
MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8th JULY 2025 AT 7.30PM

Present: Cllrs Sharp (Chairman), S Alexander, Ballance, and Johnson.

Clerk: John Fullbrook

Members of the Public in attendance: 0

Meeting commenced: 7:30 pm

DRAFT MINUTES

ACTIONS

F &GP/25/01 APOLOGIES FOR ABSENCE

01.1 Apologies were received from Cllrs M Alexander, Foxwell, Norcross and I Alexander, with Cllr Trundle being absent.

F&GP/25/02 DECLARATIONS OF INTEREST AND DISPENSATIONS

02.1 Cllr S Alexander as Allotment holder – regarding item 07.5, potential grant for Community Plot

F&GP/25/03 ELECTION OF VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE FOR 2025/26 MUNICIPAL YEAR

03.1 Cllr Sharp **proposed, seconded** by Cllr Ballance that Cllr S Alexander be duly elected as F&GP Committee Vice Chairman for the 2025/26 municipal year. **Agreed 3 For, 1 abstained**

F&GP/25/04 QUESTIONS FROM THE FLOOR {in summary}

04.1 None

F&GP/25/05 MINUTES OF PREVIOUS MEETING

05.1 Cllr S. Alexander **proposed, seconded** by Cllr Ballance that the draft minutes of the meeting held on the 13th May 2025 be agreed as a true and fair record. **Agreed 3 For, 1 abstained**

F&GP/25/06 MATTERS ARISING AND ACTIONS – *These items taken as read*

06.1 Clerk to communicate positive response to Street Cleaner re. increased bin emptying - **Actioned**

06.2 Farmers Market/ Cllrs to be informed re change of SPC Community engagement strategy - **Actioned**

06.3 Clerk to bring back Allotment grant request – **See item 7.5**

06.4 Clerk to begin discussion with WSCC engineers concerning Railings installation renewal – **Actioned**

06.5 Clerk to speak with Steyping Society concerning Railing post samples and compile comments - **Actioned**

06.6 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal – **Actioned/ Item 7.7**

06.7 Digital Screens acquisition to be progressed, with Partnership support – **Actioned/ See item 7.10**

F&GP/25/07 FINANCIAL GOVERNANCE AND COMMUNITY MATTERS.

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

Members discussed and posed questions to the Clerk in consideration of a long list of payments covering this period. The Clerk will check on a potential reduction of the Wardens fees due to recent reduced service provision. Cllr Sharp **proposed, seconded** by Cllr Johnson that SPC accepts the April '25 and May '25 SPC Payments lists. **Agreed**

07.2	F&GP Income and Expenditure reports for April and May 2025.	
07.2.1	Cllr S. Alexander proposed, seconded by Cllr Johnson that the Clerk be delegated to renegotiate the Wardens expenditure for this year due to recent reduction of service level due to less staff. Agreed	CLERK
07.2.2	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC accepts the F&GP Income and Expenditure reports for April and May '25. Agreed	
07.3	To consider 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. Members considered these figures and what they mean to the general understanding of the strategy for completing tasks and projects over the next three years, with so many considerations laying ahead over this period. Members looked in detail specifically at what might happen in the event of a finance related emergency, and were content with what contingencies were in place. The Clerk asked that members consider agreeing the first part of the 25/26 Business plan. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agree to the 25/26 Business plan as per the supporting papers. Agreed	CLERK
07.4	To discuss project priorities for the 2025/26 period and decide upon the outline content of the forthcoming year's SPC Action Plan.	
07.4.1	There were three supporting papers for this item. One being last year's Action Plan and was for reference rather than greater discussion. The project list covered all the current elements members are still considering for next year. There was also a list which gave extra financial consideration for each proposed project. There were 33 projects noted for members to consider and reduce down to a final list which could be achievable both in terms of office time, and SPC money available. A final list would be taken to the next F&GP meeting in the form of a draft Action Plan for the period June 25 to June 26, and this could then be agreed so that Council knew what resources it needed to have in place.	CLERK
07.4.2	The list noted below contains the items which did not make the cut for the current year, but which would likely slip to the following year's project list. • <i>Part MPF Play Area Renewal - £Grant or Special project funded – 25-35K</i> • <i>MPF Car Park Bollards and possible planter installation - £3K</i> • <i>Bus Shelter improvements - £10K - £25K *</i> • <i>Work on Glebe Farm Play Area – £0K</i> • <i>Fletchers Croft, asset transfer - £0K ^</i> • <i>Bramber Brooks asset transfer - £0K ^</i> • <i>Car Parks potential asset transfers - £0K ^</i> • <i>Other SPC / HDC Open spaces / Twitten and other asset transfers - £0K ^</i> • <i>Glebe Farm Road names – might delegate to for example Steyning Society £0K</i> • <i>Twittens ongoing management – Staff costs</i> • <i>Youth Club permanent home – negotiate with WSCC for potential asset transfer - £0K</i>	
07.4.3	The following list of priority projects will be taken forward to be placed with a draft Action Plan for members to discuss and agree for the September F&GP Meeting. 1. Chandlers Way Play Park Development – Ongoing - £3K from Budget and successful grant 2. High Street Christmas Lighting Display – Budget£ 3. MPF Charlton Street entrance re-surfacing - access for potential disabled play install. - £0 4. MPF Entrance notice / interpretation boards - £4K plus already won Grant funding 5. Steyning Centre energy cost & carbon saving measures - £10K 6. CCTV installation (at least part commitment) - £10K to £18K {First Phase} * 7. Mouse Lane Funding application - £0K 8. Climate Action Travel Plan support - £?K, dependent on projects but likely little cost	CLERK

9. *Neighbourhood Plan Review completion - £13K*
10. *Neighbourhood Plan Phase II - £?K – To safeguard against future midterm developments*
11. *DMMO inquiry resolution – Committed priority £0K*
12. *SPC Tree management Plan – Committed to this from last year's Action plan £0K*
13. *Parish Flood Plan / Riparian responsibilities at Abbey Road – Committed £6K - budget*
14. *Railings on Roundabout - £0K to £?K*
15. *Implementation Plan to get signed off – HDC to complete £0*
16. *Cricket Club Lease and development of new club house – £4K Solicitor /admin*
17. *Parish Wide Bin installations – £Annual Budget*
18. *Steining Centre – Front Doors replacement - £8K {potentially from Sinking fund}*
19. *Emergency Plan Update – Must do for 25/26 - £0K*
20. *Glebe Farm influencing and assisting Vistry - £0K*
21. *Devolution Business Plan ^ - £2K potentially for solicitor fees*
22. *Remembrance Event organisation - £0K*

- 07.4.4** * The CCTV project will cost more than it is possible to pay for in this financial year without going into our emergency reserves, and so it was proposed that this be a two- or 3-year commitment whose first phase is begun in the 25/26 project year. It does however need to be agreed via a public referendum. If the vote was to not proceed, then emphasis would shift to SPC pursuing completion of Bus Shelter works instead.
- 07.4.5** ^ In terms of the potential Asset transference of land and Car Parks from HDC, it was felt that any detailed negotiation and likely solicitor costs would be dealt with within the next financial year, and in the meantime these matters could be covered by the work involved in the compilation of the Devolution Business Plan.
- 07.4.6** Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC proceed with the CCTV project public consultation & referendum, and that this process is delegated to the Community Engagement Group. **Agreed** **CLERK**
- 07.5** **To consider a grant application for an allotment community plot installation.** **CLERK**
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
Cllr Sharp **proposed, seconded** by Cllr Ballance that SPC agree to the grant application for the Community plot development {for the sum of £250} **.Agreed**
- 07.6.1** **To agree a continued service arrangement with the current SPC internal auditor.** **CLERK**
Mulberry & Co are the most successful and best respected internal audit supplier and trainer in this region (and beyond). The Chair explained that 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 7 years who have done so, all say that they are impressed with the companies thoroughness and professionalism.
- 07.6.2** He further explained that both he and Cllr S Alexander have continued to, over the last year and a half, been 'putting the Clerk through his paces' as part of the ongoing internal control process, and as per the Financial Risk Assessment requirements.
- 07.6.3** Cllr Sharp **proposed, seconded** by Cllr S Alexander that SPC retain the internal auditor for the next financial year. **Agreed.** There was also confirmation however that likely next year committee will need a more detailed understanding of any viable alternatives. **CLERK**
- 07.7.1** **Cricket Club Lease renewal update, and to consider the length of the new Lease.**
The Clerk had begun discussions with the SPC solicitor after being delegated to do so, and there was an indication that both parties are close to an agreed length of Lease, but it is important to further discuss clauses involving security provisions, security of tenure and rent reviews. The Clerk had provided a supporting paper which outlined progress to date. The Chair explained that in the first instance SPC needs to obtain the clubs accounts to understand what the basis of their business model could be and also what their new legal status is.

