility criteria and the terms and conditions are complied with
- ☒ I confirm that I will submit updates to the Council informing how the Grant was used to improve Steyning

Signed Dated **5.7.25**

Please return to the Council Office in person, by post or by email

Grant purpose and benefits to Steyning

The CG Community Plot will be a social place to promote the wellbeing of allotment holders, especially our elderly allotmenters, facilitate the exchange of seeds and plants and give access to herbs.

It will also be a hub for manure and wood mulch (we have plans to access these for free across the year). Community composting facilities are a medium term objective.

The plot will be natural and wild-life friendly with a dead hedge, bee hotel and hedgehog housing. It will be sympathetic to the beautiful setting of Canada Gardens and support the natural bio-diversity of the site.

Maintenance will be through volunteer allotmenters. Even in early stages volunteers have laid and mown turf, repaired fences and rotovated/covered the plot ready for the beds and dead hedge. The plot rent is covered by the Steyning Allotment Association.

This grant will be used to buy six railway sleepers to create two raised beds for the community herb beds which will also have pollinator friendly planting to encourage butterflies and bees. The sleepers will cost approximately £220.

The remainder of the grant will be for a fruit tree as a memorial for plot holders who have sadly died over recent years.

Pictures of community plot, July 2025



Railway sleepers for potential purchase



Treated Timber

Timber Garden Sleeper - Green
120x240mm 2.4 Metre

Product Code: 75-80291-202402-4

Category Sleepers

£37.42



Dear Clerk/RFO

As part of a range of services we offer to town and parish councils, Mulberry Local Authority Services (LAS) Ltd provide an internal audit service which is conducted in accordance with current guidelines and accounting practices as set out in the Smaller Authorities Proper Practices Panel (formerly JPAG) Practitioner's Guide.

Generally, we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with procedural aspects of the audit (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.). The second (final audit) focuses on the financial aspects and the checking of the Annual Governance and Accountability Return (AGAR) and supporting information being submitted to the external auditors.

Our councils have found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit. We are always happy to consider a different frequency of visits to suit your council's needs, and are happy to answer any questions that may arise during the year.

Mulberry LAS (previously as part of Mulberry & Co) have been conducting internal audits for local councils for over 20 years. Our team of auditors have extensive sector specific knowledge and experience and can rotate between councils to ensure complete independence is maintained throughout your engagement period with us.

In the 2024/25 financial year, we will complete circa 270 internal audits ranging from small councils exempt from a limited assurance review to larger Town and Parish Councils with multi-million pound turnovers and complex financial arrangements, with a combination of on-site and remote audits taking place to suit the council's circumstances.

We base our charges on an hourly rate and for the financial year commencing on 1 April 2025 this is £75 per hour + VAT (£85 + VAT for councils with a precept exceeding £1 million). Travel costs for on-site visits are charged at the standard HMRC rate of 45p per mile. We do not charge for travel time.

The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, and once appointed, your assigned internal auditor will be happy to discuss this with you in more detail. We offer engagement periods of either one or three years. If you choose to appoint us for three years, we guarantee the hourly rate will not increase for the duration of that engagement period.

Becoming an internal audit client of Mulberry LAS also provides you with access to a discounted rate on our comprehensive training programme for officers and councillors, with further information and details of our upcoming courses available via www.mulberrylas.co.uk/training-programme

If you have any further questions, please do not hesitate to contact me.

Andy
Andy Beams
Director, Mulberry Local Authority Services Ltd

17/09/2018	Reference: 200004782039
TERMS OF A LICENCE TO PERMIT CO-OPERATIVE GROUP STEYNING & DISTRICT COMMUNITY PARTNERSHIP FOR A STRUCTURE KNOWN AS STEYNING HIGH STREET GATEWAY ON PREMISES KNOWN AS NEWMANS GARDENS CAR PARK TANYARD LANE STEYNING WEST SUSSEX	
1	Licensor Horsham District Council Parkside Chart Way North Street Horsham West Sussex RH12 1RL
2	Licensee Steyning And District Community Partnership FAO: Tel: Email: The licence is personal to the Licensee and not transferable to any other party.
3	Licensed Area Part of Newmans Gardens Car Park, Steyning, as show in red on the attached plan.
4	Licensed Use To site a structure as per Planning Application Number: DC/18/1512.
5	Licensed Period From 1st January 2020 for a period of 7 years.
6	Determination The licence shall be determined by: i. Expiry of the Licenced Period ii. The Licensee giving the Licensor 3 month's written notice at any time. iii. The Licensor giving the Licensee 3 month's written notice at any time. iv. By serious breach of covenant.
7	Conditions The Licensee agrees to the following conditions of use: i. The Licensee to provide a photographic record of the licensed area prior to the commencement of the licence. ii. The Licensee to clear and clean the licensed area after use. iii. The Licensee to ensure that all relevant Health & Safety legislation is adhered to.