07.7.2	Cllr S Alexander proposed, seconded by Cllr Sharp that in principle SPC is not against a long lease, however SPC needs to seek legal advice on a number of clauses that need to be added in order to protect the Community and its Asset. Agreed	CLERK
07.7.3	Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees to the fee from the solicitor for them to complete the task of compiling a new Cricket Club Lease agreement. Agreed	CLERK
07.8	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. The Clerk had prepared a written motion to be signed by Cllrs – which stated the following – F&GP Committee resolves to put a special motion on the agenda of the 21st July Full Council Meeting to the effect that Full Council with immediate effect rescinds its decision of the 19th May 2025, extending sanctions against Cllr Campbell, contingent upon him also withdrawing the proposed Judicial Review proceedings. Cllr S Alexander proposed this motion and Cllr Sharp seconded, and it was therefore agreed to proceed. All Councillors present signed the motion in agreement with it. And the Clerk therefore needed to gain at least 4 other signatures before the required date which was the 14th July.	CLERK
07.9	To complete the asset lease transference forms from HDC of the ‘Archway at Newmans Gardens’. Cllr Sharp proposed, seconded by Cllr S Alexander that SPC agrees that the Clerk completes and signs the Asset Lease Transference document from HDC relating to the ‘Archway at Newman’s Gardens’. Agreed	CLERK
07.10	Notification regarding the signing of a Licence agreement for the Steyning Car Park digital screens. The 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.	
F&GP/25/08 PROGRESS REPORT		
08.1	<i>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.</i>	D. Clerk
08.2	<i>F&GP/24/08.2 CCTV project to be further discussed with contractors on site</i>	CLERK & CCTV W. Party
08.3	<i>F&GP/24/53.4 Spotlights onto the Clock Tower as a proposed project to be brought back</i>	CLERK
08.4	<i>F&GP/24/53.6 Digital Screens acquisition to be progressed, with Partnership support</i>	CLERK
08.5	<i>F&GP/24/53.7 Communications continuing with Cricket Club concerning proposed clubhouse development</i>	CLERK
08.6	<i>F&GP/24/53.7 Clerk to contact SPC solicitors to discuss lease options for Cricket Club renewal</i>	CLERK
08.7	<i>F&GP/24/53.7 Clerk to contact WSCC to obtain advice in consideration of WSCC property disposals policy</i>	CLERK
08.8	<i>F&GP/24/53.7 Clerk to contact NALC to obtain legal advice behind note LTN 56</i>	CLERK
08.9	<i>F&GP/24/53.10 Clerk to install double socket in Clock Tower for future camera installation</i>	CLERK
08.10	<i>F&GP/24/53.10 SPC to publish strategy for the future of clock tower clock-face future renewal</i>	CLERK
08.11	<i>F&GP/24/54.1 A3 conservation signs to be purchased for Abbey Road</i>	CLERK
08.12	<i>F&GP/24/63.6 WSCC to rectify issues with High St railings foundations, wall and posts with support from SPC Clerk</i>	CLERK
08.13	<i>F&GP/24/64.1 Clerk to add Asset items transferred to SPC to 2025/26 SPC Asset Register</i>	CLERK

F&GP/25/09 INFORMATION/CORRESPONDENCE ITEMS
09.1 None

F&GP/24/10 DATE OF NEXT MEETING – 9th September 2025 @7.30pm.

The Chair closed the meeting at 9.31pm

Signed Date 9th September 2025
Chair

A video recording of this meeting can be found using this link:
<https://youtu.be/sJ74AQSy2ZY>

FINANCIAL GOVERNANCE AND COMMUNITY MATTERS

Briefing Notes

6.1 To approve the list of SPC payments for June 2025 and July 2025.

6.2 To agree F&GP Income & Expenditure reports for June 2025 and July 2025.

Members need to check these lists in the usual way and not be afraid to ask the Clerk about anything that they are unsure about, or appears to be an anomaly, or might be an issue or of general interest. Then they need to be agreed please.

6.3 To consider and agree the second part of the SPC draft Business Plan and Finance Plan 2025/26.

At the last F&GP meeting members agreed the first part of the SPC Business Plan for the 2025/26 season – this being the first two and a half pages, and which covered the Finance Plan and the General / Earmarked Reserves.

The discussion that followed this agreement in the last meeting dealt with accepting the elements to be involved within the next and final section of this document and the details of this discussion about project priorities and how to finance these elements were listed within the July F&GP minutes. This allowed the Clerk to complete the remaining full SPC Business Plan Doc. and it is thereby presented for consideration and agreement here, but with some additional information noted for members and residents' greater clarity – as per supporting paper 6.3.

6.4 To further consider project priorities for the 2025/26 period and agree the 2025/26 SPC Action Plan.

The SPC Action Plan is the culmination of all the hard work completed so far over the last 8 months by members and the Clerk, in trying to determine what project priorities we need to concentrate on this now current year June 25 to June 26.

The Action plan itself needs to be considered, discussed, and agreed, or alter some of the details and then agree it to include these amendments, if at all possible please.

6.5 To consider a grant application for an Allotment Association AGM room hire cover grant.

This request comes in from the Allotment Association each year, and is an amount which covers the charge of hiring the Steyning Centre for their AGM. We urge members to agree this request please.

The booking details as follows - Steyning Allotments Association AGM Booking for the Saxon Room, for Tuesday , October 7th 2025. From 7.00 - 10.00 pm – **Cost of Hire / Grant - £87.15**

6.6 Clerk to notify with regards Wardens payment for this financial year and for members to consider a motion which further supports the Wardens service provision through and beyond the period of West Sussex local council devolution.

Following the last F&GP meeting members requested to gain an idea as to whether there would be a reduction to the annual Wardens charge for this year, due to there being a period when normal cover was not available (because only one Warden was available to us following Michaels' departure), the Clerk has had it confirmed by HDC that indeed there will be a reduced charge.

Members are also within this item asked to consider agreeing a motion whereby SPC give an expression of preference and intent in terms of its commitment to the Wardens service, given the right contractual details are in place, to carry on no matter under what circumstances its management and supervision is to be undertaken, in respect of the devolution process, so that the staff associated with the service can feel more at ease in respect of their future employment prospects, and beyond the winding up of the District Council.

6.7 To agree this year's SPC budget planning timeline as per supporting papers

Supporting paper 6.7 exactly mirrors what was agreed at this point last year, and simply outlines the framework by which this and other committees need to work towards, in order for the Council to come up with a thorough examination, reasonable methodology and well-reasoned solution and final figure for the SPC Precept request to HDC for the next 26/27 financial year.

6.8 F&GP to consider an amendment to the SPC Finance Risk Assessment and SPC Finance Regulations

Part of our responsibilities as a Council is to review and amend where and when necessary our policy documents. – And there are two anomalies that the Clerk would like F&GP to resolve please. The first is to change Finance Reg 6.7 back to what had been standard practice for SPC for many years, but the new wording had been missed when the new finance regs were brought in in May 2025. The second being, and put simply, that in one respect our SPC Finance Risk Assessment says one thing and our SPC Finance Regulations says something a little different. There are really two options for this resolution or for you to agree a similar amended version please – see these options below

Current SPC Finance Regs

At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance and General Purposes Committee}.

Current SPC Risk Assessment

Internal Control The Councillor responsible for Internal Control to inspect the accounts quarterly to ensure that the various accounting procedures are being adhered to. Following his inspection, he should report to the Finance & Community Committee. Areas to be checked include:

- Agreeing the reconciliation of the cash books balance with the bank accounts and ensuring that the accounts are reconciled regularly.
- Counting petty cash held in the office.
- Checking the validity of payments
- Testing a sample of credits received for validity and proper processing,
- Checking vat payments and claims
- Agreeing employers' returns to HMRC Reason: To reduce the risk of embezzlement, fraud etc

Option 1 – Changing Finance Regs to mirror Risk Assessment

At least once in each quarter, and at each financial year end, ~~a member other than~~ the Chair ~~{for a cheque signatory}~~ shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance and General Purposes Committee}.

Option 2 – Changing Risk Assessment to mirror Finance Regs

Internal Control – ~~The Chair of F&GP and another non cheque signatory, are appointed to be the~~ Councillor's responsible for Internal Control ~~and to~~ inspect the accounts quarterly to ensure that the various accounting procedures are being adhered to. Following his inspection, he should report to the Finance & Community Committee. Areas to be checked include:

- Agreeing the reconciliation of the cash books balance with the bank accounts and ensuring that the accounts are reconciled regularly.
- Counting petty cash held in the office.
- Checking the validity of payments
- Testing a sample of credits received for validity and proper processing,
- Checking vat payments and claims
- Agreeing employers' returns to HMRC Reason: To reduce the risk of embezzlement, fraud etc

As stated above, the RFO also asks for another amendment to the Finance Regs to be made as follows : From -

- 6.7 The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the finance committee. The committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Changed to

6.7 The RFO shall present a list of payments, forming part of the F&GP Agenda, and which covers every month of the year. The list shall be disclosed as a supporting paper, and members shall review the list for compliance and their agreement be duly noted within the minutes of that meeting.

6.9 To discuss and agree payment of Christmas Lights invoice

This is simply for the Committee to agree payment for this invoice as it is above the £1,500 limits of the Clerks powers – See accompanying supporting paper 6.9.

There is sufficient budget agreed. The contract has been agreed, and the scope of works has been agreed. This is therefore ostensibly a notification and procedural matter

6.10 To discuss and agree payment of invoice to design code consultants for the first part of their work in assisting the SPC Neighbourhood Plan update works.

This is simply for the Committee to agree payment for this invoice as it is above the £1,500 limits of the Clerks powers – See accompanying supporting paper 6.9

Again, there is sufficient budget agreed. The contractual arrangements have been agreed, and the scope of works has been agreed via the Neighbourhood Steering Committee. This is therefore ostensibly a procedural matter

6.11 Report on work undertaken so far on potential asset transference, with a view to future Car Park management options and to agree any actions

The Clerk will give a verbal report in relation to ongoing discussions with other Council's around the County, and how they are approaching this matter, as well as information so far forthcoming from HDC. Please see some of the relevant financial figures noted below for your information.

INCOME FROM PHYSICAL DISCS	INCOME FROM VIRTUAL DISCS	COSTS ASSOCIATED WITH DISC (e.g. PRINTING, POSTAGE, DIGITAL FEES)
£325,000	£30,000	£11,000
It is impossible to attribute Parking Disc sales to an individual car park. The disc allows parking in most rural car parks (and Roffey) and customers may use several different car parks throughout the year. The physical disc currently runs from July-June (due to delays that date back to Covid). The digital disc runs for 12 months from date of purchase. It is therefore very difficult to give exact financial year figures.		

	PARKING INCOME (FEES)	SEASON TICKETS	GENERAL RATES	MAINTENANCE	WATER/ELEC
BILLINGSHURST	£36,518	£20,280	£3,867	£4,657	£1,156
STEYNING	£56,058	£8,365	£8,059	£13,851	
STORRINGTON	£63,873	£3,613	£11,507	£3,339	
HENFIELD	£36,975	£5,185	£5,539	£8,521	£1,620
PULBOROUGH	£9,509	£4,213	£2,794	£1,250	
ROFFEY	£7,162	£1,950	£1,946	£2,696	
• Water/Elec not listed for every car park • Income cannot be broken down into individual car parks without extensive analysis, only towns and villages • Maintenance includes share of parking machine maintenance contract (recommended due to high call-out & parts costs). C.£750 per machine • Parking income is net of card transaction or cash collections fees. Typically 0.5% - 1.5% • Maintenance charges include reactive maintenance, landscaping, vegetation cutting and fence/wall repairs. This does not include capital programme work such as re-surfacing, re-lining or re-design work. That would need to be budgeted for separately.					

6.12 Following the fact that two residents have raised objections to SPC's 2024/25 AGAR, and have sent these to the external auditor, for members to gain an understanding of the process and likely cost implications

The Clerk will give a verbal report on this matter – This is for information only, there being nothing necessarily to subsequently agree at this stage

6.13 To discuss and agree a grant application from the Tylet Trust organisation as per supporting papers.

Supporting paper 6.13 gives full details of this grant enquiry. Although the requester is based outside the Steyning Parish, the Clerk brings it to the members' notice and for their consideration, as the work of the charity may well benefit some of the Steyning residents.

Members should remember that they may want to agree some measure of the request but that it is not necessary to agree the full amount, if indeed a and payment is to be agreed.

June '25

Bank Reconciliation up to 30/06/2025 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
02/06/2025	VIS	114.00		114.00		R	Amazon prime
02/06/2025	VIS	120.95		120.95		R	Amazon - Air Hockey Table
02/06/2025	VIS	30.39		30.39		R	Amazon - Hover hockey toy
02/06/2025	DD	848.00		848.00		R	HDC Rates for Stey Centre
02/06/2025	CR		11.80	11.80		R	Receipt(s) Banked
03/06/2025	VIS	107.94		107.94		R	Amazon - Work T Shirts
03/06/2025	VIS	39.79		39.79		R	Amazon - Youth Notebooks
03/06/2025	186/25.26	90.00		90.00		R	Colwell piano tuning
03/06/2025	187/25.26	3.50		3.50		R	T Eckert - film wine
03/06/2025	188/25.26	3,053.25		3,053.25		R	Jack Lee Gardening → STREET CLEANING
03/06/2025	189/25.26	90.00		90.00		R	Plumbing - Changing rooms
03/06/2025	190/25.26	1,194.83		1,194.83		R	Business stream - water → BUS SHELTER
03/06/2025	191/25.26	305.30		305.30		R	PIP Services
03/06/2025	CR		27.92	27.92		R	Receipt(s) Banked
04/06/2025	DD	240.00		240.00		R	Genke - phones
04/06/2025	174/25.26	2,011.67		2,011.67		R	Curtain craft Stey Centre → STAGE CURTAIN RENEWAL
04/06/2025	175/25.26	607.00		607.00		R	TC Maintenance
04/06/2025	176/25.26	80.00		80.00		R	Green Thumb grass cutting
04/06/2025	177/25.26	672.00		672.00		R	South Coast Electricals → STEYNING CENTRE ISSUES
04/06/2025	178/25.26	1,442.57		1,442.57		R	Sussex Land services
04/06/2025	179/25.26	8.30		8.30		R	T Eckert film wine
04/06/2025	180/25.26	332.86		332.86		R	Southern Cinema Services
04/06/2025	181/25.26	546.00		546.00		R	Ezyglide/ partitions at Stey C → GRASS CUTTING
04/06/2025	CR		11.80	11.80		R	Receipt(s) Banked
04/06/2025	CR		124.88	124.88		R	Receipt(s) Banked
04/06/2025	25/19		51.30	51.30		R	Receipt(s) Banked
04/06/2025	25/18		247.90	247.90		R	Receipt(s) Banked
04/06/2025	25/20		10.50	10.50		R	Receipt(s) Banked
04/06/2025	25/21		40.00	40.00		R	Receipt(s) Banked
05/06/2025	VIS	36.33		36.33		R	SiteLock Websecurity
05/06/2025	VIS	0.99		0.99		R	Sitelock transaction fee
05/06/2025	182/25.26	160.00		160.00		R	TSS - legionella
05/06/2025	183/25.26	50.00		50.00		R	Chichester payroll
05/06/2025	184/25.26	4,210.56		4,210.56		R	HMRC Tax & NIC
05/06/2025	185/25.26	2,691.16		2,691.16		R	WSCC pensions } STAFF
06/06/2025	VIS	13.80		13.80		R	Amazon - Cutlery for Stey Cent
06/06/2025	VIS	29.98		29.98		R	Amazon - Mugs for Stey Cent.
06/06/2025	VIS	5.99		5.99		R	Amazon - Cutlery holder
06/06/2025	192/25.26	234.49		234.49		R	Clare Austin
06/06/2025	193/25.26	110.00		110.00		R	JD Window cleaning
06/06/2025	194/25.26	1,046.40		1,046.40		R	Rialtas end of year → FINANCE ACCOUNTANT
06/06/2025	195/25.26	1,442.57		1,442.57		R	Sussex Land Services
06/06/2025	196/25.26	328.40		328.40		R	HDC - waste removals → GRASS CUTTING
06/06/2025	VIS	13.00		13.00		R	Canva - Software
06/06/2025	25/17		149.42	149.42		R	Receipt(s) Banked
09/06/2025	BP		817.80	817.80		R	Receipt(s) Banked → ROOM HIRE
10/06/2025	VIS	35.86		35.86		R	Amazon - Sewing consumerbles
10/06/2025	VIS	33.99		33.99		R	Amazon - PLayerstation - kittens

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
10/06/2025	VIS	14.97		14.97		R 	Amazon - Coffee capsules
10/06/2025	VIS	30.47		30.47		R 	Amazon - Youth Rack
10/06/2025	VIS	12.34		12.34		R 	Amazon - Youth cutter
10/06/2025	VIS	81.75		81.75		R 	Amazon - Sewing fabric
10/06/2025	VIS	14.00		14.00		R 	Gov.UK - Land Registry
10/06/2025	VIS	14.00		14.00		R 	GOV>UK - Land Registry
10/06/2025	VIS	7.00		7.00		R 	GOV.UK - Land Registry
10/06/2025	VIS	7.00		7.00		R 	GOV.UK - Land Registry
10/06/2025	VIS	14.00		14.00		R 	GOV.UK - Land Registry
10/06/2025	VIS	14.00		14.00		R 	GOV.UK - Land Registry
10/06/2025	VIS	14.00		14.00		R 	GOV.UK - Land Registry
10/06/2025	VIS	35.14		35.14		R 	Amazon - Cards & Sewing kit
10/06/2025	25/22		516.00	516.00		R 	Receipt(s) Banked → <i>FILM TICKETS</i>
11/06/2025	VIS	7.00		7.00		R 	GOV.UK - Land Registry
11/06/2025	VIS	14.00		14.00		R 	GOV.UK - Land Registry
11/06/2025	VIS	14.00		14.00		R 	GOV.UK - Land Registry
11/06/2025	CR		613.82	613.82		R 	Receipt(s) Banked → <i>LODGE ROOM HIRE</i>
11/06/2025	CR		17.70	17.70		R 	Receipt(s) Banked
11/06/2025	BP		294.35	294.35		R 	Receipt(s) Banked
12/06/2025	CR		78.45	78.45		R 	Receipt(s) Banked
13/06/2025	VIS	24.29		24.29		R 	Amazon - Shredder
13/06/2025	Cr		234.94	234.94		R 	Receipt(s) Banked
15/06/2025	CR		117.85	117.85		R 	Receipt(s) Banked
16/06/2025	DD	20.74		20.74		R 	Propel Youth phone
16/06/2025	VIS	31.18		31.18		R 	Zoom - software
17/06/2025	198/25.26	164.92		164.92		R 	Arthur Bill Coaching youth
17/06/2025	199/25.26	129.34		129.34		R 	Bus. Stream Allotments water
17/06/2025	200/25.26	48.95		48.95		R 	T Eckert film wine
17/06/2025	201/25.26	51.86		51.86		R 	EDF electric - High St
17/06/2025	202/25.26	2,458.76		2,458.76		R 	Festivelighting Xmas lights - <i>HIGH STREET</i>
17/06/2025	203/25.26	186.00		186.00		R 	Sowerby toilet security
17/06/2025	204/25.26	57.64		57.64		R 	Youth expenses
17/06/2025	205/25.26	5,000.00		5,000.00		R 	Steyning Downland Scheme grant
17/06/2025	206/25.26	1,204.46		1,204.46		R 	British Gas - <i>STEYNING CENTRE</i>
17/06/2025	207/25.26	649.87		649.87		R 	Squires planning - <i>NEIGHBOURHOOD PLAN</i>
17/06/2025	208/25.26	413.86		413.86		R 	Southern Cinema Services
17/06/2025	209/25.26	12.00		12.00		R 	Core websites
17/06/2025	25/23		350.00	350.00		R 	Receipt(s) Banked
17/06/2025	25/24		56.10	56.10		R 	Receipt(s) Banked
17/06/2025	CR		16.40	16.40		R 	Receipt(s) Banked
17/06/2025	CR		65.60	65.60		R 	Receipt(s) Banked
17/06/2025	BP		73.85	73.85		R 	Receipt(s) Banked
17/06/2025	CR		91.88	91.88		R 	Receipt(s) Banked
17/06/2025	CR		183.10	183.10		R 	Receipt(s) Banked
17/06/2025	CR		103.00	103.00		R 	Receipt(s) Banked
18/06/2025	DD	29.60		29.60		R 	O2 Stey Centre phone
18/06/2025	CR		41.20	41.20		R 	Receipt(s) Banked
18/06/2025	CR		116.50	116.50		R 	Receipt(s) Banked