		iv. The Licensee to seek to minimise any risk to the health and safety of visitors and members of public using the licensed area. v. The Licensee will not cause or permit any actual thing on the licensed premises that may be or become a nuisance to the Council, adjoining owners or occupiers of property. vi. The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the licensed area. vii. The Licensee will ensure the structure is of good quality and is kept in good condition and maintained to a good standard. viii. The Licensee will make good any damage caused to the structure during the works.
8	Licence Fee	Nil It is usual practice for the District Council to charge a licence fee but in this instance it will be waived.
9	Costs	Nil. It is the usual practice for the Licensee to bear the District Council's administration costs but in this instance it will be waived.
10	Indemnity	The Licensee will indemnify the District Council against all claims for loss or damage caused arising out of the use of the Council's land.
11	Legal Interest	No legal interest whatsoever is to be formed on the land during the licence period.
12	Miscellaneous	No secure tenure of legal interest is to be implied or construed upon the grant of this licence and the council does not undertake to renew the licence at the end of the licence.
13	Legal	In order to avoid legal costs, the mater will be completed by way of exchange of correspondence.
14	Liaison	The Licensee will liaise with Estates Assistant and Records Officer Thomas Crosdil Tel: 01403 or to and upon completion of the licensed activities.

Mr T Crosdil
Estates Assistant and Records Officer
Property and Facilities

On behalf of the Licensee, I agree to the terms of a temporary licence as set out above

Signed.....

Description Details of signatory:

Date: 28th September 2018

20/06/2025		
TERMS OF A LICENCE TO PERMIT STEYNING PARISH COUNCIL TO SITE INFORMATION SCREENS ON VARIOUS CAR PARKS IN STEYNING WEST SUSSEX		
1	Licensor	Horsham District Council Albery House Springfield Road Horsham West Sussex RH12 2GB
2	Licensee	Steyning Parish Council The Steyning Centre Fletcher's Croft Steyning BN44 3XZ FAO: John Fullbrook Tel: 01903 812042 Email: John Fullbrook <john.fullbrook@steyningpc.gov.uk> The licence is personal to the Licensee and not transferable to any other party.
3	Licensed Area	Parts of the following sites, as outlined on the attached plans: - Newmans Gardens Car Park, Steyning - High Street Car Park, Steyning - Fletcher's Croft Car Park, Steyning
4	Licensed Use	To site information screens as outlined in a blue circle on the attached plans.
5	Licensed Period	From 20 th June 2025 until 19 th June 2030.
6	Determination	The licence shall be determined by: i. Expiry of the Licenced Period ii. The Licensee giving the Licensor 3 month's written notice at any time. iii. The Licensor giving the Licensee 3 month's written notice at any time. iv. By serious breach of covenant.
7	Conditions	The Licensee agrees to the following conditions of use: i. The Licensee to provide a photographic record of the licensed area prior to the commencement of the licence. ii. The Licensee to clear and clean the licensed area after use.

		iii. The Licensee to ensure that all relevant Health & Safety legislation is adhered to. iv. The Licensee to seek to minimise any risk to the health and safety of visitors and members of public using the licensed area. v. The Licensee will not cause or permit any actual thing on the licensed premises that may be or become a nuisance to the Council, adjoining owners or occupiers of property. vi. The Licensee will comply with any arrangements made by the Council as Landlord in respect of access to and from the licensed area. vii. The Licensee will ensure the structure is of good quality and is kept in good condition and maintained to a good standard. viii. The Licensee will make good any damage caused to the structure during the works.
8	Licence Fee	Nil It is usual practice for the District Council to charge a licence fee but in this instance it will be waived.
9	Costs	Nil. It is the usual practice for the Licensee to bear the District Council's administration costs but in this instance it will be waived.
10	Indemnity	The Licensee will indemnify the District Council against all claims for loss or damage caused arising out of the use of the Council's land.
11	Legal Interest	No legal interest whatsoever is to be formed on the land during the licence period.
12	Miscellaneous	No secure tenure of legal interest is to be implied or construed upon the grant of this licence and the council does not undertake to renew the licence at the end of the licence. For avoidance of doubt this licence is excluded from Sections 24-28 of the Landlord and Tenant Act 1954.
13	Legal	In order to avoid legal costs, the matter will be completed by way of exchange of correspondence.
14	Liaison	The Licensee will liaise with Estates Assistant and Records Officer Thomas Crosdil Tel: 01403 215485 prior to and upon completion of the licensed activities.

Mr T Crosdil

Assistant Surveyor

Property and Facilities

On behalf of the *Licensee*, I agree to the terms of a temporary licence as set out above

Signed.....

Description Details of signatory.....

Date:2025