JUNE '25

Bank Reconciliation up to 30/06/2025 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
18/06/2025	CR		70.00	70.00		R ☒	Receipt(s) Banked
18/06/2025	BP		88.65	88.65		R ☒	Receipt(s) Banked
18/06/2025	CR		274.13	274.13		R ☒	Receipt(s) Banked
19/06/2025	BACS	25,000.00		25,000.00		R ☒	Ill Health Pension payment - 1 st of 6
19/06/2025	CR		451.34	451.34		R ☒	Receipt(s) Banked
19/06/2025	CR		16.40	16.40		R ☒	Receipt(s) Banked
19/06/2025	BP		133.90	133.90		R ☒	Receipt(s) Banked
20/06/2025	BACS	25,000.00		25,000.00		R ☒	Ill Health Pension payment
20/06/2025	Cr		96.74	96.74		R ☒	Receipt(s) Banked
20/06/2025	CR		123.90	123.90		R ☒	Receipt(s) Banked
20/06/2025	CR		43.75	43.75		R ☒	Receipt(s) Banked
20/06/2025	CR		131.30	131.30		R ☒	Receipt(s) Banked
20/06/2025	CR		68.55	68.55		R ☒	Receipt(s) Banked
21/06/2025	BACS	25,000.00		25,000.00		R ☒	Ill Health pension payment
21/06/2025	DR	49.51		49.51		R ☒	HSBC - totalc harges
21/06/2025	CR		250.00	250.00		R ☒	Receipt(s) Banked
22/06/2025	CR		108.15	108.15		R ☒	Receipt(s) Banked
22/06/2025	CR		103.00	103.00		R ☒	Receipt(s) Banked
23/06/2025	VIS	1,059.84		1,059.84		R ☒	Microsoft - emails licence
23/06/2025	VIS	167.95		167.95		R ☒	Amazon - Hockey Table
23/06/2025	VIS	19.99		19.99		R ☒	Amazon - Key box
23/06/2025	BP	14,048.35		14,048.35		R ☒	Salary Payments
24/06/2025	DD	54.02		54.02		R ☒	CRE Commications - phone
24/06/2025	CR		14.70	14.70		R ☒	Receipt(s) Banked
24/06/2025	CR		88.65	88.65		R ☒	Receipt(s) Banked
24/06/2025	BP		123.60	123.60		R ☒	Receipt(s) Banked
25/06/2025	BACS	25,000.00		25,000.00		R ☒	Ill Health pension payment
25/06/2025	VIS	11.19		11.19		R ☒	Amazon - Youth masking tape
25/06/2025	VIS	13.85		13.85		R ☒	Stey Centre Mop
25/06/2025	VIS	84.00		84.00		R ☒	HDC - Parking Discs
26/06/2025	BACS	25,000.00		25,000.00		R ☒	WSCC - Ill Health pension pay.
26/06/2025	VIS	12.00		12.00		R ☒	Amazon - Footballs
26/06/2025	VIS	37.95		37.95		R ☒	Amazon - Darts Board
26/06/2025	VIS	11.04		11.04		R ☒	Zoho software
27/06/2025	BACS	1,681.24		1,681.24		R ☒	WSCC - Ill Health pension pay.
27/06/2025	VIS	14.00		14.00		R ☒	GOV.UK - Land Registry
27/06/2025	211/25.26	45.84		45.84		R ☒	BSG stationary
27/06/2025	212/25.26	840.09		840.09		R ☒	Bus. Stream - Changing rms → MPF.
27/06/2025	213/25.26	55.00		55.00		R ☒	Chichester Payroll
27/06/2025	214/25.26	20.60		20.60		R ☒	Stey teasupplies
27/06/2025	215/25.26	350.00		350.00		R ☒	GDPR data protection
27/06/2025	216/25.26	1,496.38		1,496.38		R ☒	Laser electric - Stey Centre
27/06/2025	217/25.26	246.49		246.49		R ☒	Laser elec - Tiletts
27/06/2025	218/25.26	42.00		42.00		R ☒	NALC - webinar
27/06/2025	219/25.26	118.02		118.02		R ☒	Roxby admin support
27/06/2025	220/25.26	563.19		563.19		R ☒	TC Maintenance
27/06/2025	221/25.26	2,939.55		2,939.55		R ☒	WSCC pensions
27/06/2025	222/25.26	5,021.41		5,021.41		R ☒	HMRC tax & NICs } STAFF

*£126,681.24
TOTAL*

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Account

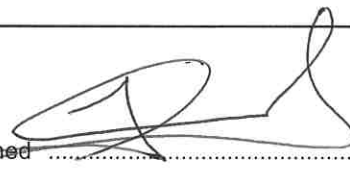
Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/06/2025	223/25.26	67.80		67.80		R ☒	Gardner trial shift youth
27/06/2025	CR		296.62	296.62		R ☒	Receipt(s) Banked
30/06/2025	CR		58.80	58.80		R ☒	Receipt(s) Banked
		<u>187,230.31</u>	<u>7,006.24</u>				

Clerk / RFO:

Name

John Fullbrook

Signed



Date

28th July '25

Chair of F&GP:

Name

Signed

Date

Bank Reconciliation up to 31/07/2025 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
02/06/2025	DD	-848.00		-848.00		R	Rates Stey Centre
02/06/2025	DD	848.00		848.00		R	Rates Stey Centre
01/07/2025	DD	848.00		848.00		R	Horsham District Council
01/07/2025	VIS	137.32		137.32		R	Costco
01/07/2025	DD	240.00		240.00		R	Grenke leasing phones
01/07/2025	CR		29.49	29.49		R	Receipt(s) Banked
01/07/2025	25/26		301.10	301.10		R	Receipt(s) Banked
01/07/2025	25/27		129.55	129.55		R	Receipt(s) Banked
01/07/2025	25/25		341.80	341.80		R	Receipt(s) Banked
02/07/2025	CR		23.60	23.60		R	Receipt(s) Banked
02/07/2025	CR		26.06	26.06		R	Receipt(s) Banked
03/07/2025	DR	25.00		25.00		R	Petty Cash
03/07/2025	VIS	23.46		23.46		R	Amazon - Hazard tape
03/07/2025	25/30		186.50	186.50		R	Receipt(s) Banked
03/07/2025	25/28		186.50	186.50		R	Receipt(s) Banked
03/07/2025	25/29		20.00	20.00		R	Receipt(s) Banked
03/07/2025	25/30		46.68	46.68		R	Receipt(s) Banked
07/07/2025	VIS	13.00		13.00		R	Canva
07/07/2025	VIS	36.07		36.07		R	SiteLock Websecurity
07/07/2025	DR	0.99		0.99		R	Transction fee
07/07/2025	224/25.26	312.00		312.00		R	Creative play
07/07/2025	225/25.26	2,771.25		2,771.25		R	Jack Lee
07/07/2025	226/25.26	161.06		161.06		R	PIP Services
07/07/2025	227/25.26	160.00		160.00		R	TSS Legionella
07/07/2025	228/25.26	69.98		69.98		R	Youth expenses
07/07/2025	229/25.26	500.00		500.00		R	Youth Club catering
07/07/2025	230/25.26	8.35		8.35		R	Film supplies
07/07/2025	231/25.26	278.40		278.40		R	Rabbit Skips
07/07/2025	232/25.26	260.00		260.00		R	Clare Austin
07/07/2025	CR		70.04	70.04		R	Receipt(s) Banked
08/07/2025	VIS	32.45		32.45		R	Amazon - Game & Drink
08/07/2025	VIS	9.39		9.39		R	Amazon - playing cards
08/07/2025	VIS	11.50		11.50		R	Amazon - Youth Drinks
08/07/2025	VIS	7.00		7.00		R	Amazon - Youth Drinks
08/07/2025	VIS	17.99		17.99		R	Amazon - Youth Drinks
08/07/2025	VIS	29.19		29.19		R	Amazon - Youth Drinks
08/07/2025	CR		26.25	26.25		R	Receipt(s) Banked
09/07/2025	CR		396.83	396.83		R	Receipt(s) Banked
09/07/2025	CR		96.74	96.74		R	Receipt(s) Banked
10/07/2025	BP		248.60	248.60		R	Receipt(s) Banked
11/07/2025	233/25.26	51.26		51.26		R	EDF - elec High St Carpark
11/07/2025	234/25.26	32.35		32.35		R	Stey supplies - T Eckert
11/07/2025	235/25.26	118.02		118.02		R	Roxby - Admin assist
11/07/2025	236/25.26	306.00		306.00		R	Southern Cinema Services
11/07/2025	237/25.26	2,400.00		2,400.00		R	Ezyglide partitions
11/07/2025	CR		11.80	11.80		R	Receipt(s) Banked
14/07/2025	VIS	58.99		58.99		R	Dominos pizza Youth food
14/07/2025	CR		212.50	212.50		R	Receipt(s) Banked

} MISCODING

- STEY CENTRAL RATES

- FOOD FOR HOLIDAY ACTIVIA SESSION.

- DOOR MAINTENANCE & PART REMOVAL

Bank Reconciliation up to 31/07/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/07/2025	CR		70.00	70.00		R 	Receipt(s) Banked
14/07/2025	CR		101.80	101.80		R 	Receipt(s) Banked
14/07/2025	CR		26.25	26.25		R 	Receipt(s) Banked
14/07/2025	CR		20.60	20.60		R 	Receipt(s) Banked
14/07/2025	CR		274.13	274.13		R 	Receipt(s) Banked
14/07/2025	CR		49.20	49.20		R 	Receipt(s) Banked
15/07/2025	VIS	20.74		20.74		R 	Propel finance phones
15/07/2025	CR		116.20	116.20		R 	Receipt(s) Banked
15/07/2025	CR		90.83	90.83		R 	Receipt(s) Banked
16/07/2025	DD	29.60		29.60		R 	O2 Centre phone
16/07/2025	VIS	31.18		31.18		R 	Zoom software
17/07/2025	VIS	28.54		28.54		R 	Amazon - batteries
17/07/2025	CR		132.98	132.98		R 	Receipt(s) Banked
17/07/2025	Cr		108.15	108.15		R 	Receipt(s) Banked
17/07/2025	CR		40.31	40.31		R 	Receipt(s) Banked
18/07/2025	238/25.26	250.00		250.00		R 	Allot Ass. Community Grant
18/07/2025	239/25.26	377.08		377.08		R 	British Gas
18/07/2025	240/25.26	250.20		250.20		R 	Bus. Stream Rublees
18/07/2025	241/25.26	677.18		677.18		R 	Bus. Stream - Stey Centre - WATER BILL UTILITY
18/07/2025	242/25.26	12.00		12.00		R 	Core web site
18/07/2025	243/25.26	108.00		108.00		R 	Kestral alarms - CCTV
18/07/2025	244/25.26	180.00		180.00		R 	Sowerby Toilet security
18/07/2025	245/25.26	165.60		165.60		R 	Squires planning
18/07/2025	246/25.26	90.00		90.00		R 	Streeter allot taps
18/07/2025	247/25.26	1,442.57		1,442.57		R 	Sussex Land Services - GRASS CUTTING
18/07/2025	248/25.26	360.00		360.00		R 	Sussex plumber
21/07/2025	DR	40.08		40.08		R 	HSBC Charges
21/07/2025	CR		147.75	147.75		R 	Receipt(s) Banked
21/07/2025	CR		88.65	88.65		R 	Receipt(s) Banked
21/07/2025	CR		88.65	88.65		R 	Receipt(s) Banked
22/07/2025	25/31		109.60	109.60		R 	Receipt(s) Banked
22/07/2025	25/32		67.70	67.70		R 	Receipt(s) Banked
23/07/2025	CR		164.80	164.80		R 	Receipt(s) Banked
23/07/2025	CR		296.62	296.62		R 	Receipt(s) Banked
23/07/2025	CR		100.95	100.95		R 	Receipt(s) Banked
24/07/2025	VIS	26.01		26.01		R 	Solopress - Youth Club flyers
25/07/2025	VIS	91.79		91.79		R 	Youth trip - London dungeon
25/07/2025	VIS	98.13		98.13		R 	Youth trip - London dungeon
25/07/2025	VIS	98.13		98.13		R 	Youth trip - London dungeon
25/07/2025	VIS	63.87		63.87		R 	Trainline Youth tickets
25/07/2025	VIS	63.87		63.87		R 	Trainline Youth tickets
28/07/2025	BP	14,107.24		14,107.24		R 	Staff Salaries
28/07/2025	DD	54.02		54.02		R 	Gocardless phone
28/07/2025	CR		15,245.72	15,245.72		R 	Receipt(s) Banked - CLEANSING GRANT
28/07/2025	Cr		396.83	396.83		R 	Receipt(s) Banked
29/07/2025	VIS	11.04		11.04		R 	Zoho software
29/07/2025	249/25.26	15.00		15.00		R 	S Cobb tools
29/07/2025	250/25.26	850.00		850.00		R 	Youth Hol Activity - CRIME THEATRE

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/07/2025	251/25.26	263.28		263.28		R 	PiP Services
29/07/2025	252/25.26	485.00		485.00		R 	TC Maintenance
29/07/2025	253/25.26	4,539.18		4,539.18		R 	West Sussex Highwys costs - LAMP POST MAINT & ENERGY
29/07/2025	254/25.26	250.00		250.00		R 	Treedom tree works
29/07/2025	255/25.26	110.00		110.00		R 	Youth food
29/07/2025	256/25.26	160.00		160.00		R 	TSS Legionella
29/07/2025	257/25.26	21.60		21.60		R 	Centre supplies T Eckert
29/07/2025	258/25.26	5,087.32		5,087.32		R 	HMRC/ NICS
29/07/2025	259/25.26	2,945.24		2,945.24		R 	WSCC Pensions } STAFF
29/07/2025	260/25.26	55.00		55.00		R 	Chi Payroll services
29/07/2025	261/25.26	1,224.00		1,224.00		R 	Kitchen cleaning services - HIGH STREET TOILETS DEEP CLEAN
29/07/2025	CR		65.60	65.60		R 	Receipt(s) Banked
29/07/2025	BP		52.13	52.13		R 	Receipt(s) Banked
29/07/2025	CR		21.00	21.00		R 	Receipt(s) Banked
29/07/2025	Cr		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		63.00	63.00		R 	Receipt(s) Banked
29/07/2025	CR		21.00	21.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		84.00	84.00		R 	Receipt(s) Banked
29/07/2025	Cr		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		63.00	63.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00		R 	Receipt(s) Banked
29/07/2025	CR		42.00	42.00			

2nd Sept '25

JUNE

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

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	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 Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090 Bank Interest Received	844	5,750	4,906			14.7%	
Administration :- Income	341,611	454,270	112,659			75.2%	0
4000 Salaries	51,709	208,000	156,291		156,291	24.9%	
4001 Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002 Printing, stationery, postage	624	3,150	2,526		2,526	19.8%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	804	3,200	2,396		2,396	25.1%	
4005 Insurance	0	8,200	8,200		8,200	0.0%	
4006 Salaries Outsourcing	197	520	323		323	37.8%	
4007 Data Protection	445	1,350	905		905	33.0%	
4010 Audit Fees	1,060	2,300	1,240		1,240	46.1%	
4016 Legal Fees/Elections	111	850	739		739	13.0%	
4017 Bank Charges	72	420	348		348	17.2%	
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	2,049	6,200	4,151		4,151	33.0%	
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	24	150	126		126	15.7%	
4047 Training	77	800	723		723	9.6%	
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	267	2,440	2,173		2,173	10.9%	
4070 Software support & Packages	1,793	3,150	1,357		1,357	56.9%	
4071 ICT Equipment	0	2,400	2,400		2,400	0.0%	
4072 Website Development	30	480	450		450	6.3%	
4073 Neighbourhood Plan Exp	8,722	13,000	4,278		4,278	67.1%	

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	196,946	275,810	78,864	0	78,864	71.4%	0
Net Income over Expenditure	144,665	178,460	33,795				
<u>102 Finance & Community Appendix</u>							
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	0	83,620	83,620	0	83,620	0.0%	0
Net Expenditure	0	(83,620)	(83,620)				
<u>103 Youth Provision</u>							
1700 JPYC Service	984	18,000	17,016			5.5%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	984	42,117	41,133			2.3%	0
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	13,476	32,750	19,274		19,274	41.1%	
4024 JPYC General	8,365	41,117	32,752		32,752	20.3%	
Youth Provision :- Indirect Expenditure	21,847	74,867	53,020	0	53,020	29.2%	0
Net Income over Expenditure	(20,862)	(32,750)	(11,888)				
Finance & General Purposes Ctt :- Income	342,595	496,387	153,792			69.0%	
Expenditure	218,793	434,297	215,504	0	215,504	50.4%	
Movement to/(from) Gen Reserve	123,803	62,090	(61,713)				
<u>Earmarked Reserves</u>							
<u>503 Earmarked Res F & C</u>							
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)				
<u>550 Joint Parishes Cemetery Ctre</u>							
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)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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 Ill Health Insurance Payment	126,681	0	(126,681)			0.0%	
1090 Bank Interest Received	880	5,750	4,870			15.3%	
Administration :- Income	341,646	454,270	112,624			75.2%	0
4000 Salaries	69,635	208,000	138,365		138,365	33.5%	
4001 Ill Health Insurance Payment	126,681	0	(126,681)		(126,681)	0.0%	
4002 Printing, stationery, postage	624	3,150	2,526		2,526	19.8%	
4003 Staff Ill Health Insurance	0	2,850	2,850		2,850	0.0%	
4004 Telephones and Alarm	1,074	3,200	2,126		2,126	33.6%	
4005 Insurance	0	8,200	8,200		8,200	0.0%	
4006 Salaries Outsourcing	252	520	268		268	48.4%	
4007 Data Protection	476	1,350	874		874	35.3%	
4010 Audit Fees	1,060	2,300	1,240		1,240	46.1%	
4016 Legal Fees/Elections	111	850	739		739	13.0%	
4017 Bank Charges	111	420	309		309	26.4%	
4021 General Grants	250	2,500	2,250		2,250	10.0%	
4025 CCTV Maintenance	90	1,000	910		910	9.0%	
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	2,049	6,200	4,151		4,151	33.0%	
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	67	150	83		83	44.3%	
4047 Training	77	800	723		723	9.6%	
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	533	2,440	1,907		1,907	21.9%	
4070 Software support & Packages	1,829	3,150	1,321		1,321	58.0%	
4071 ICT Equipment	0	2,400	2,400		2,400	0.0%	
4072 Website Development	51	480	429		429	10.6%	
4073 Neighbourhood Plan Exp	8,860	13,000	4,140		4,140	68.2%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4075 Isolation and Loneliness	0	3,000	3,000		3,000	0.0%	
Administration :- Indirect Expenditure	216,110	275,810	59,700	0	59,700	78.4%	0
Net Income over Expenditure	125,536	178,460	52,924				
<u>102 Finance & Community Appendix</u>							
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	0	83,620	83,620	0	83,620	0.0%	0
Net Expenditure	0	(83,620)	(83,620)				
<u>103 Youth Provision</u>							
1700 JPYC Service	1,343	18,000	16,657			7.5%	
1710 Donations	0	1,000	1,000			0.0%	
1715 Bramber/UBeeding Contributions	0	23,117	23,117			0.0%	
Youth Provision :- Income	1,343	42,117	40,774			3.2%	0
4017 Bank Charges	6	1,000	994		994	0.6%	
4023 SPC Cont. to salary	17,865	32,750	14,885		14,885	54.6%	
4024 JPYC General	10,464	41,117	30,653		30,653	25.4%	
Youth Provision :- Indirect Expenditure	28,335	74,867	46,532	0	46,532	37.8%	0
Net Income over Expenditure	(26,992)	(32,750)	(5,758)				
Finance & General Purposes Ctt :- Income	342,989	496,387	153,398			69.1%	
Expenditure	244,445	434,297	189,852	0	189,852	56.3%	
Movement to/(from) Gen Reserve	98,544	62,090	(36,454)				
<u>Ear Marked Reserves</u>							
<u>503 Earmarked Res F & C</u>							
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)				
<u>550 Joint Parishes Cemetery Ctre</u>							
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)				

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

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.		
Steyning 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.

2. SPC List of Projects and Planned Services for 2025/26

This list includes all significant projects and planned additional services for the year ahead. It is a list determined by agreements at SPC Committee's or Council and as per funds set aside within the Budget and the associate list of projects being agreed at F&GP Committee on the 8th July '25, as well as the aforementioned projects and services agreed to be financed through the Earmarked Reserves. This list has also been determined under five principles of goal setting. These being that the projects are **Specific** in that they are well defined; they are **Achievable** given there are no unreasonable or very unusual situations arise to stop this from happening, and because funds are available and already earmarked to allow completion; they are **Measurable** in that each stage of the 'Action Plan' can be followed and 'ticked off' on completion; they are **Realistic** in that there should be enough time and appropriate resources available to complete them; and they are **Time-Bound** as per detailed within the 'Action Plan' table below.

- **MPF/Charlton Street entrance pathway renewal** – **Funding by WSCC** – Lobby and work with WSCC to resurface and make good the entire entrance including removal of kissing gate + therefore allow potential disabled play install.
- **Chandlers Way Pocket Park development** – **Full project being part paid by £5K grant funding and then topped up by existing annual budget** - To work collaboratively with the local residents to plant and maintain 'pocket' park.
- **MPF Main Access improvements / Interpretation boards** – **Paid for by a grant from SDNP + supporting grants from individuals and organisations such as SIB & Cricket Club** - To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming and attractive.
- **Steyning Centre energy & carbon saving** – **Funded by Special Projects budget -£10K-** To review and overhaul the energy usage within the Steyning Centre including the heating, lighting & insulation.

- **DMMO inquiry resolution** – **No funding other than perhaps travelling expenses** – Council to continue in its quest to support new PROW classification on permissive paths and especially in terms of Rifle Range pathway case.
- **High Street Christmas Light Display** – **Funded by Annual Budget** - To complete compliance documents with WSCC, Electric supply and distribution companies, Display installation company and Lamp testing company and then install Christmas display as agreed by F&GP and in time for the Christmas 'late night shopping' event.
- **Climate Action Travel Plan** – **Paid for by General Reserves 'working capital' and potentially S106 monies** – Help support and agree Walking a & Cycling plan, then actively work towards achieving some of the plan's targets/ aims.
- **Inaugural Steyning Parish Flood Plan** – **Paid for by Community budget funds initially** - Work with EA & AORT to compile a draft plan and understand how to complete first phases of riparian responsibilities/ maintenance works .
- **Steyning PC Emergency Plan revamp** – **No Cost but great deal of Staff & Cllr time involvement** – Agree fundamentals involved with different scenarios and ensure procedures in place and understood by those responsible.
- **Railings on the Roundabout** – **Not a SPC project but vitally important that SPC ensure these works are completed correctly and in keeping – Nil of little cost** – Complete quotes for WSCC and help project manage.
- **Cricket Club Lease and development of new clubhouse** – **Paid for by Club, and involving asset transference of changing rooms** – Needs a lot of negotiating & seeking both compromise, also positive directional support.
- **CCTV purchase and installation** – **Funded by Special Projects budget / topped up by Gen Res. but limited to £10 to £18 K for first phase .-** To agree CCTV monitoring installation for agreed areas and gain public support.
- **Glebe Farm Development (positive influence/ assistance)** – **Little or no cost** - Attempt regular discussions with Vistry at every level to ensure residents' concerns, positives of the planned design and SPC views being implemented
- **Neighbourhood Plan Review completion** – **Paid for by Earmarked reserves & budgeted plus or instead of possibly by ext. funding applications** – Complete a review of the existing document, agree changes and add design code section then gain public support and take back to HDC and examination
- **Neighbourhood Plan - Phase III** – **Paid for by General reserves if needs be** – To progress towards a full N. Plan with all criteria including housing allocation being dealt with.
- **Mouse Lane – Op watershed app.** – **Paid for by ext. funding applications** - Work with Wiston Estate, WSCC Cllr & engineers, local residents and any other key stakeholders to work out a scheme which could alleviate current issue
- **Steyning Centre front door replacement** - **Paid for by Earmarked reserves** - Complete feasibility study and install new doors and begin to remodel entrance area
- **Last Years Action Plan project completions** – **Paid for by General Res. 'working capital' + Earmarked Reserves** - To complete the unfinished SPC projects from the year 2025/26 agreed Action plan list.
- **Devolution Business Plan** – **Potentially approx. £2 to £3K in solicitors fees** – Gain appropriate information concerning potential asset transference land and buildings, then express interest with HDC and formulate Business Plan.
- **Remembrance event organisation** – **Annual budget funding** – Help the Church and engage with local groups to ensure the event is publicised and well attended and the site and participants are prepared.

3. The SPC Action Plan for 2025/26

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

SPC Action Plan for 2025/26

Updated 8th September '25

Key: - **Green** - Completed,

Project Name	Objectives	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Task / Activity	Timescale	Responsibility
MPF / Charlton St - Twitten resurface	Lobby WSCC to complete the works on this rough, uneven and unkempt pathway	Visit site with WSCC Highways engineers to continue to lobby	By End June 25	Compile notes on risk assess. using WSCC criteria to help case	By July.	Complete Highways scheme if no action being taken	By Aug.	Project completion, including removal of kissing gate	By Sept.	Clerk & Chair engage with less able bodied reps in prep - new play	By Oct..	Clerk & Chair
Chandlers Way Pocket Park	Complete first phase of planting programme, plus engage voluntary support	Liason with school & agree first planting day - hedge/tree	By Oct.	Continue liason with sch. & agree second planting day - bulbs	By Nov.	Complete initial trellis install & play gate	By Nov.	Agree and install entrance gate	By March 26.	Complete South and west borders and change grass cutting	By May 26	Clerk & Working party.
MPF Main Access improvements	To upgrade the main point of access, as appropriate and as funds allow, to ensure it is welcoming & attractive	Secure funding from SDNP for interpretation boards	By June	Have planning app. completed and board info agreed	By Aug.	Gain planning consent and appoint contractors	By Dec.	Complete phase I project	By Jan 25	Consider Bollard and Trough installations	By June 26	Clerk & Community Com.
Glebe Farm Housing Dev.	Work with Vistry, residents, HDC, Dist Cllrs, Local groups, and via SPC Steering Com. directives extract best fit scenario	Complete first stage com engagement prog with and for Vistry	By June	Receive Reserve matters planning app & org. Com meeting	By July.	Prepare Steering Com recommendations and ensure P&P coms off	By Aug.	Continue coms and lobbying of HDC planning re comments	By Nov.	Set up pathway to easy coms with office for project liasons	By Feb26	Steering Com + Clerk & D. Cllr
Climate Action Targets achieved	Climate Action Plan - Cycle racks & Glebe connectivity + overhaul Steyning Centre heating system	High St Cycle Racks Highways scheme app. completed	By End July	Gain support for best connective scheme - lobby Vistry and HDC	By Aug.	Find specialist heating engineer and discuss scope of works	By Feb 26.	Agree scope of works and timescale	By March 26.	Agree financial commitment & contractor for works	By April	Clerk & P&P Com.
High Street Christmas Lights	Install High Street lighting display to include agreeing new display, check Lamp post integrity & all permissions	Agree display for Christmas 2025 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 test	By Sept.	Complete all doc. permissions and agree install dates	By End Sept.	Complete installation	Before End of Nov.	Clerk and F & GP
Remembrance Event Org.	Work with Grounds team, Father Mark, Cllrs and Key Stakeholders to ensure Garden prepared and Event organised	Org. Ground works - appoint gardener & gain quotes	By Aug.	Chair & Clerk to meet with Father Mark to discuss arrangements	By Sept.	Chair / Clerk to engage with key stakeholders to ensure attendance	By Sept.	Publicity in place to promote event + inform Tennis club etc.	By Oct.	Ensure attendance/ equip/ reefs / garden prepd & event success	By Nov.	Clerk & Community Com.
Cricket Club Devel. & Lease	Work with Club to ensure the proposed Cricket Clubhouse devel. is best value & Lease are appropriate/ future safe	Begin details of Lease such as Length & appoint solicitor	By End June	After Com engage -ment, work with club to agree plans	By End July	Discuss lease agreement details needing to be changed	By Oct	Draft new Lease and agree to planning application	By Dec	Agree Lease details inc clauses with Club & gain SPC approval	By Feb	Clerk and F&GP Team
Compile Steyning Flood Plan	SPC now has additional riparian responsibilities at Abbey Road. This is to establish what needs to be done & when	Meet EA & AORT reps & begin to recognise responsibilities	By End June	Meet with residents for phase I works - & then complete	By Sept.	Compile draft of Flood Plan for Abbey Road	By Dec	Meet with AORT & EA for sign off on plan and works to be scoped	By Feb 26	Meet with res. for phase II - scope, cost & arrange date/access	By April 26	Clerk & Community Com.
Devolution Business Planning	Work with HDC to obtain information on what Assets could be available for SPC to gain transfer, and build business case	Obtain as detailed an asset list from HDC as possible	By June	Buy Land registry Docs to get understanding of land details	By Sept.	Gain SPC approval for submitting expression of interest	By Nov.	Clerk to obtain background info re other PC positions	By March '26.	Gain SPC approval on draft outline Business plan	By May.	Clerk & Devolution working party
Steyning Centre Front doors renew	Steyning Centre front doors are broken & in need of swift renewal- but not like for like. ⁴ Opportunity to modernise/ benefit	Gain approval for works to be undertaken + budget	By June	Get an understanding of the range of scope of works options	By July.	Get selection of quotes based on best fit scenario	By Aug.	Gain approval from P+P on scope and cost	By End Sept.	Complete installation process	By Dec.	D. Clerk & P+P Com.
CCTV purchase & Phase I install.	To agree CCTV monitoring installation for the Steyning High Street, and progress arrangements for MPF and Fletchers Croft	Bring final recommendations to F&GP - scope & cost	By Oct	Gain agreement at Full Council for preferred system	By Nov	Org. Public consultation - Max scope, 'future safe'	By End Jan26	Work to ensure infrastructure and permissions in place	By Feb 26	Gain public support & Complete phase 1 installation	By End June '26	Clerk, working party , Full Council
Revamp Steyning Emergency Plan	Clerk and Councillors need to establish together what needs to be covered and why - eg Parish Mains Water cut off etc.	Set up Working Party, to review existing cover & agree scope	By Sept.	Understand what others have done and draft plan	By End Nov.	Outline Plan agreed by SPC	By Feb 26.	Complete details of plan	By April	Full C. agree plan, & office to enable contacts and equip.	End May	D. Plan / Clerk / Full Council
Twitten / DMMO Management + Inquiry	Identify Twittens / Pathways throughout Steyning Parish and finalise what needs to be DMMO'd / Managed by SPC	Identify Twittens + understand what HDC & WSCC own/maintain	By Sept.	Gain final dates from judiciary re DMMO inquiry + attendance	By Oct.	Explore longer term maintenance arrange - ments with WSCC	By Jan 26.	Agree a plan for future SPC maintenance of Twittens - Bus. Plan	By Feb 26	Agree full extent of any further DMMO applications	End April	Clerk & Community Com.
Mouse Lane - Op. Watershed app.	Work with Wiston Estate, WSCC Cllr & engineers, local res. & other key stakeholders to alleviate current issue	Gain data gathered by WSCC engineers, & identify solutions	By Oct	Reconvene working party to discuss next approach	By Nov.	Formulate plan to be discussed by working party then Full Council	By Dec.	Complete draft operation watershed application	By Jan 26	Finalise application and decide upon any match funding	By Feb	W. Party, Clerk and Key stakeholders
Railings renewal	Work with WSCC and Steyning Society to ensure High St Path & Railings issue dealt with in reasonable timescale.	Alert WSCC to their safety responsibilities by meeting on site	By June	Cllrs / Steyning Society check alternative post material & respond	By July.	Discuss alternatives with WSCC & source quotes	By End Aug.	Have quotes in place & agree scope with WSCC	By End Sept.	WSCC appointing contractor and date fixed for repair	By Oct.	Clerk / WSCC / All Cllrs / Key Stakeholders
Neighbourhood Plan - Phase II / III	N. Plan continue to consider missing elements from first plan. Phase II complete & to examiner + Phase III begin	Review intial design code works for consul -tants & review draft	By Oct. 25	Complete vision statement update & update Intro	By Nov.	Complete review and update existing doc. inc. consultants work	By Feb.	Take updated N. Plan through Reg 14 cons. & submit for Reg 16	By March 26.	Continue working with team on the next Phase - Full Plan comp.	By June 26	N. Plan Steering Com.
Last Years project completions	To complete the unfinished SPC projects from the year 2025/26 list	1. Parish wide bin installations complete	By End Nov.	2. Check Bank Accounts for Climate Action Group	By June 26	3. Implementation Plan 'Sign off' from HDC	By Jan.	4. Complete Social media start up by agreeing APP provider	By April 26	5. Draft new Tree Management Strategic Plan	Before End of May 26	Clerk and Community Com.

Yellow - Due, **Orange - Overdue.**

Risks to timescale	Risk Mitigations	
In hands of WSCC and their meagre finances - Just need to pursue the matter relentlessly and keep near the top of their priorities	Maintain positive coms	
Community 'buy in' to the project is key - but this will take some considerable time and effort.	Keep volunteers motivated	
Number of elements involved - Need to work closely with Cricket Club, S I B and Partnership to ensure project success	Keep all partners in loop to avoid over-reaching.	
Vistry work on their own timescale and not necessarily to help SPC nor Com engagement - targets often opposing SPC's	From a weak position use HDC planners and Cllrs	
Contractrs need very specific skill set - therefore ensuring the right engineers are avialble will be a risk to timescale	Use resident/ volunteer skillsets	
Many Contractors / Orgs. involved & if some in chain of inter-depend tasks not compliant , then chain & timescale breaks down	Keeping up with schedule all important	
In hands of Church, key stakeholders, volunteers, weather and luck in many respects	Ensure all aspects that can be done by SPC completed	
Cricket Club are determined to veer towards a more commercial orientation - negoitiating a resolution will take good coms	Good and regular communications	
Discussions with residents take time and increase potential issues re access - The works environment is challenging	Not a project that can be rushed w/o Com engage.	
Dependent upon HDC, Dist Cllrs, WSCC and the soon to be unitary authroity makig up their minds on whats going to happen	Present a strong case and allow for options	
The Doors are not an easy fix, as the design needs particular parameters dealt with	company need good references	
Working productively with appropriate companies takes time inc. site meetings. Consultation / Publicity important	Com engagement to ensure scheme understood	
The Plan must be reviewed and the result must be acheivable, and easily understood by the appropriate groups and individuals	Keep it as simple as possible	
WSCC may not want to agree terms at this stage for any asset transfer nor enter into MOU re their joint management	Ensure WSCC receive lots of maint. requests	
WSCC Engineers info. proving illusive, this slows the process. Main problem is no one currently knows how to alleviate the issue.	Might have to simply go for best value approach	
In WSCC hands - can merely lobby for works completion, and keep pressure on to get done ASAP	Keep positive and regular Coms	
Depends on the commitment from Cllrs & res. reps, as to whether difficult time constraints + timetable dealt with affectively	Work with N. Plan consult. to manage belief	
Finding office time to complete 2, 4 and 5 might be a challenge. 3. is completely in hands of HDC	Keep positive lobbying HDC, to assist with 1 & 3	

Suggested Budget setting Timeline (Schedule) for F&GP for the 2026/27 financial year

1. Review previous years procedure and agree the Budget setting process for the next financial year 2026/27.

– In September 9th F&GP Meeting

2. RFO to send to committee members an initial copy of the proposed F&GP budget plus starter budget draft for the Premises & Planning and Community committees for their next meetings. Then F&GP Committee to discuss and agree their own specific budget finances for income and expenditure lines. To begin to prioritise 2026/27 projects.

– By October 14th F&GP Meeting

3. Review all the committee budget and project requests together with its own agreed budget to allow collation into a first draft SPC budget for the year 2026/27

– By 9th December F&GP Meeting

4. Final Budget agreed by F&GP for recommendation for Full Council approval. Committee's and any working parties to have reviewed projects status and 'wish list' for the 2026/27 financial year with F&GP prioritising and sanctioning of any Earmarked Reserves to be recommended to Full Council

– By 13th January F&GP Meeting

5. Full Council agreement on final 2026/27 Budget Precept request, Band D tax rate and Earmarked reserve obligations for the following year based on F&GP recommendations

– 19th Jan' Full Council Meeting

Invoice



Invoice To
Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
Sussex
United Kingdom
BN44 3XZ

Invoice Date
01 September 2025

Invoice Number
INV-2025-05-000042

Reference
1-382-508

P.O. Number
Invoice 2 of 3

VAT Number

The Festive Lighting Company Ltd
Blackmoor
West Buckland
Wellington
TA21 9LQ

Notes

Year 2 Hire Charges as per Hire Agreement signed September 12 2024.
Second 40% of total cost now due.

Items

Description	Quantity	Unit Price	Tax rate	Tax	Total
Hire Charge (40% of total)	1	1192.97	20%	£238.59	£1,431.56
Delivery Charge (40% of total)	1	80.00	20%	£16.00	£96.00
Installation (40% of total)	1	776.00	20%	£155.20	£931.20
Please remit payment by bank transfer to					
Account Name: The Festive Lighting Co Ltd - No. 2					
Acc Sort code:					
Account No.:					
VAT No.:					
Sub-total					£2,048.97
Tax					£409.79
Total					£2,458.76
Amount outstanding					£2,458.76

Please send remittance advice to

finance@festivelighting.co.uk

THE TITLE OF THE GOODS SHALL NOT PASS TO THE CUSTOMER UNTIL FULL PAYMENT OF THE PURCHASE PRICE HAS BEEN MADE BUT THE RISK SHALL PASS ON DELIVERY. NO GOODS RETURNED WITHOUT PRIOR NOTICE. E. & O E. PLEASE REFER TO OUR GENERAL TERMS AND CONDITIONS.

If you need to edit or update your order you may contact us via email at sales@festivelighting.co.uk or call 01823 667788.



01293 978 200 | info@squiresplanning.co.uk

Squires Planning Ltd.
The Long Barn, Poplars Place
Turners Hill Road
Crawley, Sussex
RH10 4HH
VAT:

Steyning Parish Council
The Steyning Centre
Fletchers Croft
Steyning
West Sussex
BN44 3XZ
UNITED KINGDOM

Invoice No: INV:
Invoice date: 31 May 2025
Payment due by 22 Aug 2025

Project: Steyning N.Plan Review

Notes: This invoice is for work undertaken on the above project. A breakdown of the fees charged is provided alongside this invoice (see *attach.docx*).

Description	Unit Price (£)	VAT	Amount (£)
Passthrough invoice for design codes work by ONH	4,400.00	20%	4,400.00
Net Total:	4,400.00		
VAT 20%			880.00
Total:	5,280.00		
Payments Received			0.00
GBP Due	5,280.00		

SPC Grant Application

Organisation	Person responsible for financial Administration
Name Tyler's Trust	Name Jan Ellis
Year of Formation 2015	Telephone number
Current membership 425	Email address tylerstrust@gmail.com
Objectives (not more than 50 words) To bring a little joy and happiness to children with life-limiting / life-threatening illnesses, and their families by providing gift boxes for the children gift bags for siblings and home essentials kits for parents. Family craft sessions and support.	Postal address 74 Orchard Way, Barnham, PO22 0HY

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 of 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. Please see attached Description of Purpose for Grant & How will the Project / Activity Benefit Residents of the Parish Docs.

Total anticipated cost of project / installation / other reason	Amount of Grant to be requested & when will it be required
£ See attached Account Information	£ 500.00
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 Jan Ellis Dated 04/07/2025

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

How will the Project / Activity Benefit Residents of the Parish

Our services have significant impact on the families we support. Families benefit from practical and emotional support, promoting inclusion and boosting emotional well-being. Furthermore, they bring together families in similar situations, allowing them to develop a network of contacts who understand the challenges they face.

The children and families we support continue to struggle with the impact of illness, poor mental health and financial hardship. The Trust has worked tirelessly to support ever-increasing numbers of vulnerable families.

Over the last year, we have supported 250 families and a further cohort of 500 parents this allow us to via our liaison with local hospital children's wards. We believe initiatives like this allow us to achieve more for the children and families we support.

It is clear that there is an increased demand for our services, and the Trust must continue to evolve to meet this demand.

Most importantly, the Trust wants to continue achieving meaningful positive change for children and their families.

The Trust is led by our CEO, Jan Ellis, a professional and experienced manager. Her skills include clear communication, open-mindedness, creativity, and innovation whilst being approachable, optimistic, and transparent. Furthermore, she has lived experience of caring for a child with a life-threatening illness; as such, she brings a unique understanding of the needs of our families.

She is supported by admin staff and a team of trustees with experience relevant to the Trust's aims. The Trust has three part-time paid employees, equal to one full-time employee, and it also has the support of 50 volunteers.

CEO Message

Throughout the last 12 months, we have continued to adapt to meet the varied and changing needs of the children and families who rely on our vital services. I am deeply proud of the difference that we have made to our families.



GRANT AWARDING POLICY

Introduction

A Parish Council is empowered to incur expenditure in the execution of any works in order to exercise its statutory powers. There is also a power to incur expenditure for the benefit of the area, for some or all of its residents (Local Government Act 1972, section 137). Under these powers Steyning Parish Council makes annual provision for grant aid for its residents.

As part of this commitment, the Council has for example, designated funds for two local organisations in order to support their work in the past. The first of these groups is *Steyning in Bloom*, which does so much to brighten up the look of our local community, and especially the High Street. Secondly, the *Vintage Years Group* which is a very significant partner in the Council's work to help combat 'Isolation and loneliness' in the Steyning Parish Community.

The remaining monies will be distributed to deserving volunteer groups and local charities to assist in their work within the parish of Steyning. The distribution of these general grant funds will be based upon their requirements and the compelling nature of their applications.

To qualify, the applicant must be able to demonstrate that funding will benefit the Parish, or residents of the Parish. Grants will normally be considered quarterly by Finance & General Purposes Committee (March, June, September, December), unless there are special circumstances which require more immediate consideration. In determining the validity of an application, the Council will refer to the following guidelines:

Examples of applications which will be considered include:

1. The purchasing of equipment either in part or in full.
2. The funding of transport (especially sustainable transport) to enable members to partake in a group trip or outing.
3. For training activities.
4. For activities that raise the profile of the area.
5. For temporary running costs of a viable group, that is experiencing a period of hardship.
6. For hosting special events or celebrations.
7. For the provision of recreational facilities.

NB As the Parish Council has declared a climate emergency, it will look favourably upon schemes, projects, equipment, or provision that help create biodiversity or climate resilience, or which would help reduce energy or waste or water consumption.

Conditions:

1. Grants will not be awarded to individuals.
2. Additional applications within a 12-month period will not normally be considered
3. The award must be used for the purpose for which the application was made.
4. If the group is unable to use the award before the proposed end date, then an explanation should be provided to the Parish Council.
5. Awards must be accounted for, and evidence of expenditure should be supplied as requested. If the council is not satisfied that the grant has been spent as defined; they reserve the right to require a refund.
6. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Parish Council has been obtained for a change in use of the grant monies.
7. Any unspent portion of the grant must be returned to the Parish Council within 6 months after the proposed end date of the project.
8. Successful applicants that receive a grant are asked to submit a report within one year of the award date detailing how the grant has been used and the respective project costs. The report may include photos (if relevant to the project and use).
9. This policy may be amended at any time by the Council following a motion having been published on the agenda.

Eligibility:

Any Charity, Voluntary Group or Community Organisation operating within the parish that are of benefit to the local community, with the following two provisos:

- i, The Parish Council will NOT fund activities that it considers to be the responsibility of a Statutory Authority.
- ii, Applications from schools for an activity that takes place within the school day will not be considered.

The Parish Council will not fund activities outside its powers and functions, nor will it fund activities or services which are undertaken outside the Steyning Parish.

Submission of the Application:

1. Applications must be submitted to the Clerk via email or delivered to the Steyning Centre: Using and completing the grant application template attached.
2. Applications for grants over £250 should be supported by a copy of the latest set of annual accounts, these will be for the scrutiny of the Clerk and the F&GP Chair only.

Adopted by Full Council on the 19th May 2025